

***GOD'S HOUSE KINDERGARTEN
AND DAY CARE CENTER***

a ministry of

***ALTADENA VALLEY PRESBYTERIAN
CHURCH, P.C.A.
Since 1973***

2023-24

***4660 Caldwell Mill Road
Birmingham, Alabama 35243***

Website: avpc.org/ministries/ghk

Director

Susan Coxhead

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205-967-7611

**GOD'S HOUSE KINDERGARTEN AND
DAYCARE STAFF
2023-24**

Susan Coxhead, **Director**, *susan@avpc.org*
Diane Humphries, **Bookkeeper**, *ghkbookkeeper@avpc.org*
Lydia Moore, **Admin Assistant**, *ghkadmin@avpc.org*

TEACHERS:

2K Teachers

Diana Rivers
Hannah Snow (Fridays)

3K Teachers

Cammy Mayhew
Aleta Sheetz
Jill Nelson
Kirsten Radnoti
Laura Bell

4K Teachers

Silena Cvacho
Susan Jones
Micki Meter
Sandra Stegall

5K Teacher

Susan Stroup

Music Teacher

Sky Macrory

Teachers' Aides

Debbie Bellamy (2K Aide)
Kelly Bolden (T, F)
Rebecca Barley (M, W, Th)
Candace Glass (5K Aide)
Melissa Parker (3K Aide)
Lisa Lee (3K Aide)
Kasey Taylor

SUPPORT STAFF:

Afternoon Staff

Marina Boulanger, *Teacher*
Gralynn Branham, *Aide*
Francie Cvacho, *Aide*
Elizabeth Holmes, *Teacher*
Cammy Mayhew, *Aide*
Micki Meter, *Teacher*
Jill Nelson, *Teacher*
Julie Walker, *Cook & MWF Administrative Aide*
Carol Wright, *T/TH Administrative Aide*

WAYS PARENTS CAN HELP

- Make sure your child has a good night's sleep and a nourishing breakfast before arrival. Monitor your child's health daily before bringing him/her to school. Do NOT bring a sick child to school or if they have had a fever or had vomiting or diarrhea in the past 24 hours.
- Know your child's teacher. Work with her concerning any problems that may arrive. Confer with her about your child, but refrain from doing so in your child's presence.
- Schedule all conferences with your child's teacher at mutually agreeable times. Do not carry on lengthy conversations with them during times when she is caring for other children in the class.
- Report any special or upsetting experiences which you think will help the teacher to better love and encourage your child.
- Establish in your child a friendly and positive attitude toward the teacher.
- Take time to look at your child's daily work and discuss his/her daily experience with interest.
- Bring your child's bag and folder daily. Check his/her folder every day as this is one main way we communicate with you.
- Teach your child self-reliance by encouraging him/her to do things for him/herself, showing patience and allowing him/her plenty of time.
- Work with your child on his/her full name, age, address, and phone number.
- Do not permit siblings to go into the other child's room when picking up or dropping off your children, particularly in the 2 year old room. Make sure your child stays with you until you enter GHK. Please do not allow them to run to the front door without you.
- Notify the GHK office of any changes in your address, email, phone number, or emergency contact/pick-up information.

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WELCOME!!

Welcome to God’s House Kindergarten! We consider it a privilege to have your child here, and we desire to continue our long-standing tradition of spiritual and educational excellence.

We pray that as you enter our doors you would sense God’s presence here as we minister to these children entrusted to us.

Our school is a caring place filled with love, laughter, and new learning experiences. Our staff has a God-given, true love for children, and we are excited about partnering with you for their early instruction.

If you have a need or concern, please feel free to contact us.

Sincerely,

Susan Coxhead
Director

LETTER FROM BRAD ALLISON, AVPC PASTOR

Dear Parents,

It is my pleasure to welcome you to the **50th anniversary year** at God’s House Kindergarten. My name is Brad Allison, and I am the pastor of Altadena Valley Presbyterian Church, the sponsoring church for GHK since it began back in the fall of 1973.

I want to thank you for entrusting your children to our care during these early years of their schooling. We take this responsibility seriously because we believe each one of them is uniquely created in the image of God. Education is an important part of living in God’s world, and we are humbled and honored that we have been given the opportunity to get that process started in your child’s life.

If you don’t currently have a church home, we would love to have you visit our church one Sunday. Our morning worship services are at 8:30 a.m. and 11:00 a.m., with Sunday School for all ages at 9:45. If there is ever anything I can do to be of assistance to you, don’t hesitate to call on me here at the church office (205-967-0680).

Sincerely,

Brad Allison

2023-24 TUITION & FEES

(Monthly Tuition)

2K	Tuition	Lunch & Play	Supply Fee
2-days-a-week	\$158	\$206	\$136
3-days-a-week	\$201	\$265	\$146
5-days-a-week	\$284	\$385	\$209
Daycare	\$956	n/a	\$236

3K	Tuition	Lunch & Play	Supply Fee
2-days-a-week	\$158	\$206	\$142
3-days-a-week	\$201	\$265	\$150
5-days-a-week	\$284	\$385	\$209
Daycare	\$956	n/a	\$236

4K	Tuition	Lunch & Play	Supply Fee
3-days-a-week	\$201	\$265	\$180
4-days-a-week	\$227	\$313	\$205
5-days-a-week	\$284	\$385	\$249
Daycare	\$935	n/a	\$275

5K	Tuition	Lunch & Play	Supply Fee
5-days-a-week	\$305	\$405	\$305
Daycare	\$935	n/a	\$332

***Please note Preschool Lunch and Play has limited spaces. (must sign up in January at time of registration)**

Preschool Registration Fee: \$120 (2nd child - **\$60**; 3rd child - **\$30**) plus advanced tuition for May due upon receipt of application. (Non-refundable). Preschool Supply Fee is billed September 1, 2023.

Daycare Registration Fee: \$120 (2nd child - **\$60**; 3rd child **\$30**) plus \$300 advanced tuition for May due upon receipt of application. (Non-refundable). Daycare Supply Fee is billed June 1, 2023.

**GOD'S HOUSE KINDERGARTEN
2023-2024 SCHOOL CALENDAR**

(K) - Holiday for Kindergarten/Preschool (DC) - Holiday for Daycare

Open House	(K/DC)	August 24 (Th)
First day of Preschool		August 28 (M)
Labor Day	(K/DC)	September 4 (M)
Columbus Day	(K)	October 9 (M)
Veteran's Day	(K/DC)	November 10 (F)
Thanksgiving Holidays	(K)	November 20-24 (M-F)
Thanksgiving Holidays	(DC)	November 22-24 (W-F)
Christmas Program for K4 & K5		December 13 (W)
Christmas Holidays	(K/DC)	Dec. 18 – Jan. 2, 2024
Daycare & Preschool reopens	(K/DC)	January 3 (W)
GHK 2024-25 Daycare Registration Opens		January 8 (M)
Preschool Registration		January 12 (F)
Martin Luther King Day	(K)	January 15 (M)
Presidents' Day	(K)	February 19 (M)
Spring Break	(K)	March 25-29 (M-F)
Good Friday	(K/DC)	March 29 (F)
Spring Art Show		April 18 (Th)
4K/5K Spring Music Program Graduation		May 15 (W)
Last day of Preschool	(K)	May 17 (F)
Memorial Day	(DC)	May 27 (M)

A Child's Potential

Give us grace to raise our children
Whatever the daily crises
Strengthen us to reflect you Lord
No matter what situation arises

Give us wisdom to have an answer
When hard questions come our way
When we feel we don't have the answers
When we don't know what to say

Give us your eyes so we can see
The potential they have in you
And see the beauty within their souls
To see them the way you do

Give us hope as a firm foundation
And strength to raise them in love
So they may feel secure in you
And may come to learn to trust

We pray, O God, you'll help us to
Model ourselves after you
So they may walk in all your ways
And see in us your truth

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GOD'S HOUSE KINDERGARTEN AND DAY CARE CENTER STUDENT HANDBOOK GENERAL POLICIES

God's House Kindergarten is a ministry of the Altadena Valley Presbyterian Church. We seek to serve as the parents' authorized representative in the child's training process, but not to assume the task which God gives to parents. Because the school tries to follow the Bible's instruction as far as discipline and parenting, we hope to provide harmony between training received at home and at school. Likewise, the school expects parents to direct and discipline their children accordingly.

God's House is committed both to directing the development of the student so as to enable him/her to translate the educational experience received here into Christian living. The school is committed to proclaiming the gospel to the students and parents through our educational process. This is done not only through our classroom, but also at the programs and by way of correspondence through the children to home.

The criteria used in the selection of the staff at God's House Kindergarten is consistent with the philosophy of the school.

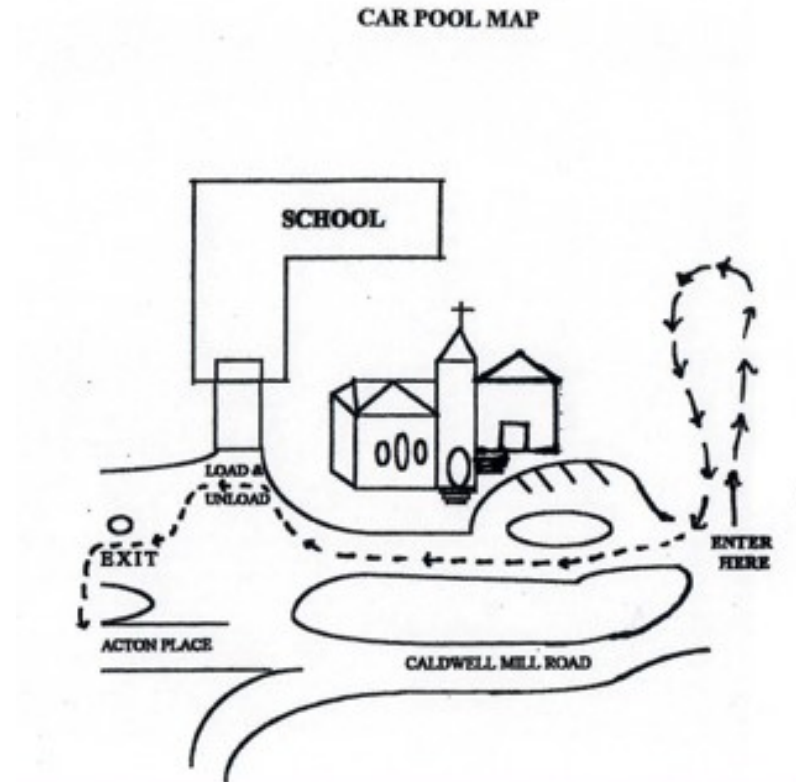
ADMISSION PROCEDURES

Admission to God's House Kindergarten and Day Care Center is open to children ages 2 through Kindergarten. Children requiring special needs will be admitted with the approval of the Board of Directors and administration of GHK. Interested parents should call the office of the Kindergarten and Day Care Center and request that their child's name be placed on the waiting list. When a vacancy occurs, the school will arrange for a tour. Forms to be completed will be given to the parents at that time. In order for your child to be enrolled in the four or five year old program, his birthday must fall before September 2nd. God's House follows age guidelines set by the state for school age children.

All required forms must be completed and returned to the school along with the registration fee and advanced tuition prior to the child's first day. Forms include registration and parent agreement form, child's immunization record, and medical form.

AFTER SCHOOL ACTIVITIES

The **HEAD OVER HEELS** gymnastics program is offered at God's House. Classes meet once a week in the afternoon following school. The classes are 45 minutes long and are no larger than 10 children. Students are grouped in classes according to age. Information and registration forms will be available during Open House.



SAMPLE SCHEDULE FOR 3K*(All times are approximate!)*

9:00-9:10	Free play
9:10-9:30	Circle time, Pledge of Allegiance, prayer, calendar, Bible story and Bible verse.
9:30-9:45	Music
9:45-0:00	Water, rest room break
10:00-10:20	Outside play
10:20-10:40	Wash hands and snack
10:40-11:10	Shapes, colors, alphabet, etc.
11:10-11:30	Arts and crafts
11:30-11:50	Story; preparation to go home
11:50-12:10	Carpool or Lunch Bunch

SAMPLE SCHEDULE FOR 4K (3, 4, & 5 DAYS)*(All times are approximate!)*

9:00 - 9:10	Free Play
9:10 - 9:30	Circle time; Pledge of Allegiance, calendar, Bible story & verse, prayer
9:30 - 9:50	Learning activities, five senses, shapes, math and alphabet
9:50 - 10:20	Outside play
10:20 - 10:30	Snacks
10:30 - 10:50	Music
10:50 - 11:30	Unit Work: Bible, arts & crafts, science, etc.
11:30 - 11:50	Story, Show & Tell, preparation to go home
11:50 - 12:10	Carpool or Lunch Bunch

SAMPLE SCHEDULE FOR 5K*(All times are approximate!)*

9:00 - 9:15	Creative Activities - Centers, including computers
9:15 - 9:30	Circle time, Pledge of Allegiance, attendance, calendar, weather, Bible verse, and prayer
9:30 - 10:00	Letterbook - Reading readiness activities
10:20 - 10:50	Outside play
10:50 - 11:10	Snack - Teacher reads to class
11:10 - 11:30	Music
11:30 - 11:50	Unit work: Math or Bible, Show & Tell, art, preparation to go home.
11:50 - 12:10	Carpool or Lunch Bunch

PRAISE HIM BALLET teaches children ages 3 through 6 how to praise and worship the Lord through basic ballet movement. These ballet steps will be used for muscle development, coordination, and musical timing. The children will learn to use the ballet steps and add their own expression and creativity in a way that pleases God. The classes will be held one day a week for 45 minutes. *"Let them praise his name with dancing and make music to him with tambourine and harp."* Psalm 149:3.

KID TIGERZ uses traditional martial arts to teach respect, self-control, and discipline through a fun exercise program. Kid Tigerz instructors are experienced in teaching preschoolers to help them develop their gross and fine motor skills.

LITTLE HANDS ART, taught by Elizabeth Holmes, will develop the natural creative gifts God has given your child. This series of classes will allow your child to explore painting, sculpture and collage with a great deal of fun. Art builds fine motor skills and develops problem solving skills as your child creates his or her own projects.

UPFIELD SOCCER is a fun, friendly, non competitive program and is recognized by many early education experts as a premiere preschool fitness program. Classes are for 3-5 year olds and are 30 minutes in length. Every child constantly has a ball. Upfield Soccer uses fun games with a soccer ball to maximize motor skill development.

****All After School Activities are separate businesses from God's House Kindergarten. Therefore, contact those businesses for schedules and holidays. Fee payments for all after school programs should be sent directly to the company that handles that activity. Thank you so much for your cooperation.**

In order to participate in afternoon activities, preschool children should enroll in **Lunch Bunch**.

ALLERGIES and SPECIAL CONDITIONS

Please notify GHK of any special conditions that your child may have which require attention (i.e. glasses, hearing aids, asthma, visual/hearing problems, allergies or developmental delays).

ARRIVAL AND DEPARTURE PROCEDURES

Early care is available from 7:00 a.m. to 8:50 a.m. for children not enrolled in Daycare. (See Pages 11-12 for Early Care Information.) Carpool begins at 8:50 a.m. for preschool and kindergarten students. All children arriving before 8:50 a.m. must be accompanied into the school and placed in the care of a staff member. If this is not adhered to, the school cannot be responsible for the child's safety. **Never allow a child to get out of the car or come into the building alone.** Children arriving between 8:50 and 9:10 a.m. at carpool will be met by a staff member. If staff members are not present at carpool, you must bring your child in to the front office and have a staff member assist you. **If your**

child will be arriving later than 9:15, please go to the front office and have a staff member assist them to their classroom. Please do not walk your child to their classroom after the first couple days. The transition will be much easier and less disruptive on the class if you say a quick goodbye at the front desk and allow a staff member to escort them to their classrooms.

Children leaving the school in carpool between 11:50 and 12:10, will be taken to their cars by a staff member. If you are late for carpool, you will need to come inside to pick up your child. Any child leaving after 12:10 should be signed out inside the center by properly identified persons.

PLEASE PARK ON THE RIGHT SIDE of the church when coming inside to bring in or pick up children.

ATTENDANCE

It is important that your child arrive at school on time each day. Because we are on a daily schedule, a child arriving late or a child missing days of school will not be getting the full educational experience. You will be helping your child adjust to a happy school experience if attendance is regular and on time.

BIRTHDAYS

Each child's birthday will be celebrated at God's House Kindergarten and Day Care Center. If parents wish to bring cookies, donuts or small cupcakes and/or party accessories, arrangements should be made with the child's teacher in advance. Summer birthdays may be celebrated in May for preschool children.

BOOK BAGS

Please send a tote bag with your child EVERY day with his/her snack and a change of clothes. **(NO BACKPACKS ARE ALLOWED)** Teachers also have important papers and notes to send home. Please make every effort to send a tote bag on the days your child comes to school and then check the bag for correspondence. *(Tote bags are available from GHK for a charge of \$10)*

CERTIFICATE OF IMMUNIZATION

All children are required to have a current Alabama Department of Health Certificate of Immunization with a current expiration date on file in our office. This form can be obtained from your pediatrician and should be kept current.

CLASSROOM VISITATION

Parents are welcome to visit classrooms, but we ask that you make an appointment in advance through the office. A classroom visitation cannot be used as a teacher-parent conference, as the teacher's responsibility is to the children. Please limit your visits in consideration of

have found it is best to hug the child, assure him/her you will be back, and then leave. We will call the parent if the child continues to be upset and cannot be comforted. After the first couple of weeks the child usually begins to feel secure in his or her surroundings and looks forward to school.

Parents of two year olds must park in the lot next to the playground to the right of the fellowship hall of the church and bring the child into the school. DO NOT park in the lower lot during car pool times . It is extremely dangerous to walk the children in between moving cars. Pick up at noon is done in the same manner.

Some parents will be in the process of potty training when school begins. Please make us aware of your child's needs in this area. Please send diapers and/or pull-ups for use at school. Parents are responsible for providing an adequate supply of disposable diapers for their child. Cloth diapers are not allowed. In summer, we need swim diapers sent on "water days."

SAMPLE SCHEDULE FOR 2K

(All times are approximate!)

9:00-9:20	Free play
9:20-9:30	Clean up time
9:30-9:50	Snack time
9:30-9:50	Snack Time
9:50-10:00	Wash hands
10:00-10:15	Music with the music teacher
10:15-10:30	Bathroom and diaper change
10:30-10:50	Arts and crafts
10:50-11:10	Bible story, alphabet, shapes, colors
11:10-11:30	Outside play
11:30-11:50	Preparation to go home

THREE YEAR OLDS

Three year olds adjust quickly. There may be a few tears the first day but they usually dry quickly. As soon as the children get familiar with their surroundings, they are usually quite content and happy. It is our desire that our three year old students be potty trained by the time they begin school in the fall. However, we realize many are still in the process of potty-training especially at the beginning of the year. Please keep the communication lines open with your child's teacher regarding this as necessary. Because the children are excited and everything is new to them, they may forget to tell the teacher when they have to go to the bathroom until it is too late. Please keep an extra pair of underwear and a change of clothes (including socks) **in a zip lock bag with your child's name on it** in their school bag. Make sure to change out the clothes once the weather changes.

DELINQUENT TUITION:

Kindergarten and daycare tuition is due on the first day of each month and late after the 15th. A late fee of \$30 will be applied to your account if not current by the next business day past the 15th of each month. For every week it is still unpaid, an additional \$10 fee will be added to your account. If you have still not paid by the end of the month OR communicated with the bookkeeper regarding your situation, your child may not attend school until it is paid. There will be a \$20 charge on all returned checks.

Returned Checks:

First event – A \$20 service charge will be added and a copy of this policy will be sent to the family to inform them of the consequences of submitting a NSF (not sufficient funds) check.

Second event – A \$25 service charge will be added and all future payments will require a cashier's check, certified check or money order by the 5th of the month in order for the student to continue in the school. The requirement for a cashier's check, certified check or money order may be reevaluated at the beginning of a new school year, though if a family is reinstated to the standard policy and submits another "NSF" check, they will permanently return to a cashier's check, certified check or money order practice.

Late Pickup Fee: **Daycare** closes at 6:00 p.m. There will be a \$1.00 charge per child for the first five minutes if the child is not picked up by 6:00. An additional \$1.00 per minute thereafter will be added for every late minute (according to GHK's clock).

WITHDRAWALS

Parents may withdraw their child from enrollment upon a two-weeks' written notice or upon payment of two weeks' additional fees. **The registration fee, supply fee, and advanced tuition is non-refundable.** (The advanced tuition is only refundable if the child moves out of town before the start of school.)

TO PARENTS OF TWO AND THREE YEAR OLDS:

Listed below are some suggestions that will be helpful to everyone and will make the kindergarten run more smoothly. The following schedules will give you an idea of what the children will be doing. We have to be very flexible because the children have such a short attention span. The schedule may vary throughout the year to meet the needs of the children.

TWO YEAR OLDS

When two year olds come to school for the first time, they usually have an adjustment to make. They may cry for the first few days of school. To make this separation easier for the child and the parent, we

class procedures and staff responsibilities. If you would like to talk to your teacher about your child, please make an appointment for a time after 12:30 p.m.

CLOTHING

Children should wear comfortable clothing, suitable for indoor and outdoor play. All children will go outside each day when weather permits, so dress them accordingly. Please send an extra change of clothes, **in a Ziploc bag with their name on it**, in case of spills or accidents.

We do many art projects **with paint and markers, including acrylic paints occasionally.** While we mostly use washable paints and markers, and provide smocks, we have found that clothing can become stained in spite of our best efforts. Please keep this in mind when dressing your child.

Please see that all sweaters and coats, clothing, nap mats and blankets are clearly labeled with your child's name. The children are encouraged to help themselves as much as possible; therefore clothing should be easy to get on and off. **Please do not send umbrellas** as they can inflict serious injury with little effort.

For your child's safety, we ask that no rain boots, clogs, flip-flops, or sandals without heel straps be worn at school. We suggest your child wear tennis shoes with velcro closure until they can tie their shoes.

CURRICULUM

The **2K & 3K** classes work on 3 letters a month, 1 number, 2 shapes, 1 color, and 2 Bible verses a month. It is our prayer that as we consistently expose the children to the truth and principles of God's Holy Word that ***"they would come to know the only true God and Jesus Christ."*** (John 17:3) They also focus on basic skills like washing their hands, lining up, listening, and getting along with their classmates.

The **4K** teachers use material based off ACSI, **I Know How to Count and Write.** They work on an ABC book which each child will take home at the end of May. The 4K works on beginning handwriting and enjoy several field trips throughout the year. The 4K memorize Bible verses and learn basic Bible stories & principles. We work on language development, cognitive skills, hygiene, self help, and help them develop in social and emotional areas. We also work on gross & fine motor skills and preschool topics in science and social studies.

The **5K** teachers use ACSI math and Bible curriculum and McGraw-Hill **Beginning to Read, Write, and Listen** reading program. The math workbook teaches concept development and problem solving as well as computational skills. It encourages the use of manipulatives incorporating hands-on instruction. The Bible curriculum focuses on the foundational teachings from the Bible. **How to Read, Write, & Listen** is a phonics-based program which includes a set of 24 books that co-

vers the entire alphabet. The children learn the name, shape, and sound of each letter. These are tactile activities, listening exercises, and writing practice. They also go on several field trips throughout the year.

All classes enjoy music class several times each week, and the 4K and 5K classes participate in a Christmas and Spring music program as well as several field trips throughout the year.

DAYCARE INFORMATION

God's House Kindergarten and Daycare Center offers full day care services for children ages 2 to 5 years old. Our daycare is open from 7 am until 6 pm with the exception of 2 weeks over Christmas break, 3 days for Thanksgiving and a few other major holidays. The daycare year starts June 1 and ends May 31.

***Daycare charges are a permanent monthly fee due at the first of the month regardless of absences. This includes all holidays and summers.**

Daycare children's schedule includes: Kindergarten/preschool classes, planned activities, free play and nap time. Parents are to provide a nap mat for their child. It is to be taken home for cleaning on Fridays and returned with the child on each Monday. **Please label your child's mat.** The children are served morning and afternoon snacks in addition to a healthy lunch. Monthly menus are posted in the center.

It is required that day care children keep a change of clothing at the center (including socks!). Please see that all clothing is clearly labeled with the child's name. With few exceptions, we follow the DHR Minimum Standards for Daycare Centers and Nighttime Centers. We receive yearly approval from the state of Alabama for our DHR exemption status. The State Department of Health inspects our school yearly.

DAYCARE SCHEDULE *(sample)*

7:00—8:30	Free play in big room or outside on playground (weather permitting)
8:30—8:45	Quiet time with video or books
8:50—11:50	Classroom instruction (music, snack, arts & crafts, story, learning activities, Bible lesson)
11:50—12:20	Lunch
12:20—2:00	Nap or rest time
2:00—3:00	Free play outdoors (weather permitting)
3:00—3:30	Afternoon snack
3:30—6:00	Free play, art activities, team activities & centers

DAYCARE SIGN IN AND OUT

All full time day care children must be signed in and out daily on the Daycare sign in/sign out sheet, which will be on the table at the main entrance. If your child is not here by 10:00 a.m., we will assume he or she is not coming unless you call us. Please let us know if your

December	Birth of Christ
January	Seasons
February	Love—Valentines
March	Spring
April	Easter—Resurrection
May	Summer

TOYS AND PERSONAL BELONGINGS

We strive to provide adequate developmentally appropriate toys and activities for all of the children. There will be special share days (Show and Tell) in some classes during which the children may bring a special toy from home to share with his/her friends. Please do not allow your child to bring any toys on other days that are not designated as such. Please be mindful of the things your child may pick up and bring into school each day such as coins, small toys, jewelry, or other toys that may be choking hazards, as we do not allow them in the center. In addition, we do not allow toy weapons, guns, or knives in the center. The center is not responsible for lost, broken or stolen items.

We understand that many children have a security blanket or stuffed animal/"lovie" with which he/she likes to sleep. Please keep these in their bag for use at naptime ONLY. **Please ensure these special items are labeled.**

TUITION

A non-refundable registration fee is required of all applicants at the time of enrollment and annually thereafter. Parents are required to pay May tuition (also non-refundable) when registering in addition to the registration fee. This advanced tuition will be applied to May's payment of the next year. There is an annual supply fee, due in June for children in the Daycare program, and in September for children in the Kindergarten/Preschool. Monthly statements will be emailed on the first of each month and due by the 15th. ***(If you do not receive a statement, please notify us.)*** You may either mail your payment to God's House or put it in the black locked box labeled "CHECKS" located inside the front hallway. **Please do not place your payment on the bookkeeper's desk as it could be misplaced. The staff cannot accept checks at carpool, and tuition should not be sent in your child's bag.** God's House accepts credit and debit cards for tuition payments at a 3.5% service charge per transaction. We also have the option of ACH drafting. Our bookkeeper is available to accept payments between the hours of 8 am and 1:30 pm.

No reduction of fees will be made for absences. Full fees will be due for the weeks in which holidays occur or when vacations are taken. This also applies to the daycare program during the summer. In case of an unplanned school closing due to a communicable disease outbreak, tuition will NOT be reimbursed unless there is a written request due to hardship and approved by the board.

Teachers and staff have the authority to NOT accept sick children and those who are not in compliance with the sickness policies. If your child arrives ill, you will be called to come and get him/her. Repeated failure of parents to follow the policies set forth in the Sickness Policy of this handbook will result in a period of probation issued to the parent by the Board of Directors. If, after this period, policies are not upheld, the Board reserves the right to terminate child-care services.

Should your child become ill at school, we will notify you to pick up your child so that a parent can oversee any medical treatment. A child with possible contagious disease will be isolated in the Director's office. A sick child should be picked up within 30 minutes. If at all possible, have a back-up person (like a grandparent or friend) who can pick up your sick child in case it becomes difficult due to work situations to come promptly. If your child is sent home with fever, diarrhea, or vomiting, they must be fever-free and not vomited nor had diarrhea for 24 hours before returning to school. In certain situations, a medical note from a doctor will be required to return to school.

IMPORTANT: FOR THE HEALTH AND SAFETY OF YOUR CHILD please remember to notify the office if your contact information changes.

SMOKING POLICY

God's House Kindergarten is a smoke free facility, including vaping. GHK staff and parents are prohibited from smoking on the premises of Altadena Valley Presbyterian Church. Any staff member who smokes before, during a lunch break or after work hours will not be allowed to return to work in clothing that smells of smoke.

SNACKS

Please send a healthy snack (fruit, crackers, etc.) each day with your child. The children drink water so please do not send anything to drink unless it is a water bottle during hot summer months. **(Children in our day care program have snacks provided by GHK.)** No glass containers are to be brought to school.

SPRING ART SHOW

GHK will have an annual Spring Art Show & Fundraiser, which includes a silent auction, usually held the 3rd Thursday in April. The date will be listed on the school calendar; please make plans now to participate in this important fundraiser for our school.

THEMES FOR EACH SCHOOL MONTH

September	Self-Home-Family
October	Community Helpers
November	Thanksgiving

child is coming in late so he or she may be included in the lunch count. **Daycare children must be signed in and out and therefore are not permitted to use carpool.**

DISCIPLINE

Discipline at God's House Kindergarten is not intended to unnecessarily restrict the children but rather to hopefully encourage them to use good behavior. The following steps of discipline are followed when there is a problem. (Spanking is not permitted by the staff. We do think spanking is a principle sanctioned in scripture and therefore should be used by the parent when necessary.)

Steps of Discipline

Classroom Discipline

1. Teacher corrects
2. Time out in room
3. Time out on playground
4. Note home

Office Discipline

1. Discuss infraction
2. Time out
3. Phone call to parents if preceding measures are ineffective or severity of infraction warrants call to parents.

Parent Discipline

Parent is expected to come to the school within 20 minutes of receiving phone call to administer discipline. At this point, the child has already been given many opportunities to correct behavior through time out or discussion.

If a behavior is disruptive to the classroom or dangerous to other children, the director may suspend the child from the program for up to three days. **If the discipline problem continues, and the school feels they do not have the cooperation of the parents, they will be asked to remove the child from the school.**

Biting Policy: After the first bite, a note will be sent home to the parent. After the 2nd bite, the parent will be called to discipline and remove the child from the classroom. The 3rd time the child bites he will be suspended up to one week. During the suspension, the tuition will continue to be incurred. If the problem continues, the child may be removed from the center.

DIVORCE/NON-CUSTODIAL PARENTS

It is the responsibility of the custodial parent to inform GHK, in writing, of any change in the rights of persons previously authorized to pick up the child. GHK will follow all court papers regarding custody, but bears no responsibility for keeping up with custody and/or visitation arrangements between parents. If the visitation arrangement between the parents requires alternating custodial rights (e.g., each parent has the child every other weekend), such that GHK employees could have diffi-

culty remembering which parent has the child on which weekend, the custodial parent must notify GHK on each and every day that the non-custodial parent has the right to pick up the child. A non-custodial parent will be allowed to pick up or visit the child only with the written permission of the custodial parent. In the event of a divorce, all parents who signed the original registration papers remain responsible for tuition and fees. Any provisions to the contrary are up to the parents to work out. GHK will continue to look to both parents for payment.

FIELD TRIPS FOR 4K, 5K

4K & 5K classes will go on several off-site field trips during the school year scheduled by the teachers. Parents will be asked to drive their own children or make arrangements for their child to ride with another parent in order to attend. GHK pays for the students attending through the supply fee assessed at the beginning of the school year. A blanket permission slip should have been signed on your registration form at the beginning of the school year. A notice of a field trip will be sent home prior to each field trip, however, we will not require another permission slip to be signed and returned. All children are required to use car seats/booster seats in compliance with Alabama State law while on field trips. Children will also wear GHK t-shirts provided by the school.

For most field trips, parents are welcome and are encouraged to attend. We ask that you not bring younger siblings along on field trips for two reasons. One, we want the trip to be a special memory for you and your child, and secondly, all parents who attend are needed as active chaperones.

HEALTH AND MEDICAL CARE

Medicines cannot be given by the kindergarten or day care center staff without the parent's written, signed and dated request, including the time of the last previous dosage. Please have a staff member assist you with this. **PLEASE COMPLETE THE AUTHORIZATION FOR ADMINISTERING MEDICATION FORM** and leave the medicine with the permission form in a plastic bag in the school kitchen. NEVER SEND MEDICINE IN A CHILD'S BAG.

Parents must keep current the list of names of adults other than the parents to contact in the event a parent cannot be reached.

In the event of an accident or illness requiring emergency medical attention, the child's parent will be called immediately. If necessary, the Rocky Ridge medical EMT will be called.

INCLEMENT WEATHER/ EMERGENCY PROCEDURES

In event of inclement weather or unexpected school closings, you will be notified through our automated emergency notification

SAFE PLACE

In the event our building becomes unsafe, i.e., fire or storm damage, the children will be moved to our designated safe spot, the **Altadena House, 2841 Acton Place, Birmingham, AL 35243**, which is across the street from the church office. A message will be sent via "SchoolCast" as soon as possible to inform parents where to pick up their children.

SECURITY

During school hours, front entrances to the school are locked for security purposes. In order to enter the building, parents must have a fob key or else be beeped in. The key fob will only allow access to the building from 7 a.m. until 6 p.m., Monday through Friday. Back playground doors are locked when not in use. We use security cameras throughout the building and at entrances which can be viewed from both offices.

Each student will be issued one fob. Lost or additional fobs may be purchased for \$10 each. If someone comes to pick up a child that does not have a fob, they may push the security bell for assistance.

SHOW AND TELL

Show and Tell helps children with their verbal skills. We would appreciate it if they did not bring anything valuable. Also, please do not allow them to bring toys to school except on Show and Tell days. **Toy guns and weapons** are never to be brought to God's House.

SICKNESS POLICY

God's House Kindergarten is a center for well children. We do not have provisions or personnel to care for sick children. Parents must make arrangements for alternative childcare when a child is sick or may be contagious to other children and staff.

SICK CHILDREN ARE TO BE KEPT AT HOME. Do not bring your child to school with the following symptoms: (The child must be symptom free for **24 hours**.)

- *Fever of 100 degrees or more
- *Diarrhea in the past 24 hours
- *Runny Nose (other than clear)
- *Severe Coughing
- *Pink Eye
- *Sore Throat
- *Vomiting in the past 24 hours
- *Undiagnosed Rash
- *Head Lice
- *Hand-Foot-and-Mouth Disease

3. Bring an extra pair of shoes, if available, and 2 pairs of underwear (with name on them).
4. If your child is male, inform the teacher if your son will be sitting or standing. This really should be determined right from the beginning of the potty training process. It is recommended that boys first learn to sit and urinate in the potty and once they are consistent, then they can be taught to stand to go potty. This will also lessen problems with learning to put BMs in the toilet and will also avoid constipation issues.
5. Keep a supply of pull-ups available at school. Your child will be in a pull-up during naptime until we see that she or he has shown that they can stay dry for that time.

Please keep in mind that often children will show a readiness and have success for potty training at home before the signs are seen at school. There may be a period of time where your child is potty trained at home and not at school. That is perfectly normal and not uncommon! If your child comes to school with underwear on and has 2 accidents in a short period of time, we will put a diaper or pull-up on your child and then try again another day when he or she shows signs of being ready at school. We cannot emphasize enough that patience is the key!

PROBLEM RESOLUTION

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any one of the several possible areas. This is often the result of lack of communication between those involved. We refer to Matthew 18:15-17 for Biblical resolution of problems. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. If the situation is not cleared up at this level through direct contact, (95% of them are!), then it should be brought to the Director. If the parent does not feel that the situation was handled satisfactorily and after discussing with both the teacher & director, the concern may be submitted in writing to the Board of Directors of GHK.

PROGRESS REPORTS

The teachers of the 5K classes prepare progress reports in January and then again in May following a standardized test we use called *TerraNova* (a group administered standardized test intended to assess readiness for first grade). A parent-teacher conference for 5K parents is scheduled in May to discuss the results.

4K students will be evaluated twice a year (mid-year and end-of-the year) with a written report that will be sent home to parents in the child's folder.

system. All parents/guardians will be alerted via email, text, and a phone call. Evacuation procedures are posted in each room in the center. Parents are asked to monitor severe weather and stay close to their phones so that you may be easily contacted in case of closure. Please make sure we always have your current contact information on file.

Fire Drill/Alarm: Routine fire drills are conducted monthly by Rocky Ridge fire department and our center staff. We evacuate according to the posted fire drill procedures. In the event of a fire, the children will be moved to a safe location and parents will be notified and asked to pick up their child as soon as possible.

Tornado Drill: The children will seek shelter in the designated locations posted in the classroom.

Power Outage or Water Shortage: If power, heat or water is temporarily not available, the center will endeavor to remain open if at all possible. We cannot, however, compromise the health and safety of the children. Parents may, therefore, be notified by email/text/phone call to come earlier than usual to pick up their children.

Emergency Lock Down: Should an event arise that deems it necessary for the school to participate in a lock down operation all teachers will be instructed to keep their children in the classrooms with the doors locked until notified by the Director. An email/phone call/text will be made to alert the parents of the situation. However, parents will not be allowed to enter the school until the threat has passed.

Structural/Flood Damage: Should structural damage or flooding occur, the children will be moved to a safe place within the church building or to our designated safe spot, **The Altadena House**. Parents of GHK children will be notified to pick up their children if necessary.

DESIGNATED SAFE SPOT: The Altadena House, 2841 Acton Place, Birmingham, AL 35243. This is located across the street from the church office.

KINDER KAPERS

Kinder Kapers is our school newsletter, which is sent home monthly with the children. It contains a message from the Director concerning the activities the children will be participating in over the month and other interesting information the staff would like to share with the parents. Please take time to read this newsletter and all other notes sent home.

LOST AND FOUND

Our lost and found box is located on top of the cubbies in the hallway. Please encourage your children to keep up with their own coats, hats, etc. **Please label ALL your child's belongings with their name.** With over 120 children enrolled in the school, we cannot guarantee things will not get misplaced or lost. Clothing & other items not claimed by the close of the school year will be donated. Do not bring

allow children to bring toys or valuable items to school unless it is for a show and tell.

LUNCH BUNCH and EARLY CARE INFORMATION

For our students enrolled in the preschool program, God's House offers early care from 7:00 to 8:50 a.m. and lunch bunch/afternoon care from 11:50 up until 3:00. **Children not enrolled in full-time MUST be picked up by 3 pm** even if enrolled in lunch bunch.

RATES: The cost is \$6.00/hour. Fees are pro-rated after the first hour. **There is a minimum one hour charge of \$6 for lunch bunch, regardless of activity or pick up time within the first hour.** Fees will be billed and the charges will be added to your monthly statement. These should be paid in full each month.

RESERVATIONS: You do **NOT** need a reservation for **early care**. However, you must make a reservation for lunch bunch in advance, unless there is an emergency situation. Reservations, pending space availability, may be made by calling or emailing the school office before 9 AM. If your child participates in an afternoon activity, you will need to make a permanent reservation for that day. This may be done at Open House in August when you sign up for activities and lunch bunch. Reservations must be cancelled by 9:00 a.m. on the day of in order to avoid being charged a one hour fee.

EARLY CARE: God's House opens at 7:00 a.m. You may bring your child then without a reservation. Please sign your child in on the appropriate clip board and be sure they are in the care of a staff member when you leave. Your child will play with children in his/her age group and be taken to the classroom at 8:50. The rate is \$6/hour.

LUNCH: Please pack your child a simple lunch that he/she can manage on their own. We provide water, or you may send a juice box if you prefer. **DO NOT** send anything that needs to be microwaved or refrigerated. Also, we ask that you pack your child's morning snack separately and not in his/her lunch box. In an emergency, we can prepare a snack lunch for your child for \$5.00. Please be thoughtful and only do this in an emergency.

PICK-UP: Weather permitting, your child will be on the playground after lunch time. Parents must come INSIDE to check the child out. Please enter through the building (do not open the outside gate) and let a staff member get your child. Please do not send siblings in to pick up your child. Children will be released only to properly identified adults who are listed in the parent registration form. It is up to the parents to keep this pick-up information correct. **Your child must be signed out on the proper clipboard before leaving the school to avoid being**

charged for a full afternoon of care.

OFFICE HOURS and CONTACT INFORMATION

Office hours for the handling of business transactions of God's House Kindergarten and Day Care Center will be 8:00 a.m. until 1:30 p.m., Monday through Friday. You may contact us at 205-967-7611 or by email:

Susan Coxhead (Director): susan@avpc.org
Bookkeeper: ghkbookkeeper@avpc.org
Administrative questions: ghkadmin@avpc.org

PARENT-TEACHER CONFERENCES

In May, parents of the five-year-olds will have a conference with the child's teacher to evaluate the child's progress. Other parent-teacher conferences may be scheduled as needed. Appointments with the teacher must be made in advance and cannot be scheduled during morning preschool hours (9 am—12 pm).

POTTY TRAINING

It is the belief of God's House Kindergarten that potty training or toilet learning should begin at home with the child's parents or caregivers and at a time when there are not a lot of changes in the child's life. Life must be fairly stress-free during this time for the child. It is always best that the first steps towards potty training begin at home and on a weekend when you, the parents, are able to devote your weekend to helping your child. When your child is successful for a full weekend, your child then can attend school in underwear. Please notify the staff that morning that your child has underwear on and not a diaper or pull-up as to minimize any surprises! At that time the staff will gently remind your child from time to time (not on any set schedule) to remember to use the potty. Please remember that in a classroom setting, it is nearly impossible for teachers to remind the children every half hour to hour to go in and use the potty. For that reason, your child needs to be able to communicate the need to go potty him or herself without reminders from an adult. There are times in the daily schedule where we do remind the children to go potty, but again it is not on a set time or schedule. The reminders come naturally throughout the day such as after snack, lunch, or naptime.

During this time, GHK requests that the following guidelines are followed:

Your child **MUST** wear loose fitting clothing that is easy for the child to pull up or down.

1. NO overalls, rompers, pants that require the use of a belt, or outfits with snaps between the legs should be worn.
2. A supply of clothing with no less than 2 changes, including socks, should be kept at school every day in case of accidents.