Welcome Parents,

The staff of Greater Life Baptist Church and Greater Life Christian Academy would like to welcome you and your child to our summer camp program. We expect the experiences here will be happy, wholesome experiences. This handbook is designed to acquaint you with our program and its philosophy. The handbook should help you to understand our operating policies and procedures. Please read this book thoroughly. Your help is needed in making the most of your child’s experience. If you have any questions about the information contained in the handbook, or matters not contained in the book, please feel free to contact me. We invite you to visit us at any time to ask questions and/or make suggestions. Thank you for entrusting your child to us.

Sincerely,

Kristen Cairnes

Director

Who We Are

Mission Statement

The mission of Greater Life Baptist Church is to seek God with our whole heart and lift up Jesus in all that we do. It is our desire to love our community and encourage and equip all people to respond to the love of God and God’s grace in their lives.

Purpose and Philosophy

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

As an integral part of Greater Life Baptist Church, Greater Life Summer Camp shall be considered an important ministry in helping the community provide quality education in a Christian environment to young children.

As a ministry of Greater Life Baptist Church, Greater Life Summer Camp will be a place of Christian nurture and will provide an educational program that is appropriate to the developmental needs of the children.

**HUMAN SEXUALITY POLICY**

Greater Life Christian Academy, as a ministry of Greater Life Baptist Church and a Christian school, adheres to the Greater Life Baptist Church Statement of Faith.

GENDER IDENTITY

Greater Life Christian Academy believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27). Rejection of one’s biological sex, at birth, is a rejection of the image of God within that person. In light of this, Greater Life Christian Academy holds to the policy that students, faculty, staff, visitors and volunteers shall dress in conformance with their biological sex, at birth. They shall also use the restrooms, locker rooms, and changing facilities that conform with their biological sex, at birth.

Organizational Structure

The Greater Life Christian Academy is under authority of the Greater Life Baptist Church. Responsibility of administering the program is through the director, who in turn is under the direct authority of the governing body of the church.

Class Placement

We place children in a class with children their same age or age range. In the afternoons, when ratios are lower, children may be combined with other classes.

Children with Special Needs

At this time, we are not qualified to teach children with special needs or concerns. This will be determined at the director’s discretion.

Snacks

Each class will have a snack mid-morning for half day and a snack in the afternoon for full day. Additionally, snacks may be purchased in the camp snack shop. If your child does not have a snack, we will charge a snack to their account.

Lunches

Our children and teachers sit down together for lunch following a blessing. Meal times are prime times for social interaction and learning opportunities abound. We feel that our lunch period is a special time used for developing good manners, eating within a time frame, preparing for the school lunchroom experience in later years, developing nutritional habits, and just having fun talking with our friends.

Lunch is a time for socializing, as well as eating. It’s also a learning experience! You can help us by packing a nutritional lunch in easy open containers that make it possible for your child to be independent with their lunch. Of course, we will assist them, but we encourage them to be as independent as possible.

Here are our suggestions for making lunchtime a positive experience for your child:

* Be sure to label your child’s lunch tote and all containers with your child’s name.
* Be sure to include utensils and straws if needed.
* Include an ice pack to keep food and drinks cold. We do not have space to refrigerate items.
* Pack a balanced lunch: protein, fruit, veggie, and a drink. Limit the carbs and sweets!
* Please cut and/or peel all foods if necessary for your child to eat.
* You can include a sweet treat, but only one and keep it simple. Remember, fruit snacks are a treat and not a fruit. The staff will encourage the children to eat their healthy items first and then the treat. Good habits begin early!
* Be aware of choking hazards!! Do NOT send popcorn, nuts, hot dogs, or grapes in lunches of toddlers and twos. In the threes and fours, hot dogs and grapes are permitted if cut lengthwise for safety.

Playground

Outdoor play is part of our daily routine, weather permitting. For safety, it is important that your child be dressed appropriately for outdoor play, including closed-toe shoes. (Sneakers are best.) Sandals do not provide secure footing for climbing and running on the playground and should not be worn at school. If you choose to wear inappropriate shoes for play, we are not responsible.

Clothing for Camp

Children should wear clothing that is comfortable and washable. Accidental stains due to art, food, playground dirt, etc. are inevitable. Rubber soled sturdy shoes are necessary for playground time.

Toddlers need to bring at least 3 disposable diapers, wipes, and a change of clothing each day.

All children need to have a change of clothing in their bag each day in case of accidents. Please be sure all clothing is labeled in a Ziploc bag. If your child has a potty accident and does not have a change of clothes, we will call you to come pick your child up.

Water Day Attire

Children may wear one-piece swimsuits with shorts over their swimsuits or swim shorts and a tshirt. A towel should be brought to camp. **Water shoes are required.**

Guiding Children

It is our goal to help develop self-discipline and self-control in each child through positive guidelines and reinforcement. Social skills are stressed through teacher modeling and redirection in a positive manner.

Aggressive behavior will be brought to your attention. We will ask you to work with us to redirect such behavior so that all children can enjoy a safe and pleasant environment. Please inform us of extenuating circumstances in your child’s life which might affect behavior. We reserve the right to ask parents to remove a child from the program should behavior become extreme and all avenues to help have been exhausted and the director feels it is in the best interest of the child and the program.

North Carolina Law states that no child shall be subjected to any form of corporal punishment by the owner/operator, director, or staff of any day care facility. For purposes of this rule, ‘staff’ shall mean any regular or substitute care-giver, any volunteer, and any auxiliary personnel, such as cooks, secretaries, janitors, maids, vehicle drivers, etc.

* No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
* No child shall ever be disciplined for lapses in toilet training.
* No child shall ever be disciplined for not sleeping during a rest period.
* No child shall ever be disciplined for not eating or have his food withheld as a means of punishment.

We know that busy and active children require less discipline. We plan an environment where children can be successful and feel good about themselves. As children mature, much patience and understanding are needed to help them learn how to interact in their world. Problem behaviors in preschoolers often are in the form of temper tantrums, negative behavior and aggression.

Biting

Biting is a common behavior in very young children. Small class sizes and well-planned activities in our program will keep children engaged and work to prevent instances of biting in young children. However, there may be instances where biting occurs. In such cases, the teachers will work with the biter to redirect behavior and appropriately respond to the bitten child. The parent of both the biter and the bitten will be contacted immediately while respecting the confidentiality of the situation. We will use the “shadowing” approach to try and prevent recurring biting incidents.

In repeat situations, the teachers will observe and document the biter’s behavior in order to identify what is triggering the child to bite other children. Teachers will request a conference with the parents in order to develop a plan of action to prevent the biting in the future. We reserve the right to request the withdrawal of a biting child after all attempts have been made with the teachers and parents to stop the behavior.

\*\*Children under 3: Children that bite more than 1 time in a day or are making continuous attempts, will be sent home for the day. Children exceeding 5 bites in any 30 days period will be subjected to enrollment termination.

\*\*Children 3 & older: Children that bite 1 time in a day or are making continuous attempts, will be sent home for the day. Children exceeding 3 bites in a school year will be subjected to enrollment termination.

School to Family Communication

Our main form of communication with all parents is the Remind App/Texts and Mail Chimp, via email. Please be sure you have a valid email address and phone number on file in the preschool office at all times. The director will send a weekly newsletter that will outline all upcoming camp-wide events that you need to mark on your calendar. Please read so that your child is appropriately prepared for all camp activities.

Birthdays and Celebrations

Children’s birthdays will be celebrated during lunch time. Store bought (Sealed in package) mini-cupcakes may be brought in for the class. Please notify the child’s teacher in advance.

Gift exchanges may not take place at school. Invitations can be distributed at school for outside parties if every child in the class receives one.

Safety First

Child Release Policy

To ensure the safety of your child, your child will only be released to the persons you designate on the emergency card. Changes to the list of eligible people must be made in writing to the director or teacher. Persons new to picking up your child will be asked to show a picture ID to verify who they are.

If arrangements have not been made appropriately for child release at pick-up, your child will be held at the school until you can be notified. Late charges may apply.

Parking Lot Safety

Please help us by following these rules at all times:

ALL drivers must enter the parking lot according to the signs at the entrance and exit.

The handicapped spaces must be honored as such at all times.

Always walk with your children in the parking lot.

PARKING AND DRIVEWAY USE

To ensure the safety of our children and all members of the GLCA community, it is of utmost importance that we practice safety and courtesy while in the parking lot and obey the posted signs year-round. Please watch out for others, drive slowly and hold the hands of very young children.

The speed limit is 5 MPH when dropping off or picking up. Traffic enters into the parking lot in one direction and exits in a circular motion. Please be aware that there are small children present and walking through the parking lot at all times.

ONE-WAY traffic only in the parking lots.

You may not leave your car at the curb when dropping off your child.

You must park your car in a parking space at all times.

In consideration to students with allergies, NO pets are allowed in the school or on school grounds when dropping off or picking up your child.

**Health and Sanitation**

Immunizations

All children entering the program must have documentation of current immunizations and a copy will be kept on file.

Medication

Due to the short amount of time that children are in our care, we WILL NOT administer any medications. Please let us know if your child is taking any type of medication as this may alter their demeanor or activity level.

Emergencies

In the event of an emergency, we will make every attempt to notify the parents, and then proceed with other emergency contacts that you have provided. Please make sure that all emergency contact numbers are kept up-to-date. Minor cuts, scrapes, and bruises will be treated with standard first aid.

Illnesses

Our staff reserve the right to refuse a child if he/she is ill or shows any signs of being ill while at school. When a child becomes ill at school, we will ask that you come pick your child up as soon as possible. We will keep them isolated from other children as much as possible until you arrive to pick them up. These are essential policies that help keep illness to a minimum in our program.

Symptoms that Require Exclusion:

Fever: Children can’t attend with a fever of 100 degrees or above. The child needs to be fever-free for 24 hours before returning.

Diarrhea: If a child has two loose bowel movements within an hour that is in the staff’s judgement to send the child home. The child must be free of diarrhea for 24 hours before returning to school.

Vomiting: Parents will be notified to pick up a child that vomits at school or becomes nauseous. The child must be symptom free for 24 hours before returning to school.

Colds: A child who come to school with a lingering cold should be able to follow the normal daily routine, including outside time.

**If the child is too sick to participate in all of the daily routines, the child should be kept at home. The staff reserves the right to make a call if the child is unable to be at school.**

Communicable Diseases

If your child has a communicable disease, please let the school know so that other parents can be notified of exposure. A communicable disease is one that can be transmitted from one person to another directly by contact with bodily fluids or indirectly by sharing toys, etc. In case of serious illness, the staff may ask for a doctor’s note before the child is able to return.

**Enrollment**

Non-Discrimination Policy

Greater Life Baptist Church and Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities made available to students.

Tuition Policy

Please submit the Authorization Form for auto-draft payments. No other form of payment will be accepted. Payments will be scheduled by the director to auto-draft out of your account each week. Payments will be drafted on the Friday before your child attends on the following Monday. Example: Accounts will be charged on June2nd for all camp children attending the week of June 5th.

Payments drafted by ACH will not incur any processing fees. Payments made by debit or credit card will be charged the 3% card processing fee.

A $20 fee will be charged to your card on file for payments that are unable to be processed.

Refunds will not be issued for withdrawals. It is necessary to give a 30-day withdrawal notice if you are removing your child from the program.

ALL accounts are to be maintained current. Parents/legal guardians are responsible to submit their payments on time, regardless of absences, vacation time, or which parent pays.

DELINQUENT ACCOUNTS can cause your student to be suspended until the account is current. A delinquent account of more than TWO WEEKS could result in dismissal.

**Discipline Policy**

At GLCA, we strive to provide a peaceful classroom in which specific steps will be followed when dealing with conflict.

A peaceful classroom is one where a child feels safe, and can trust that their safety is upheld. It also helps children feel responsible and capable of expressing their ideas and promotes mutual respect and interdependence that can develop skills for living and participating in a community. It is normal for conflict to occur during the normal course of a child’s play. When conflict arises, the teacher shall become a facilitator, guiding the children through different problem solving skills.

The teacher shall lead the children through the following steps:

1. Defining the problem.

2. Finding the solution to which child and facilitator can both agree upon.

3. Helping them put the agreed upon solution into practice.

If a child continues to cause conflict that threatens the safety of the other children, staff, and the classroom the child will be asked to sit out to calm down and think about their actions. This time allows the child to think about their actions and how they are affecting the situation around them. It gives them time to regroup so they can rejoin the activities in a more positive manner. If excess threats of safety to either the children, staff, or the classroom continue, the following steps will be taken:

1. Teacher and Director meet to determine a plan of action.

2. Director facilitates a conference with parents and teachers. Parent input is taken and a plan of action is determined.

3. Plan of action, process, and effectiveness is reviewed daily.

4. If the actions taken are deemed to be ineffective, a parent conference will be held, with the parent, teachers, director, and Pastoral staff, to discuss appropriate placement of the child.

**IMMEDIATE PROBATION/DISMISSAL**

We have the right to suspend or dismiss the enrollment of a student if:

A delinquent account of more than TWO WEEKS occurs

Excessive lateness in picking up your student

Physical or disruptive behavior by a student which hurts other children or staff and/or prevents

the classroom environment to work for the other students and/or teacher.

After careful review and consideration, the student’s developmental needs cannot be achieved

by our school.

Excessive biting.

Disruptive behavior by a parent/legal guardian to another child, staff or to the administration.

Gossiping that is negative and affects staff, children and or the reputation of the Academy.

Any type of weapon(s) used to harm, or threaten a student, staff member, or any other person

on campus.

The parent/legal guardian is still not satisfied by our best efforts.

We reserve the right to terminate a child’s enrollment at any time for any reason without notice.

Termination of Enrollment

In certain circumstances, it may be necessary for the GLCA Staff to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child. Every effort will be made to correct a problematic situation before a final decision is made.

**Video Surveillance**

GLCA is equipped with video surveillance technology. Each of our classrooms and playground areas are equipped with live streaming web cameras. This allows parents to rest assured that

their child is being well cared for. Managerial staff can view cameras at all times. In order to maintain each child's privacy, parents are not permitted to view videos at any time. Staff and management can review videos as deemed necessary and will provide video footage as available to any necessary/approved governing agency.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I HAVE COMPLETELY READ THIS STUDENT HANDBOOK. I AGREE TO ABIDE BY ALL THE

PROCEDURES AND POLICIES.

I understand the school may add, update, or amend the Student Handbook during the summer without prior notice. I will be given a copy of the changes at that time.

I will complete the authorization form for automatic payments and understand my account will be charged automatically by the director.

A DELINQUENT ACCOUNT OF MORE THAN 2 WEEKS CAN LEAD TO YOUR STUDENT BEING SUSPENDED UNTIL THE ACCOUNT IS PAID IN FULL.

STUDENT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/LEGAL GUARDIAN’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_