



LOVE GOD, LOVE CHILDREN,
MAKE A DIFFERENCE

Preschool Parent Handbook

Revised JUNE 2022

GOOD SAMARITAN CHRISTIAN ACADEMY
A Ministry of Good Samaritan Lutheran Church

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ADMINISTRATION

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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 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
School Principal

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

MISSION STATEMENT

It is the purpose of Good Samaritan Christian Academy to passionately educate and inspire children in His glory.

OUR GOAL

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.

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.”

NON-DISCRIMINATORY POLICY

The school upholds Christian values and celebrations and accepts all students without regard to ethnicity, religion, gender, or national origin.

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. Children will cry, cling to their parents, some will be calm, and 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. Visitors are required to sign in when entering the school.

Half Day Curriculum	8:30 am – 12:00 pm
Full Day Curriculum	8:30 am – 4:45 pm

The school calendar will be sent home at the beginning of the school year. By referring to the school calendar, many answers to school-related questions may be obtained quickly.

Please note that Good Samaritan Christian Academy is a **NON-SMOKING** facility, which includes our parking lot.

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 2022 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.

If a class is filled, your child’s name may be put on the waiting list of the current school year. 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. 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 actively involved in worship, spiritual growth, service, and financial support. Church members have the benefit of a waived registration fee.

ALL OF THE FOLLOWING FORMS/FEEES 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
- ❖ Complete 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 up 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 be suspended and cause the student to be suspended until the account is current. *A delinquent account of more than **TWO WEEKS** could also result in dismissal.*

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** always present and walking through the parking lots.
- ❖ DROP OFF and PICK UP IS DONE BY ENTERING THE LOBBY AND THEN AT YOUR CHILD'S CLASSROOM DOOR **IN THE BUILDING**
- ❖ Please enter the campus through the doors in the preschool building **AFTER 8:31 A.M.**
- ❖ Parents FOR ages ones, twos, threes, may park their cars **only** in the parking lot facing Windmill.
- ❖ Parents, whose child is in the Pre-K class, are to use the side or back parking lot **only.**
- ❖ NO parking your car at the curb when dropping off your child BY THEIR CLASSROOM.
- ❖ **In consideration of students with allergies, NO pets are allowed 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.**

- ❖ **Half Day** students may begin arriving at school by 8:15 am, **not before.**
- ❖ **Full Day** students may begin arriving at school by 7:00

PICK UP PROCEDURES/PICK UP TIMES

MANDATORY for every parent/legal guardian or authorized escort is **SIGNING the STUDENT IN & OUT DAILY** for the safety of our students. Please note that **only** AUTHORIZED ESCORTS 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 by **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 be charged a \$1.00 per minute LATE FEE. Payment is due at time of pick up.

❖ **FULL DAY students**

Students who attend **Full Day** may be picked up any time after 3:00 pm. Parents picking up students **OUTSIDE** 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 p.m. will be charged a \$1.00 per minute LATE FEE. **PAYMENT IS DUE THE NEXT DAY**. Parent/legal guardian or authorized escorts who have more than 2 late pickups (after 5:00 pm) may be asked to register their student at another school that can better meet their hourly needs.

AUTHORIZED ESCORTS

ONLY individuals listed on the Authorized Escorts list will be permitted to pick up a student. We ask that you keep your list current. Authorized Escorts must provide a picture ID to pick up a student. We will NOT release any student to an adult not on your list or anyone under 18 years of age. **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, 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 Daycare and ALL CLASSES BEGIN AT 8:30 a.m. PROMPTLY. Students are considered late by 8:31 a.m. 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 backpack or a labeled XL Ziploc brand Big Bags OR backpack and taken home weekly for laundering.

Rest time begins at 12:00 p.m. – 12:30 p.m. and ends at 2:00 p.m. – 2:30 p.m., 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 plan to pick up your student as soon as possible or within the hour of being called. **The students must remain home for 24 hours from the time they leave the school.**

A student with the following symptoms shall be excluded from school per 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, cuts, sores, or lesions shall be covered.
- ✓ Swollen joints
- ✓ Visibly enlarged lymph nodes or a 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 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 return ONLY after a full 24 hours per SNHD and not medicated. 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, 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

- ❖ **Breathing treatments will be administered on a as needed bases.**

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.

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

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 chemical air fresheners in classrooms and bathrooms. Air fresheners are predominantly used in the Penguin, Turtles, and Elephant's 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.

AM SNACK TIME

- ❖ One-Year-Old Program (Penguins) 9:30 am
- ❖ Two-Year-Old Program (Turtles, Elephants) 9:00 am
- ❖ Three-Year-Old Program (Bumblebees, Owls) 9:00 am – 10:00 am
- ❖ Four-Year-Old Program (Bears & Frogs) 9:30 am – 10:45 am

PM SNACK TIME

- ❖ One-Year-Old Program (Penguins) 2:30 pm
- ❖ Two-Year-Old Program (Turtles, Elephants) 2:30 pm
- ❖ Three-Year-Old Program (Butterflies, Bumblebees) 3:00 pm
- ❖ Four-Year-Old Program (Bears & Frogs) 2:30 pm – 3:30 pm

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 (Penguins) 11:15 am
- ❖ Two-Year-Old Program (Turtles, Elephants) 11:30 am
- ❖ Three-Year-Old Program (Butterflies, Bumblebees) 11:30 am
- ❖ Four-Year-Old Program (Full time only Bears & Frogs) 12:00 pm

Use insulated lunch boxes, thermos, 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 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 \$12.00, the school principal will 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 incredibly special in our school. With your teacher's permission, we recommend that you bring your student's favorite cookie, doughnut, or muffins and 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 a book, lunch, and their treat.

Balloons, party hats, gift bags, etc. **MAY NOT** be brought into the classroom. ONLY invitations that include **all classmates** may be handed out in the classroom. Otherwise, invitations may not be handed out in consideration for 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 in the Front Office. Items will be kept for 2 weeks ONLY.

FIELD TRIPS

We do not anticipate planned field trips for ones, two- or a three-year-old because of the ages. Four-year old's usually take an end of year field trip. 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 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.

ASSESSMENTS AND EVALUATIONS

All students in the One-Year-Old and Two-Year-Old and Three-Year-Old programs are evaluated twice a year.

The Four-Year-Old programs will be evaluated two times during the year with one conference per year in the fall.

TOYS

Video games, cell phones, 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

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? If it takes more than one week to potty train, your child is not ready.

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

- ❖ Not force a student to remain on the toilet for a prolonged period 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 (Butterflies, Bumblebees), as well as the Pre-Kindergarten Program (Bears & Frogs) are required to wear the **mandated school uniform daily, NO EXCEPTIONS.** Uniforms are optional for students in the One-Year-Old Program (Penguins) and Two-Year-Old Program (Turtles, Elephants).

Uniforms must be purchased at **Campus Club Uniforms ONLY.** Parents will be called to bring in their student's uniform when the student is not wearing their campus club uniform.

Monday through Thursday:

Boys

*Campus club uniform bottom and Campus club polo long or short sleeve

Girls

*Campus Club uniform bottom or jumper (w/biker shorts, **ONLY NAVY-BLUE LEGGINS,** (Navy or white) tights or knee socks/socks must be worn when wearing jumper.

*Campus Club polo long sleeve or short sleeve.

*All jumpers must have a school shirt underneath.

Friday Only: OPTIONAL

BOYS

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

GIRLS

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

PLEASE NOTE:

NO shoes with laces

NO open-toe/open-back shoes or cowboy boots

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

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

NO **Long-hair must be tied up, Mohawk, Faux-hawk, shaved-design haircuts for boys.**

We prefer that boys hair not pass the collar of their shirt

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

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.

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.

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:

- ❖ 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 School 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 terminated.
- ❖ 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.

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 second bite. After the third bite, the student may be dismissed for the safety of the other children.

COMMUNICATION

Communication, respect, and understanding each other are particularly 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 text the School Principal at 702 301 2020 or email info@goodsamcan.com dake@goodsamcan.com , with any questions.

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, have Sheriff Cards, and are prepared to respond to any emergency.
- ❖ Staff will speak with you personally, and/or phone calls on an as needed basis.
- ❖ 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.
- ❖ Check your email for school news and reminders.
- ❖ Items posted in our facility are:
 - ✓ Daily schedules and weekly lesson plans
 - ✓ Evacuation plans are in every room.
 - ✓ Emergency/Crisis Plan

(Things you should know continued)

- ❖ Read all notices sent home – NEWSLETTERS, E-MAILS and TEXT MESSAGES 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 Executive Director 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 Executive Director.

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 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 are prepared to respond in an emergency, including, without limitation, a fire or natural disaster. The Good Samaritan Christian Academy Crisis Plan is reviewed by staff on a quarterly basis and annually evaluated 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 discontinue or decline the enrollment of a student if:

- ❖ 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.
- ❖ If after careful review and consideration, the student's developmental needs cannot be achieved by our school, we may suggest appropriate alternatives.
- ❖ Disruptive behavior by a parent/legal guardian to another child, staff or to the administration.
- ❖ Excessive biting.
- ❖ Excessive tardiness in the morning.
- ❖ Habitual lateness by parent/legal guardian or authorized escort in picking up the child after 5:00 pm.
- ❖ At the discretion of the administration and church board, a delinquent account of more than **TWO WEEKS** could result in dismissal.
- ❖ If the parent/legal guardian is still not satisfied by our every best effort.



2022-2023 ACADEMIC YEAR

Please detach and return this page to the Front Office with the QUCIK REFERENCE INTIALED on or before the first day of school.

DATE: _____

I HAVE COMPLETELY READ THE STUDENT HANDBOOK and initialed the QUICK REFERENCE. I AGREE TO ABIDE BY **ALL THE PROCEDURES AND POLICIES.**

I understand the school may add, update, or amend the 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:

- 2-WEEK SCHEDULE: A CYCLE**
- 4-WEEK SCHEDULE: B CYCLE**
- WEEKLY: TUITION EXPRESS (\$6 FEE ADDED PER TRANSACTION BY CREDIT/DEBIT CARD)**

STUDENT'S NAME: _____ CLASS: _____
PRINT NAME

PARENT/LEGAL GUARDIAN: _____
SIGNATURE

GOOD SAMARITAN CHRISTIAN ACADEMY **RIGHT TO REVIEW FACILITY COMPLAINTS**

Parent/Guardian Notification of NRS.178 Childcare facility required to maintain certain information; reporting of information to parents and guardians; notice of right to information:

I, _____, (Parent/Guardian) am aware that I have the right to request and review any complaints the facility has received within the last 12 months of my child's(en's) enrollment.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE