



LOVE GOD, LOVE CHILDREN,
MAKE A DIFFERENCE

Preschool Parent & Student Handbook

Revised May 2019

GOOD SAMARITAN CHRISTIAN ACADEMY
A Ministry of Good Samaritan Lutheran Church

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ADMINISTRATION

Don Lorfing	Pastor
Miriam Dake	Principal
Christine Suarez	Assistant School Director
Amber Smith	Administrative Assistant
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Diana Snyder	Office Assistant

Good Samaritan Christian Academy is regulated and licensed by:

State of Nevada
Department of Health and Human Services
Division of Public and Behavioral Health – Child Care Licensing
3811 W. Charleston Boulevard, Suite 210
Las Vegas, NV 89102
(702) 486-7245

Website: <http://www.health.nv.gov//HCQCChildcare.htm>

A LETTER FROM THE SCHOOL PRINCIPAL

Dear Parents/Legal Guardians,

The staff and I wish to welcome you to the new school year. We are delighted that you have chosen Good Samaritan Christian Academy for your child's educational experience. It is my privilege to be educating your children with a dedicated team of professionals who possess a thorough understanding and sensitivity toward young students.

We recognize that parental partnerships and support are essential in providing the best possible educational experience for all our students. In this spirit, this handbook is designed to provide information about our policies and procedures at GSCA.

GSCA is committed to providing our parents with information that will assist them in working with the school staff, enhance their child's overall school experience and promote opportunities for the success of our school. Together with our parents, we will provide all of our students with opportunities to maximize their academic and personal potential. Offering a quality Christian environment will ensure a positive, accepting and inspiring place for each student.

We value the unique characteristics, challenges, talents and commitment that both students and parents bring to this partnership. Working together, we can create a vibrant, exciting and respectful place – a place where everyone likes to come.

Sincerely yours,
Mrs. Miriam Dake
Principal

Good Samaritan Christian Academy is a ministry of Good Samaritan Lutheran Church

MISSION STATEMENT

Love God, Love Children,
Make a Difference

OUR GOAL

The Academy passionately educates and inspires children in His glory. Our goal is to help all students achieve their best by creating an environment of both spiritual and academic excellence, allowing students to identify and utilize their talents, to overcome their limitations and to celebrate their strengths daily. The education that students acquire is key to determining the future of these students. It is our belief that everyone (students, staff and parents) can learn from one another.

OUR PLEDGE TO OUR STUDENTS

I will do my best to see that every day you are loved by someone here. In every way possible, we will find ways to let you know how special and important you are to us and to God.

NON-DISCRIMINATORY POLICY

We admit students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of the educational policies, scholarship and loan programs, and athletic and other school-administered programs.

DAILY GOALS

- To help the student feel secure and happy as they step away from home
- To assist the student to become independent, self-confident and a competent group member
- To teach the student acceptable social behavior and manners
- To stimulate the student's curiosity and creativeness
- To inspire in the student a desire to explore their environment
- To produce academic achievement with high moral values
- To grow in the knowledge of God and His love for them
- We provide an environment that fosters growth within each student with diverse learning styles as well as physical and cognitive abilities. Our desire is to meet the developmental needs of every student as well as maintain a positive dynamic atmosphere in each classroom.

We attain our goals through our daily program as follows:

- indoor and outdoor play
- meeting times in the classroom
- hands on experience with numbers, pre-reading and reading skills, and social finesse
- creative movements, fine and gross motor development, art, music, science and literature
- snack, lunch time, rest time and bathroom time
- encouragement, showing respect, nurturing, acceptance and having fun

PREPARING FOR SCHOOL

Entering Preschool is a big step for the student and the parent. Children react in different ways when attending school. Some children will cry, some will cling to their parents, some will be calm, and even some parents will cry. Other children have a delayed reaction to the separation. Give your child a good hug. Reassure them you will be back and then leave. The longer the parent stays, the longer it takes the child to transition. When children do cry, they rarely continue after the parent leaves.

At home, talk about school. Help your child know that making friends and going to school are a wonderful part of their day, as well as, growing up. Do not talk about what you are going to do while they are in school. Be glad to see them after school and enjoy any happenings, lessons, songs, etc. that they share with you. I always tell parents “do not believe everything you hear about what goes on at school.” We promise not to believe everything your child says happens at home!

On school days, make sure your child gets up early enough to get dressed and eat breakfast without feeling rushed. RELAXED children have better days, and you will have a better one too!

SCHOOL OFFICE AND CALENDAR

The facility hours are **7:00 am to 5:00 pm**, Monday through Friday.

Half Day Curriculum: Drop off is 8:15 am – no later than 8:30. Pick up is at 12:00 pm.
Full Day Curriculum: 8:30 am – 3:00 pm. Arrival no later than 8:30, please.

All visitors are required to sign-in when entering the school. We suggest that you make an appointment if you would like to speak with the Principal.

The school calendar is sent home at the beginning of the school year. By referring to the calendar, many answers to school-related questions may be obtained quickly. Please note you will be notified if there are any changes.

Please note that Good Samaritan Christian Academy is a **NON-SMOKING** facility.

TERMS OF ENROLLMENT

All students are required to be 12 months (and walking), 2-years-old, 3-years-old (and potty-trained) and 4-years-old by September 30th of the current school year to be placed in their appropriate program. GSCA will make every effort to accommodate the special needs of your child; however, we do not have special educational programs for students with severe learning, emotional, behavioral, or physical handicaps. We reserve the right to place your child on a two-week probationary status pending his/her adjustment to a class. If we find that we cannot meet a child’s needs or that it is not in the best interest of the child to attend, we reserve the right to request that the child be removed from GSCA.

TERMS OF ENROLLMENT (continued)

First priority enrollment will be given to returning students and their siblings, as well as, active members of Good Samaritan Lutheran Church. ***To be considered an active member of GSLC, you MUST be a member for a minimum of 6 months and are actively involved in worship, spiritual growth, service and financial support.*** Vacancies are filled throughout the school year as they occur. Waiting lists are created in February, after the Registration period. The waiting lists do NOT carry over year-to-year.

ALL THE FOLLOWING FORMS/FEEs ARE REQUIRED **ON OR BEFORE** THE FIRST DAY OF ATTENDANCE:

- ❖ Photo of the student
- ❖ Completed Application for Enrollment
- ❖ Completed and signed Tuition Fee Policies
- ❖ Completed and signed Letter of Agreement from Parent Handbook
- ❖ Completed and updated Immunization Record
- ❖ Completed and signed (by your child's pediatrician) Health Statement
- ❖ Copy of Birth Certificate
- ❖ Any additional Forms requested by the Front Office
- ❖ All Fees and First Tuition (***Registration is an annual non-refundable fee.***)
- ❖ Items on your Teacher's Class Supply List

PAYMENTS AND TUITION

The annual tuition is divided evenly over 41 weeks. **Please note that THERE ARE NO REFUNDS OR TUITION REDUCTIONS for absences, holidays, winter break, spring break, or any temporary reduction in days or hours of attendance.** Tuition is due every 2 or 4 weeks and is to be paid on the Monday of your billing cycle. Your payment will be considered late by Wednesday of your billing cycle.

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.*

During the summer months, we offer a Summer Camp. Summer Camp tuition is due WEEKLY.

All accounts MUST have a zero balance for your child to attend Summer Camp and/or start the new school year in August.

WITHDRAWALS

Withdrawal from the school requires written notice. Tuition **MUST** be current at the time of withdrawal. *The Withdrawal Form, available at the Front Office, must be completed at least 2 weeks in advance of the withdrawal date. Tuition will be due for those 2 weeks.*

DROP OFF PROCEDURES/DROP OFF TIMES

- ❖ The **Speed Limit is 5 mph** when **dropping off or picking up**.
- ❖ Please observe the orange traffic cones. Traffic comes into the parking lot in one direction and exits in a circular direction.
- ❖ Please be aware that there are **small children** present and walking through the parking lot at all times.
- ❖ Please enter the campus through the gate facing Windmill.
- ❖ Parents may park their cars **only** in the parking lot facing Windmill.
- ❖ You **may not** leave your car at the curb when dropping off your child.
- ❖ **In consideration of students with allergies, NO pets are allowed in the school or on school grounds when dropping off or picking up your child.**

SIGNING YOUR STUDENT IN & OUT DAILY is MANDATORY for every parent/legal guardian or authorized escort, for the safety of our students. Make sure you are signing the Sign In/Sign Out binder in the classroom every time your child attends/departs. These are legal documents and are required by Child Care Licensing. They are also vital documents for our school records. **NEVER LEAVE YOUR STUDENT UNATTENDED.**

PICK UP PROCEDURES/PICK UP TIMES

MANDATORY Please note that **only** adults over the age of 18 are permitted to pick up students. This includes siblings.

❖ **HALF DAY students**

Students who attend **Half Day** must be picked up promptly at **NOON**. Parents are to wait outside the classroom door. Students will be dismissed one by one by their teacher. A parent with a Half Day student still in attendance after **NOON** will have the late fee of \$1.00 per minute charged to their account the day of the lateness. **Three late pickups is cause for immediate dismissal from GSCA.**

❖ **FULL DAY students**

Students who attend **Full Day** may be picked up any time after 3:00 pm. Parents picking up students from the playground must first speak with the teacher on duty and sign the Sign-Out Sheet before exiting the playground.

CLOSING

GSCA closes at 5:00 pm **SHARP**. A parent with a Full Day student still in attendance after 5:00 pm will have their account charged that day a \$1.00 per minute LATE FEE. Parent/legal guardian or authorized escorts who consistently have late pickups (after 5:00 pm) may be asked to register their student at another school that can better meet their hourly needs. **Three late pickups is cause for immediate dismissal from GSCA.**

AUTHORIZED ESCORTS

ONLY individuals listed on the Authorized Escorts list with current phone numbers will be permitted to pick up a student. We ask that you keep your list current. Authorized Escorts must provide a picture ID in order to pick up a student. We will NOT release any student to an adult not on your list. **NO EXCEPTIONS.**

SCHOOL VISITATIONS

All visitors/parents MUST *stop by the school office to sign in* before entering a classroom, after the school day has begun; this is in the interest of maintaining security and minimizing disruptions.

DAILY ATTENDANCE

Good attendance is necessary for your student to fully participate in classroom activities. Excessive absences affect your student. Please notify the school if your child is going to be absent.

TARDINESS

Tardiness affects the whole class, not only your student. It is the responsibility of the parent/legal guardian to be on time. We are a SCHOOL, not a Day Care and ALL CLASSES BEGIN AT 8:30 am SHARP. Students are considered late by 8:31 am. **Students arriving during JESUS TIME are disruptive to the lesson. Also, arriving after the morning meeting time does not allow** the student to transition smoothly into the classroom. It also affects the teacher's ability to deliver the planned day for the other students. Students also receive a *negative message* from adults concerning the importance of school. If you are going to be late, please notify the school.

Students are not admitted after 9:00 am without prior notification to the office that the student will be late that day. We do realize that life brings on situations that are out of our control. Please try to schedule appointments after school.

REST TIME

Students attending school for over 5 hours must have a rest time. Licensing REQUIRES a small blanket and crib sheet (labeled with their name). You may also bring a small stuffed animal. All items must fit easily into a ***labeled XL Ziploc brand Big Bags*** and taken home weekly for laundering.

Rest time begins at 12:00 pm – 12:30 pm and ends at 2:00 pm. – 2:30 pm., depending upon the needs of the children in the classroom. In consideration for other students, *if you need to pick up your child, please do so before OR after rest time.*

HEALTH AND ILLNESS POLICY

Any students showing signs of illness will not be permitted to attend school while symptoms persist. The parent will be notified once the student becomes ill. You must make arrangements to pick up your student as soon as possible or within the hour of being called.

A student with the following symptoms shall be excluded from school per the Southern Nevada Health District (4.2.3. Exclusion for Illness):

- ✓ Severe pain or discomfort
- ✓ Acute diarrhea characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours
- ✓ Two or more episodes of acute vomiting with a period of 24 hours
- ✓ Elevated body temperature at/or above 100 degrees F
- ✓ Sore throat, severe coughing, runny nose with a yellow or green discharge
- ✓ Yellow eyes or jaundiced skin; brown urine/white stool
- ✓ Red eyes with discharge
- ✓ Infected, untreated skin patches
- ✓ Difficult or rapid breathing
- ✓ Skin rashes, excluding diaper rash, lasting more than one day
- ✓ Weeping or bleeding skin lesions that have not been treated by a Licensed Medical Practitioner. Once treated and released to return to the school, cut sores or lesions shall be covered.
- ✓ Swollen joints
- ✓ Visibly enlarged lymph nodes
- ✓ Stiff neck
- ✓ Blood in urine or feces
- ✓ Scabies
- ✓ Child with a suspected Communicable Disease will be separated from all other children. The school is mandated to report the disease to the Health District.
- ✓ Children suffering from a lice infestation shall be excluded until free of lice and nits.

Per the Southern Nevada Health District (SNHD), students suffering from symptoms listed in 4.2.3. shall not be permitted in the school until written documentation from a health care professional is received stating that the child's condition is not infectious and will not adversely affect the school.

THE STUDENT MAY ONLY RETURN after a FULL 24 HOURS OF BEING SYMPTOM FREE. Children returning to school after an illness must be able to participate actively in the normal routine. Extremely tired, sleepy students or students with behavior signs that are out of the ordinary for that student may be sent home.

ALLERGIES AND OTHER HEALTH PROBLEMS

If a student is allergic to any food or drink or has any other health problems, immediately notify the Front Office in writing. **Again, in consideration of students with allergies, NO PETS are allowed in the school or on school grounds when dropping off or picking up your child.**

MEDICATION

For safety reasons NEVER leave any type of medicine, essential oils, vitamins or cough drops in the student's backpack, lunchbox, or on the teacher's counter.

Prescription medication will only be administered IF:

- ❖ The prescription medication has the original pharmacy label containing the student's name, doctor's name, and instructions for dosage.
- ❖ The parent/legal guardian must fill out a REQUEST FOR MEDICATION form prior to the administering of any medicine.

MEDICATIONS WILL BE ADMINISTERED ONCE DAILY AT 11:30 am

IF THESE GUIDELINES ARE NOT FOLLOWED, MEDICATION WILL NOT BE ADMINISTERED.

Over-the-counter medication will only be given IF:

- ❖ The medication is on a physician's letterhead or prescription pad
- ❖ It states a beginning and end date of application
- ❖ It states dosage, how, and when to administer
- ❖ It is signed and dated by the physician

Students may not self-administer any essential oils in class or on the premises

PESTICIDES

Pesticides are powerful tools for controlling pests. Pesticides must be used carefully and judiciously, especially when used in sensitive areas where children are present. Our teachers and the administration work closely together to ensure that everyone is part of our pest management effort. First and foremost, we are focused on prevention. However, our school's current pest management strategy does include the monthly application of pesticides across the campus by a licensed pest control company. Please understand that the health and safety of our students remains a top priority.

AIR FRESHNERS/ROOM FRAGRANCES

Our school does occasionally use air fresheners or essential oils in classrooms and bathrooms. Air fresheners are predominantly used in the one year old and two-year-old classrooms to combat odors. Again, please understand that the health and safety of our students remains a top priority.

SNACKS/LUNCH

Parents will provide AM and PM snacks. Please minimize foods that are high in processed sugar. We recommend snacks such as cheese, fruits, vegetables, dry cereal, wheat pretzels, chips, wheat crackers, graham crackers and yogurt.

Parents will also provide lunch. Lunch is a wonderful time for self-help skills, social skills, and verbal skills for our students. Provide food that is nutritious and that your student will eat. We want snack time and lunch time to be a nutritious, stress-free, relaxing time for your student. Ask your student's teacher for lunch suggestions.

LUNCH TIMES

- ❖ One-Year-Old Program 11:30 am
- ❖ Two-Year-Old Program 11:30 am
- ❖ Three-Year-Old Program 11:30 am
- ❖ Four-Year-Old Program 12:00 pm

Use insulated lunch boxes, thermoses, and/or ice packs to keep your child's lunch/snack at the desired temperature. Do not forget to provide a drink, a spoon/fork, and napkin. Everything needs to be in bite-size pieces, cut, peeled, and/or sliced if needed. The Southern Nevada Health Department **does not allow** us to heat food, cut/slice/peel or refrigerate items. Items such as gum, candy, soda, and glass containers **are not permitted** at GSCA.

BIRTHDAY BOOK CLUB

Make your student's birthday special by donating a book to the school library in HONOR of your student. For a donation of \$10.00, you and your student can choose a book from our age appropriate "Birthday Bookshelf." It will be read to their class and a special bookplate acknowledging your student's special day will be mounted inside. The book will then be placed in the school library where all the students can enjoy your gift for years to come.

BIRTHDAY CELEBRATIONS

Birthdays are very special in our school. With your teacher's permission, we recommend that you bring your student's favorite cookie, doughnut (or holes), or cupcakes (**WITHOUT frosting**). Don't forget a book from the **Birthday Book Club** to read and celebrate their SPECIAL day with their classmates. The celebration will take place during lunch time with a reading of the book, lunch and their treat.

Balloons, party hats, gift bags, etc. **CANNOT** be brought into the classroom. ONLY invitations that include **all classmates** may be handed out in the classroom. Otherwise, you may not hand out invitations in consideration of the feelings of the classmates not being invited.

LABELING

LABEL EVERYTHING – (i.e.: lunchbox, hat, sweater, coat, extra change of clothes, backpack, book) – ANY ITEM BROUGHT TO SCHOOL. The lost and found box is located in the Front Office. Items will be kept for 2 weeks ONLY.

FIELD TRIPS

We do not anticipate planned field trips because of the ages of our students. Teachers will plan for community helpers to visit our school during the year. If at any point during the school year we do decide on a field trip, parents will be notified in advance and be required to sign a FIELD TRIP PERMISSION FORM.

CLASSROOM OBSERVATIONS

Classroom observations are always permitted. However, they are to be done without disrupting the classroom setting. Observations must be scheduled with your student's teacher 24 hours in advance and will be limited to **30 minutes in length**. Please notify the Front Office on arrival.

While observing, parents should simply observe and not disrupt the educational setting in any way. Such disruptions will immediately conclude the classroom observation. All questions and concerns will be directed to the teacher at a pre-designated time after the classroom observation.

STUDENT ASSESSMENTS

All students are evaluated twice a year. The purpose is to observe the student and assess the skills the student has been demonstrating in the classroom.

All parents with students *in the Three-Year-Old and in the Four-Year-Old programs* will have a parent/teacher conference when receiving the first assessment at the beginning of the year.

TOYS

Cell phones, video games, and toys **are not permitted** at our school. Please leave all these items in your car before dropping off your student. Only stuffed animals that children use for nap time (kept in their cubbies) may be brought to school.

POTTY TRAINING (ONLY IN THE TWO-YEAR-OLD PROGRAM)

We want potty training to be a good experience. Students that are potty training must have 2 changes of clothing that they can easily take off and put on (no buttons, snaps, suspenders, belts, or overalls.) How do you know if your child is ready to be potty trained? Request the POTTY TRAINING 101 packet in the office.

For students not yet toilet-trained, our staff will:

- ❖ Not force a student to remain on the toilet for a prolonged period of time or punish a student for wetting or soiling his clothes.
- ❖ Not leave a student unattended while the student is sitting on the toilet.
- ❖ Instruct and assist the student in washing their hands after using the toilet.

UNIFORMS

All students in the Three-Year-Old Program, as well as the Four-Year-Old Program are required to wear the **MANDATED** school uniform daily, NO EXCEPTIONS. Uniforms are optional for students in the One-Year-Old Program and Two-Year-Old Program.

Uniforms must be purchased at **Campus Club Uniforms ONLY**. Students not in uniform will not be allowed to attend class that day. Parents will be called to bring in their student's uniform.

Monday through Thursday:

BOYS

- ✓ Campus Club uniform bottoms
- ✓ Campus Club polo with school logo, short or long sleeve

GIRLS

- ✓ Campus Club uniform bottoms *or* Jumper
 - biker shorts or tights must be worn when wearing Jumper
- ✓ Campus Club polo or blouse with school logo, short or long sleeve
 - may wear **solid white** long sleeve shirt with Jumper in winter months
- ✓ Tights **MUST** be **SOLID** white or navy blue (NO LEGGINGS)

WHEN WEARING A WHITE LONG SLEEVE T-SHIRT/THERMAL SHIRT, YOU MUST WEAR A UNIFORM SHIRT OVER TOP

Friday Only:

BOYS

- ✓ Jeans or Campus Club uniform bottoms
- ✓ Campus Club Good Samaritan Spirit T-shirt, short or long sleeve

GIRLS

- ✓ Jeans or Campus Club uniform bottoms
- ✓ Campus Club Good Samaritan Spirit T-shirt, short or long sleeve

PLEASE NOTE:

NO open-toe/open-back shoes

NO COWBOY BOOTS

NO sneakers with lights, wheels, or offensive words or pictures

NO backpacks/school bags with lights or offensive words or pictures

NO Mohawk, Faux-hawk, or shaved-design haircuts

NO dangling earrings, tattoos, or dyed hair

CHANGE OF CLOTHING

All students must have a change of clothing (LABELED). The change of clothing **does not need to be** the school uniform. **It must include underwear, bottom, top, socks and shoes.** Extra clothing must be brought in a baggie with your student's name on it. Soiled clothes will be returned to you in the baggie. Please return a clean set of clothes the next day in a baggie. *Remember to change out your student's clothes when the weather changes and as they continue growing.* ****Ones and Twos must have 2 FULL changes of clothes. ****

DISCIPLINE

We take a positive approach to discipline by:

- ❖ Gentle words or redirection, a short discussion that helps a student understand.
- ❖ Separating disruptive behavior in a quiet manner, allowing students to get their good feelings back in control.
- ❖ Encourage desired behavior by redirecting undesired behavior.
- ❖ Encourage and praise the student for making good choices.
- ❖ Use the student to model desired behavior.
- ❖ Ignore inappropriate behavior if possible.
- ❖ Never use terms such as “bad” girl or boy when describing their actions.
- ❖ Tell them what they need to do instead of what not to do.

Corporal punishment is not permissible at GSCA. Discipline is defined as training to ensure acceptable behavior. We teach self-discipline while they are learning to respect the rights of their classmates.

A member, employee or other person associated with our school shall not, for any reason:

- ❖ Inflict physical punishment, in any manner or form, upon any student.
- ❖ Verbally abuse or threaten a student.
- ❖ Make derogatory remarks about the student or his/her family.
- ❖ Threaten the student with the loss of love of any person.
- ❖ Threaten a student with punishment of a deity.
- ❖ Subject a student to any form of punishment which pertains to food or rest or restricts the use of a toilet or other bathroom fixture.
- ❖ Subject a student to any form of punishment by other children.

If a child is consistently a physical danger to others (hitting, pinching, biting, and throwing toys or furniture), the following will occur:

- ❖ If the behavior is extreme, which is determined by the School Principal, and the behavior endangers other students, the student’s enrollment will be terminated immediately.
- ❖ We will notify the parents that a problem exists and ask for input with a conference.
- ❖ If the behavior continues, parents are called for a second conference.
- ❖ Parents may be asked to seek outside help by a pre-determined date.
- ❖ The results are shared with the teacher and the principal, so strategies can be developed based upon the evaluation.
- ❖ We will re-evaluate the situation after a period of two weeks from the second conference. If the school feels that no progress has been made or we feel the school environment is not meeting the needs of the child, the child will be asked to leave GSCA.
- ❖ If the pre-determined date passes with no progress made toward seeking outside help, the child will be asked to leave GSCA and enrollment will be terminated.

BITING

Biting is a stage some toddlers and two’s experience. We will work closely with the student and the parent. Our purpose is to change the behavior, not the student and keep all our students safe in the classroom. The parent/legal guardian will be called in for a conference after the first bite. After the third bite, the student may be dismissed for the safety of the child and other children.

COMMUNICATION

Communication, respect, and understanding each other are very important. In order to attain this, staff and parents must work together to be effective. Please remember to inform your student's teacher and administration if something unusual is happening at home or in the life of your student that can affect them emotionally. Please call the Front Office at (702) 407-6749 or email info@goodsamcan.com or dake@goodsamcan.com with any questions or concerns.

The office emails parents every Thursday to inform you of all upcoming events and activities. Teachers also communicate via monthly newsletters and daily letters sent home with schoolwork.

Ephesians 4:29 "Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear."

Gossip is a sharing of generally unsubstantiated information. This is a hurtful method of communication that does not have a positive outcome. Parents need to be responsible and verify information they hear before sharing it with other individuals. **Email or call the Front Office to substantiate any information you hear.**

Parents who seek to share information with a teacher must be aware that their name will be used when the information is shared with the administration. The best way to stop gossip is not to listen or partake in this behavior.

Things you should know:

- ❖ ALL Staff are Child CPR certified and have Sheriff Cards.
- ❖ Staff can use daily notes, speak with you personally, and/or phone calls on an as needed basis.
- ❖ The teacher will let you know where to leave notes in the classroom, or you may leave them at the Front Office.
- ❖ The teacher's time and attention belong to the students in the classroom. Please **limit conversation** on arrival and departure to necessary information or instructions for the welfare of your student.
- ❖ Teachers need to be informed of changes that may affect your student's emotion or behavior during the school day.
- ❖ Teachers ALWAYS have a wish list 😊
- ❖ Check and empty your student's cubby and/or folder DAILY.
- ❖ Student cubbies/folders are for official school use only, **no soliciting please**.
- ❖ Parent/legal guardian will be called immediately if the student is bitten by another student OR if your student bites another student.
- ❖ Parent/legal guardian will be provided with a written report as mishaps occur.
- ❖ Parent/legal guardian will be called if your student is having a hard day and just needs a hug and a kiss over the phone.
- ❖ We encourage parent/legal guardian/grandparent participation.
- ❖ Items posted in our facility are:
 - ✓ Daily schedules and weekly lesson plans
 - ✓ Evacuation plans in every room
 - ✓ Emergency/Crisis Plan
- ❖ Read all notices sent home – SCHOOL NEWSLETTERS (on yellow paper) and or Notes to keep you informed. The website is also available for the school calendar and other pertinent information.
- ❖ Make sure we have your **CURRENT email, phone numbers, and address** so that we may update you with important information and reminders.

- ❖ If you have any words of praise or encouragement for our staff or GSCA, please share them with the Principal verbally or in writing.
- ❖ If you have any concerns about your student at GSCA, please do not hesitate to speak with their teacher or the Principal.
- ❖ If you wish to communicate with your child's teacher, please use the school email address info@goodsamcan.com or dake@goodsamcan.com or call our direct line (702) 407-6749.
- ❖ If you have any concerns about your student at GSCA, please do not hesitate to speak with your child's teacher or the Principal (702) 301-2020.

GRIEVANCE PROCESS

In accordance with Matthew 18:15-17, if a parent has a concern about their student at GSCA the following steps will be followed:

1. Parent/Guardian will address the concern with the teacher, and if a resolution is not reached
2. Parent/Guardian, Teacher and Principal will address the concern, if a resolution is not reached
3. Parent/Guardian, Teacher, Principal, and the Senior Pastor will address the concern. At this step the result of this conference will be final.

EMERGENCY/CRISIS PLAN

All staff is prepared to respond in an emergency, including, without limitation, a fire or natural disaster. The Good Samaritan Christian Academy Crisis Plan is reviewed and evaluated by staff on an annual basis and updated as necessary. The Crisis Plan is available for your review at any time. Please see the Front Office.

Please be aware that in case of an emergency and the school must be evacuated, all staff and students will be relocated to The Crossing, A Christian Church located at 7950 W. Windmill Lane, Las Vegas, NV, 89113.

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 (At the discretion of the administration).
- ❖ Excessive tardiness in the morning or habitual lateness in picking up your student after 5:00pm.
- ❖ 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.



2019-2020 ACADEMIC YEAR

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 school year without prior notice. I will be given a copy of the changes at that time.

I have chosen the following as my tuition payment schedule:

- CYCLE A: PAYMENT EVERY 2 WEEKS**
- CYCLE B: PAYMENT EVERY 4 WEEKS**

IF YOU ARE PAYING WITH A CREDIT CARD (TUITION EXPRESS), YOU WILL BE CHARGED A \$6.00 FEE PER TRANSACTION.

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 _____ CLASS _____
PRINT NAME

PARENT/LEGAL GUARDIAN: _____ DATE _____
SIGNATURE PLEASE