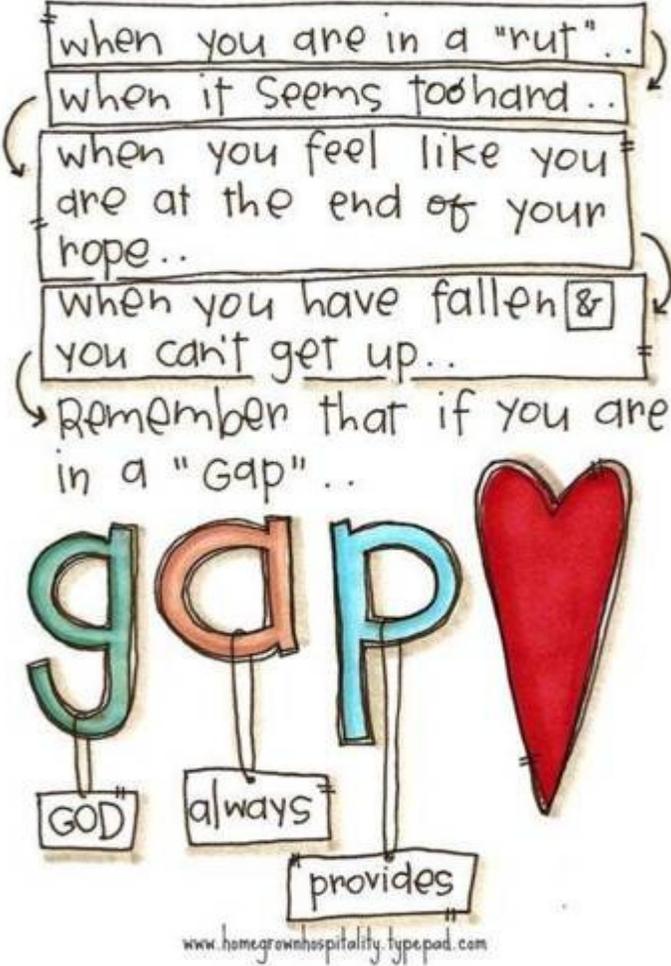


Greenwood Christian School and Child Care Ministry



PARENT AND STUDENT HANDBOOK 2012-2013

Table of Contents

Welcome	3
Facts about Greenwood Christian	4
History	5
Philosophy	5
Mission Statement	5
Admission Policy	5
Special Needs	5
Termination of Service	5
Calendar	6
Our Programs	7-9
Transportation	10
Arrival and Dismissal Procedures	10
Inclement Weather	11
Emergencies	11
Code Red—Lock Down Procedures	10
Communications	11
Attendance	12
Update of Parent/Student Information	12
Security/ID Tags	12
Separation and/or Divorce or Custodial Rights	13
Dress Code	13
Health	14
Indiana Immunization Law	14
Illness Policies	14
Medication Policies	14
Head Lice	14
Field Trips	15
Parties and Special Activities	15
Toys From Home	15
Discipline Policy	16-17
Accounting System and Payment Policies	18
Lunch Ordering and Fees	19
Meals and Nutrition	19
Grading	20
Curriculum	20
Chapel	20
Problem Solving at Greenwood Christian School	21
My Commitment to God and Greenwood Christian	22

Welcome To Greenwood Christian School and Child Care Ministry

Dear Parents,

Thank you for choosing Greenwood Christian. Our staff of dedicated and nurturing teachers are looking forward to working together with you as we endeavor to meet the academic, spiritual, emotional, social and physical needs of your child. Our goal is to convey the love of God to your child by providing a safe, loving, caring atmosphere, in addition to stimulating his or her learning skills.

Greenwood Christian School and Child Care Ministry is a ministry of Greenwood Christian Church and we are here to help and minister to the whole family. If you are not currently attending or plugged into another church, we invite you to attend worship with us on Saturday at 6:00 p.m., Sunday at 9:30 a.m., or 11:00 a.m. Please call the school office at 881-9970 for any additional information you may need. You may also visit the church's website at www.greenwoodchristian.com for details about all of our ministries, or www.gcschool.com for details about our school and child care.

We believe you will find this handbook helpful. Please read through it and keep it for future reference. It is our intent to clearly communicate the responsibilities of students, parents and school personnel in making GCS a positive learning environment. Thank you for entrusting us with your child and we pray you and your child have a great year.

Working together with you,

Ellen Sheets, Administrator

Barb Moomaw, Assistant and Business Administrator

Melissa Shaw, Director of Information Services and Systems

Erin Arthur, Director of School Services

Staci Roll, Director of Child Care

Michele Johnson, Secretary/Receptionist

Scott Pitts, Children's Minister



**Greenwood Christian School and Child Care Ministry is a ministry of
Greenwood Christian Church.**

**Greenwood Christian School is a
member of the Association of Christian Schools International (ACSI),
an internationally recognized
organization.**

**Greenwood Christian Church Child Care Ministry is a
registered child care ministry with the
State of Indiana.**

Facts About Greenwood Christian Church

Greenwood Christian Church is a group of believers who have come together because of a commitment to Jesus as Lord and Savior. We are a non-denominational church with no institutional ties to a religious headquarter. Our leaders (the elders) are members of the congregation, who are chosen to oversee the direction of the congregation and the spiritual growth of its members. The Bible is our guide to practices and beliefs.

We exist to go DEEP:

Discover new life in Jesus

Experience belonging in the family of Jesus

Engage our world with the love of Jesus

Pursue transformation in the likeness of Jesus

and to carry on the work of Jesus through loving God and loving others.

WHAT WE BELIEVE

Jesus Christ is the one and only Son of God who died for our sins and arose bodily from the dead.

1 Corinthians 15:1-8

The Bible is the inspired Word of God to give direction and guidance to every believer.

2 Timothy 3:16

Every person has worth as a creation of God, but all have sinned and fallen short of God 's perfect standard.

Romans 3:23

Forgiveness of sins and the promise of eternal life are available to those who trust Jesus as their Savior and Lord.

John 3:16

Those accepting Christ should repent of their sin, confess their faith in Christ and be baptized into Him.

Romans 10:9; Acts 2:38

HISTORY OF GREENWOOD CHRISTIAN SCHOOL

Greenwood Christian School began over 40 years ago to provide a kindergarten program at the time when public schools were not. In 1976, when the public schools incorporated kindergarten, GCS began a Pre-K program. Through the years the school has expanded into preschool and eventually the elementary school. In the fall of 2003, we started a pilot child care program that is now in full swing. Also in the summer of 2003, we began our elementary summer day camp. Then, in the summer of 2011, the school incorporated the Parent 's Day Out Program under the school 's umbrella. We are continually open to God 's leading to provide services to the community around us.

PHILOSOPHY

The purpose of GCS is to provide a nurturing environment in which students may develop to their fullest potential. By maintaining a low pupil to teacher ratio, and therefore ensuring that each student is given individual attention, the school will help to develop students academically, spiritually, emotionally, socially, and physically.

MISSION STATEMENT

We strive to provide a Christ-centered environment that glorifies God. Using the Bible as a foundation, we encourage students to achieve:

- Personal growth that fosters respect, responsibility and integrity
- Academic excellence that promotes life-long learning
- Spiritual maturity that equips students for discipleship, evangelism and Christian service

ADMISSION POLICY

GCS admits students of any race, color, creed, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and other school administered programs.

For enrollment, all new students are required to submit a birth certificate and medical form within the first week of attendance. All records from the K-6th grade student 's previous school must be transferred to our school office before the first week of school.

AGE REQUIREMENTS

Preschool-3 years old by August 1 of the enrollment year

Pre-kindergarten-4 years old by August 1 of the enrollment year

Explorers (transitional kindergarten) -5 by November 1 of the enrollment year

Kindergarten-5 by August 1 of enrollment year

We encourage our families not to request advancement of their children when they do not meet the age requirements. Periodically, there may be a child that is academically, socially, and emotionally ready for advanced placement. We will not advance children who are younger than our age requirements without testing to determine their readiness.

SPECIAL NEEDS CHILDREN

We will do our best to work together with a child and their family to make sure that GCS can meet their needs. If a child has special needs, we are limited in the amount of special services that can be provided. Special needs will be assessed and reviewed by the school 's ACE team. If we discover that a student needs more support than we currently have through Johnson County Special Services we will meet with parents and work with them to find the best placement for their child.

TERMINATION OF SERVICE

We retain the right to terminate service without notice in the event of destructive, uncontrollable, or violent behavior. We also retain the right to terminate service without notice in the case of delinquent fees.

Our Programs

Coordination

Welcome to Greenwood Christian School. We try our very best to meet the varied child care needs of the members of our church and community. Along with our preschool and elementary school, we also offer full-time child care, as well as part-time child care. This brochure is an overview of all our programs to help you decide which one is best for you and your child.



We have many ways to provide “seamless” care for your child. If your child attends Parent’s Day Out and needs to go to afternoon Preschool or Pre-Kindergarten, we can arrange for our staff to make sure your child moves to the right classroom at just the right time. If your child attends our daycare program and needs to go to Parent’s Night Out, we can arrange for our staff to move your child to the appropriate room.

We will do everything we can to assist you in coordinating services for your family to provide care for your child. Just meet with a member of our administrative team to work out the arrangements that work for you!

Greenwood Christian School

The purpose of GCS is to provide a nurturing, educational environment in which students may develop to their fullest potential.

Our Educational Goals:

- Provide each student with the opportunity to excel academically, based upon his/her level.
- Teach students about God’s principles for living an abundant life.
- Prepare students to cope with life in today’s world.
- Help students discern their gifts and talents and then develop them.
- Preserve and promote positive self-image in each student.

Highlights:

- Curriculum used includes: Abeka, Bob Jones, Positive Action, Houghton-Mifflin
- Curriculum enhancing field trips
- Small classes
- Yearly standardized testing for K-6
- Quarterly progress Dibels and STEEP assessments
- Weekly chapel
- Bible classes as well as Biblical principles interwoven throughout all aspects of the day
- Full specials schedule with art, music, Spanish, PE, and computer classes for all K-6th graders
- Special family nights throughout the year
- Camps and enrichment sessions during balanced calendar breaks
- Summer camp for elementary age children

Hours:

Kindergarten:	8:30 - 3:20
Grades 1-6:	8:30 - 3:30

Fees: ALL REGISTRATION AND SUPPLY FEES ARE NON-REFUNDABLE

Discount: 3% sibling discount is offered for K-6
Applied to oldest child

Kindergarten:	Registration:	\$100
	Book/Supply:	\$150
	Tuition:	\$3250 10 pays @ \$325.00

Elementary:	Registration:	\$100
	Book/Supply:	\$200
	Tuition:	\$3450 10 pays @ \$345.00

Extended Care Hours K-6:	6:30am - 8:30am	\$4/day
	3:30pm - 6:00pm	\$6/day*

*Please note fee increase, effective 8/1/2012

You are not charged for extended care if your child goes by mistake and is picked up before 3:45pm. However, you will be charged \$1.00 for snack if your child receives one prior to pick up.

Camps:	Registration:	\$45 ONE TIME PER YEAR
	Supply:	\$10 fall, winter, spring
		\$45 summer
	Tuition:	\$26 per day*

Fall*, winter*, spring* & summer K-6: 6:30am - 6:00pm
*Fall, winter, and spring camps may also include academic enrichment sessions for interested families. There will be additional fees associated with enrichment sessions. Fees for these sessions will be established and advertised prior to each camp.

Our Programs (continued)

Greenwood Christian School **Early Childhood**

The Early Childhood Program of GCS consists of Preschool for 3-year-olds, Pre-Kindergarten for 4-year-olds and Explorers, which is a transitional kindergarten program for children who want an extra year before starting school or those who miss the cutoff date. The purpose of the Early Childhood Program is to provide a nurturing, educational environment in which children may develop to their fullest potential. By maintaining a low child to teacher ratio and therefore ensuring that each child is given individual attention, the school will help to develop students academically, spiritually, emotionally, socially, and physically.

Highlights:

- Preschool curriculum - 3-year-olds
 - ◇ Recognition of name, sound, and picture for short vowels and consonants
 - ◇ Formation of vowels and consonants in upper and lower case
 - ◇ Language development and listening skills
 - ◇ Simple counting 1-30
 - ◇ Number concepts 1-15
 - ◇ Colors, shapes, following directions, and eye-hand coordination
 - ◇ Bible lessons
- Pre-Kindergarten curriculum - 4-year-olds
 - ◇ Recognition of name, sound, and picture of long and short vowels and consonants
 - ◇ Sounding of blends and one vowel words
 - ◇ Reading of sentences and stories with one vowel words
 - ◇ Formation of letters and writing name
 - ◇ Number recognition and counting 1-100
 - ◇ Number concepts and numbers before and after 1-20
 - ◇ Numbers largest and smallest 1-20
 - ◇ Bible lessons
 - ◇ Development of motor skills in drawing, coloring, cutting, and gluing

Highlights Cont..

- Explorers Curriculum - Transitional Kindergarten
 - ◇ Language Development
 - ◇ Cause and Effect
 - ◇ Social/Emotional Development
 - ◇ Approaches to Learning
 - ◇ Creative Arts and Expression
 - ◇ Large/Small Muscle Skills
 - ◇ Color Concepts
 - ◇ Shape Concepts
 - ◇ Problem Solving
 - ◇ Letter and Sound Recognition
 - ◇ Number Concepts
 - ◇ Sequencing, Predicting, and Graphing
- Throughout the year field trips are taken that will enhance the curriculum
- Once a year parent/teacher conferences
- Weekly chapel

Hours:

Preschool: Tuesday and Thursday

AM Class: 9:00 a.m. - 11:00 a.m.

PM Class: 12:30 p.m. - 2:30 p.m.

Pre-Kindergarten: Monday, Wednesday, Friday

AM Class: 9:00 a.m. - 11:30 a.m.

PM Class: 12:30 p.m. - 3:00 p.m.

Explorers: Monday thru Friday

AM Class: 9:00 a.m. - 11:30 a.m.

PM Class: 12:30 p.m. - 3:00 p.m.

Cost:

Preschool	Registration: \$ 100	Non-Refundable
	Supply: \$ 60	Non-Refundable
	Tuition: \$ 900	10 pays @ \$90.00

Pre-K:	Registration: \$ 100	Non-Refundable
	Supply: \$ 60	Non-Refundable
	Tuition: \$1250	10 pays @ \$125.00

Explorers:	Registration: \$ 100	Non-Refundable
	Supply: \$ 70	Non-Refundable
	Tuition: \$1875	10 pays @ 187.50

Our Programs (continued)

Child Care Curriculum For Daycare and Parent's Day Out

- Curriculum for Toddlers and 2-year-olds
 - ◊ Letters A-Z
 - ◊ Numbers 1-10
 - ◊ Shapes and Colors
 - ◊ Songs and Finger Plays centered on the weekly Bible story
- Curriculum for 3, 4, and 5-year-olds
 - ◊ Letters A-Z
 - ◊ Numbers 1-20
 - ◊ Shapes and Colors
 - ◊ Songs and Finger Plays centered on the weekly Bible story
 - ◊ Development of motor skills in tracing lines, shapes, letters, and name, as well as cutting.

Parent's Day Out

The purpose of Parent's Day Out is to provide a safe and loving environment in which your children can learn and grow. We use a Bible-based curriculum called Little Hands to Heaven. Our goal is to provide you with a block of time each week to run errands, study, work or just relax.

Curriculum:

See child care curriculum for Toddlers and 2-year-olds and 3, 4, and 5-year-olds.

Hours: 9:15 a.m. - 1:15 p.m.
 Extended hours: 8:15 a.m. - 9:15 a.m.
 1:30 p.m. - 3:30 p.m.

Cost: Registration: \$50 per child with \$100 cap per family
 Drop in rate \$20 a day
 After Preschool/Pre-K care
 (Call for care rates)
 Extended care \$2 an hour

See chart below for MONTHLY rates

Age	5 Days	4 Days	3 Days	2 Days	1 Day
Infants	\$240	\$200	\$160	\$120	\$70
Toddlers thru 5's	\$230	\$190	\$150	\$110	\$60

Parent's Night Out

The purpose of Parent's Night Out is to provide a safe and loving environment in which your children play and have fun while you shop, run errands, or attend one of our church run programs like PHAB, small group, adult learning classes, eat dinner with friends, etc.

- Hours:** Parent's Night Out is open every Sunday through Thursday evening from 6:00 p.m. to 8:30 p.m.
- ◊ You must pre-register your child 24 hours in advance to attend. Parent's Night Out will be cancelled if there are no registrations.
 - ◊ You can register by calling Staci Roll in the school office at (317) 881-9970, or by stopping in the office.
- Cost:** \$3.00 per child each evening
- Dinner:** You will need to make sure your child has eaten dinner before you come, or bring dinner with them if you like. We do not provide any meals or snacks during Parent's Night Out.

Daycare

The purpose of Greenwood Christian Child-Care Ministry is to provide a nurturing environment in which children may develop to their fullest potential. Our low child to teacher ratios ensure that each child gets individual attention. This allows the school to develop students spiritually, emotionally, socially, and physically. Our curriculum prepares the children for an easy transition into the Early Childhood Program.

Highlights:

- See child care curriculum for Toddlers and 2-year-olds
- Curriculum for 3-year-olds
 - ◊ Tuesday and Thursday we use the same curriculum as Greenwood Christian School Early Childhood.
 - ◊ Monday, Wednesday, and Friday see child care curriculum
- Curriculum for 4-year-olds
 - ◊ Monday, Wednesday, and Friday we use the same curriculum as Greenwood Christian School Early Childhood.
 - ◊ Tuesday and Thursday see child care curriculum
- Biblical principles are interwoven throughout all aspects of our day.

Hours: 6:30 a.m. - 6:00 p.m.
Cost: Registration : \$45/year
 Supply fee for 3,4,5's : \$60/year

See chart below for WEEKLY rates

Class	4-5 Days	3 Days	2 Days	1 Day
Infants	\$177	\$142	\$102	\$57
Toddlers/2's	\$158	\$123	\$83	\$47
3,4,5's	\$152	\$116	\$74	\$41

Date Night

Date Night is a special time to nourish your marriage and close relationships. Date Night happens every third Friday of the month and we hope you will use this service to grow your relationships.

- Hours:** Date Night is 5:45 p.m. to 9:00 p.m.
- ◊ You must pre-register your child prior to Wednesday before the Friday Date Night.
 - ◊ You can register on-line at <http://www.greenwoodchristian.com/#/children-students/p-n-o-evening-childcare>, or by calling Staci Roll in the school office at (317) 881-9970, or by stopping in the office.
- Cost:** \$5.00 per child
- Dinner:** You will need to make sure your child has eaten dinner before you come, or bring dinner with them if you like. We do not provide any meals or snacks during Date Night.

TRANSPORTATION

Parents of the enrolled children will be expected to provide or make arrangements for the transportation of the child to and from school each day. If you are in a carpool, you need to provide the teachers and the school office with a listing of all parties involved in the carpool.

ARRIVAL AND DISMISSAL PROCEDURES

THERE IS NO PARKING ON THE CIRCULAR DRIVE BY ORDER OF THE FIRE DEPARTMENT.

Precautions for all parents:

- Enter and leave the parking lot with extreme caution. Be on the lookout for children. Please drive slowly through the parking lot and through the carpool lines.
- DO NOT leave small children in the car while you bring your older child into school.
- Always hold your child's hand when going to and coming from an automobile. Do not let children run ahead of you.
- Do not park and leave your car in the circular drive or in front of the doorway. All cars should be parked in the regular parking lots at all times (**handicap spots are for handicap only**).
- ***No cell phones are ever to be used while waiting in the car lines.***

Arrival Procedures:

Daycare, AM Extended Care (K-6th grade)

- Park cars in the **regular parking lot** and walk your child to their classroom. Be sure that the teacher is aware of your child's arrival and make sure you sign them in on the form provided.

PDO

- Park cars in the regular parking lot and walk your child to his or her classroom. Be sure you check your child into his or her room before leaving.
- Children will not be admitted to their room more than **10 minutes** prior to start time (9:05am). Any children arriving prior to 9:05 will go to before care at the rate of \$2/hour.
- You may take advantage of our curbside drop off service if you are comfortable doing so. You can pull up to the door between 9:15 and 9:30 a.m. and one of our teachers will assist your child in getting out of the car and to class.

Preschool, Pre-K, Explorers, K-6th grade

- Enter the parking lot using the Worthsville Road entrance. A single line will be formed between aisles B and C in the parking lot that will proceed to the school entrance. An administrator or teacher will monitor the drop off zone.
- No child can be dropped off prior to 8:15am (K-6th grade) or 8:45am (Preschool, Pre-K, Explorers) unless they are signed in to Extended Care or child care (ages 3-5 years).
- Any child dropped off after 8:30am (K-6th) or 9:00am (Preschool, Pre-K, Explorers) must be escorted by a parent to the office and signed in.
- **MONDAYS ONLY-Elementary parents will park in the regular parking lot and walk your child to their classroom.**

Dismissal Procedures:

Daycare, Extended Care

- Park in the **regular parking lot** not in the circular driveway.
- Go to the child's classroom and show your ID tag to the teacher. If you do not have an ID tag, go to the office and give the code word.

PDO

- Park cars in the regular parking lot and pick your child up in his or her classroom.
- Children being picked up by someone other than a parent will not be dismissed without a valid claim tag. If the claim tag is not provided, the person will have to provide the family code word created by you on the security form enclosed in your registration packet. In addition he/she will have to show photo ID to the office staff to get a pass to pick up your child/children.
- Any child not picked up from the program by 1:15 pm will be placed in our after-care program at the rate of \$2/hour.

Preschool, Pre-K, Explorers

- Park cars in the regular parking lot and pick your child up in his or her classroom. A valid security tag must be shown to the teacher.
- Children being picked up by someone other than a parent will not be dismissed without a valid security tag. If the claim tag is not provided, the person will have to provide the family code word created by you on the security form enclosed in your registration packet, show photo ID to the office staff to get a pass to pick up your child/children.
- Any child not picked up from the program on time will be placed in our child care ministry and charged \$5/hour.

Dismissal Procedures (continued):

Kindergarten-6th grade

- You may start lining up in the canopy area only 10 minutes prior to your child 's class dismissal.
- Please enter the parking lot through the Worthsville Road entrance, line up between aisle B and C in the parking lot and form a double line.
- No cell phones are to be used in the car lines.
- All families will have 2 colored signs, one for you and one for an alternate pick-up person, with the teacher 's name and student 's name indicated on it. Please display it when picking up your child to aid in identifying your vehicle.
- If you do not have a sign, you will need to show your ID tag or park in the parking lot and go to the office to give the family code word before retrieving your child.
- **FRIDAYS ONLY-Elementary parents will park in the regular parking lot and pick up their child in their classroom.**

INCLEMENT WEATHER

In case of bad weather, please monitor channels 6, 8, or 13 for delays or closings. The delays and closings will show up as *Greenwood Christian School*. Parent 's Day Out will close when the school closes, but does not go on delay. The daycare will show up as Greenwood Christian Church Daycare and normally does not delay opening even when the school does. Please watch carefully. GCS will be listed after Greenwood Christian Academy and be listed before Greenwood Community Schools on the ticker at the bottom of the TV screen.

EMERGENCIES

In case of emergencies related to disasters, please monitor your e-mail, our web site, and channels 6, 8, 13, or 59 for information. All of our programs follow procedures included in our Classroom Disaster Plans. These plans are available for your review in the school office. The school has drills for emergency situations to train your children what to do in the event a real emergency occurs.

CODE RED – LOCK DOWN PROCEDURES

There are times when the school will take precautions to ensure the safety of your children because of possible events that have caused the possibility of danger outside of our building, or questionable persons trying to obtain access to our building. In those cases, the following procedures would be implemented.

Level 1 Code Red: eminent danger to anyone outside the building

- Office Manager will lock outside doors
- Office Manager will "page all" to alert lock down
- Office Manager will notify Church office
- Classroom doors are locked – Child Care Director and Assistant Child Care Director
- Classroom windows are covered
- Window blinds are closed
- Students are to be moved away from the doors and remain quiet
- No one is to leave the classroom
- Students in the gym are to go directly to 405A and B and lockdown all doors - Administrator
- Intel key in children's welcome center is to be removed - Administrator
- All students to be brought into the building from the playground – Assistant Administrator
- Fire doors are to remain closed - Administrator
- No one is allowed in or out of the building – Monitored by Administrative Staff
- All staff will make sure a working flashlight is with them in case of a power outage

Level 2 Code Red: events have occurred where we need to restrict anyone who enters or leaves the building

- Office Manager will lock outside doors
- Office Manager will "page all" to alert lock down
- Office Manager will notify Church office
- Classroom doors are locked – Child Care Director and Assistant Child Care Director
- Students in the gym are to go directly to 405A and B and lockdown all doors - Administrator
- Intel key in children's welcome center is to be removed - Administrator
- All students to be brought into the building from the playground – Assistant Administrator
- Teachers able to move students from one area to another with permission from administration
- Fire doors are to remain closed - Administrator
- All students will be brought into the main building for dismissal
- Parents will need to use the main doors and are only allowed in the building by showing ID cards to administrative staff stationed at the door
- All staff will make sure a working flashlight is with them in case of a power outage

COMMUNICATION

Our goal is to communicate as openly as possible with each of you as parents. We do this through newsletters, emails, and daily communications with your child 's teacher. We will also communicate with you through written reports and Parent/Teacher conferences.

If you need to talk to your child 's teacher in depth, please write a note, e-mail or call the school office and leave a message so the teacher can set a time and date to speak with you. Please remember that teachers have a responsibility to an entire classroom and it is not always possible for them to meet your needs on an impromptu basis. If you need to have lengthy conversations with the teacher, please schedule a time for this to occur.

If you need to contact a staff member by phone, please do so through the school switchboard (317) 881-9970. This will ensure that you are given appropriate assistance without disturbing classroom schedules.

ATTENDANCE

All students:

- Regular attendance is expected of all students. This is essential for maximum social adjustment and the academic performance of the child.
- Please call the school every time the child will be absent. Notify the school as soon as possible should a prolonged absence be anticipated.

Grades K-6th

- All attendance records will be supervised and maintained by the school office. Daily records will be kept by the teacher for every student and entered on his/her permanent record at the end of the school year.
- The parent is required to call the school anytime the child will be absent. A written excuse for the tardiness or absenteeism is also required. Please notify the school as soon as possible should a prolonged absence be anticipated and turned in at the office.
- **Unexcused absence:** An absence without a written excuse or phone call is automatically an unexcused absence. The classroom work during an unexcused absence cannot be made up and a grade of "0" will be given for that work. A doctor's note is required for any student out of school for more than 3 consecutive days.
- **Excused absence:** An absence is excused if the student is sick, there is a death in the family, the student has a doctor/dental appointment, or for other reasons considered appropriate by the administration. Please be sure to bring an excuse from the doctor/dentist when returning to school. The student has as many days to turn in their homework as they were absent. Any work not completed according to this schedule will receive a "0".
- **Prearranged absences:** When students miss school for several days or more, it creates a hardship on them as well as the teacher and parents, too. *Therefore, GCS discourages family vacations during the school year.* However, if a student is to miss classes for this reason, the prearranged absence may be obtained with special permission from the administrator by submitting a written request to the school office. This must be obtained two weeks prior to the absence period. Arrangements for making up work need to be made with the teacher prior to the planned absence.
- **Tardiness:** Punctuality is very important. **School begins promptly at 8:30 a.m.** A student is considered tardy if he/she arrives in the classroom after 8:30 a.m. Any student arriving after 8:30 a.m. will be counted tardy. **The student needs to be signed in by a parent in the office and will not be admitted to class without a pass.** Five (5) tardies in the nine (9) week grading period will result in a warning letter mailed from the office. If a child continues to be tardy after receiving a warning letter, the matter will be referred to the Behavior Team for review and recommendation to the School Management Team.
- **Partial day absences:** If a student arrives after 9:30 a.m. or leaves before 2:45 p.m. it will be counted as a 1/2 day absence. If a student leaves before lunch and is gone the rest of the day it will be counted as a full absence.

Parents Day Out

You may schedule make-up days if your child is out sick. Make up days expire at the end of each session. Check with us 24 hours in advance or more to see what day or days will work due to space concerns. If your child misses more than two weeks in a row and you have not made prior enrollment arrangements, your continued enrollment will not be guaranteed. Space in our program is limited and your spot may be offered to someone on our waiting list.

UPDATE OF PARENT/STUDENT INFORMATION

It is very important that we know how to get in touch with you in any situation concerning your child(ren). Therefore, we must know any changes that occur in your employment, address, or phone numbers. Also, most importantly, please notify us of any change in the names of persons who may or may not pick up your child. You may also update personal information through the parent portal of our *Jack Rabbit* accounting system.

SECURITY / ID TAGS

To ensure the safety of our children, each family will be issued ID tags that will have to be shown to workers when picking up a child. A child will not be released to anyone without either an ID tag, car window sign, or special family code word. The number of ID tags and car signs are limited to four each per family. If you need more than four tags or need replacement tags there will be a \$1.00 charge per tag. If you need more than four signs or need a replacement, there will be a \$2.00 charge per sign.

For security, visitors must:

- Enter the building through entrance 3.
- Stop in the office to sign in and fill out a visitor badge to be worn while in the building.

Students leaving the building:

- The teacher should be notified, with a written note, of the time and reason that the student must leave the building (The teacher may not get to their email during the school day).
- Parents must go to the office to sign out the child and the child will be called to the office.
- When returning, the student must be signed back in and receive a pass to return to class.

All parents and volunteers that wish to help in our building with school activities or go on field trips must submit to a State Police background check. These forms are available in the office and should be completed at least 2 weeks prior to the field trip. GCS will process these background checks at no cost to the chaperone.

SEPARATION AND/OR DIVORCE OR CUSTODIAL RIGHTS

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Greenwood Christian School is on the safety and well-being of your student, and our instituted policies are to further those goals.

Custody documentation: At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Greenwood Christian School. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to Greenwood Christian School within seven (7) days of change or at the time of reenrollment if the school has dismissed for summer break. Enrollment in our programs will not be considered complete until current custody documents are on file with the school.

School Records: A noncustodial parent shall have the right to access school financial or educational records related to his or her student unless prohibited by a legally binding instrument.

Dismissal and early releases: No student shall be released to any individual other than a custodial parent unless express written permission is first given to Greenwood Christian School by a custodial parent or a valid legally binding instrument granting release in on file with Greenwood Christian School. All early dismissal requests shall go through the school administrator 's office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent 's representative without a legally binding instrument.

Parent-Teacher meetings: It is Greenwood Christian School 's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

School communications: It is the custodial parent 's duty to communicate with the noncustodial parent regarding school announcements and notes. Upon request, the school may provide announcement and notes to the non-custodial parent as long as a court order does not prohibit it.

Greenwood Christian Church has a divorce care program for parents who are interested. The church and the school will do whatever we can to help the entire family through the situation. Our main goal is to maintain consistency for your child.



DRESS CODE

All students are expected to be dressed appropriately for weather and environment, showing modesty at all times. Good taste and judgment are the guidelines for daily school dress. **All students** are expected to be neat and well groomed. The dress code also needs to be followed when going on a field trip, unless the field trip mandates otherwise.

Daily Dress:

- Comfortable, modest clothing, appropriate for weather since we do outside activities
- Shorts and capris (loose fitting and not shorter than **4 child 's fingers** above the knee). Shorts and capris should only be worn when the weather is warm enough for this type of dress to be comfortable outside.
- Dresses, skirts, culottes, jumpers should be loose fitting and no shorter than **4 child 's fingers** above the knee
- Pants must be worn at waist level
- **Tennis shoes must be worn every Monday for gym.**
- Hats can be worn to and from school but not in the building (this pertains for both boys and girls) except for special hat days.
- Sleeveless shirts may be worn.
- All shoes must cover the heel or have strap that goes around the back of the heel. This includes "Croc " style shoes.
- Leggings can be worn as long as they are covered with a skirt, shirt, or shorts that are dress code length (**4 child 's fingers about the knee**).

Clothing not allowed:

- Spaghetti straps or bare midriff tops
- No tank tops unless worn under other appropriate clothing
- Flip flops
- Shirts with offensive or suggestive slogans and advertisement, or logos for harmful or illegal products or services.
- Overly baggy pants or shorts or pants, and shorts that have faux tears and holes
- Spandex shorts (biking shorts)
- Dangle earrings - only small, stud type earrings for safety reasons
- Heelies or any other type of shoes with wheels
- Hair coloring - except on designated crazy hair days
- No clothing with writing that goes across a child 's bottom

If your child arrives at school in clothing that is not dress code appropriate, you will be contacted to bring appropriate clothing to school.

All children in Kindergarten, Preschool, Pre-K, Explorers, Daycare and PDO should have at least one full change of clothing in their backpacks. **Be sure to label ALL garments with the child 's name, INCLUDING ALL OUTER GARMETS** (Jackets, sweaters, hats, mittens, boots) etc.

HEALTH

A Greenwood Christian School health form needs to be on file in the office for your child. The physical form needs to be updated yearly for all children in preschool through 6th grade. Daycare and PDO parent's should update their child's file each time immunizations are given.

INDIANA IMMUNIZATION LAW

According to the Indiana law, when a child enrolls in a school for the first time, at any level, his/her parents must show that either he/she has been immunized or that a current religious or valid medical objection is on file. Parents are encouraged to provide the school with complete immunization records prior to the beginning of the school year.

Parents can document their child's immunizations in three (3) ways:

- By submitting a signed physician's certificate
- By forwarding complete records from a previous school
- By submitting a record, kept by the parents, which shows the month and year that each dose of vaccine was administered

Parents are encouraged to obtain the vaccine from their family physician. If this is not possible, please contact your county board of health for an appointment.

ILLNESS POLICIES

The following illness guidelines are for everyone's benefit in keeping sickness to a minimum. **Children who become ill with a temperature greater than 100.0 will be sent home and should remain home until they are fever-free for 24 hours without the aid of a fever reducing medication.** Parents will be notified and asked to take the child home **immediately**. If a parent cannot be reached, the person listed to call in case of emergency will be notified to pick up the child. Students must be picked up within 30-45 minutes. We do not have the space or staff available to be able to keep them in school. **IF YOU CANNOT PERSONALLY BE HERE WITH 30-45 MINUTES, YOU NEED TO HAVE A PLAN IN PLACE FOR SOMEONE ELSE TO PICK UP YOUR CHILD. THE SCHOOL MAY ALSO CONTACT THE PEOPLE LISTED ON YOUR EMERGENCY CONTACT SHEET TO PICK UP YOUR CHILD.**

Our guidelines require students be excluded from school for the following:

- **Temperature above 100.0 degrees**
Students may return after 24 hours of being fever free without the use of medication.
- **Conjunctivitis (pink eye) or suspicious drainage**
Student must be examined by a health care provider and approved for readmission to school. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical or oral antibiotic therapy. We are aware that seasonal allergies sometimes cause redness of the eyes and/or drainage, but confirmation by a health care provider must be provided for readmission to school.
- **Viral eye infection**
May return to school after health care provider states student is allowed to go to school.
- **Impetigo, until treatment has begun**
Parents should be advised to keep contagious children home until 24 hours after starting topical or oral antibiotic therapy.
- **Scabies, until treated**
Student may return the day after treatment.
- **Head lice (Pediculosis)**
Student will be excluded from school until after treatment and removal of all nits from hair. Upon return to school, the student must report to the office and be cleared before returning to the classroom.
- **Vomiting or diarrhea with or without fever**
Student must be symptom free for 24 hours without use of medication.
- **Ringworm, until treatment has begun**
- **Undiagnosed rash**
- **Viral rashes, such as Hand, Foot and Mouth or Fifth's Disease**
Student must be fever free for 24 hours without medication before returning to school. There may not be blisters with fluid present.
- **Chicken Pox (Varicella)**
Student must be excluded for six days from appearance of vesicles or until all vesicles have scabbed.
- **A positive culture for Streptococcal throat infection (Strep throat)**
Student must be excluded from school until he/she has had at least 24 hours of appropriate treatment and is without fever.
- **Pertussis (Whooping Cough)**
Student must be excluded for 5 days while receiving appropriate antibiotic therapy.



Please notify the school if your child does have a communicable disease.

If your child is to stay in from recess or gym due to illness, please send a note DAILY to the teacher. Every child will go out to recess or gym unless he/she has a signed note. Extended permission may necessitate a doctor's statement.

A doctor's permission must be received for admission to the day care, PDO, or school following any contagious disease or illness with longer than 5 days absence. If your child has had surgery or an injury that requires a physician's care, we will need a release from the physician for the child to return to school. It is also helpful if the physician informs us of instructions for care.

Parents of students who are injured will be contacted immediately if any question exists as to the welfare of the child. **IT IS MANDATORY THAT A CURRENT MEDICAL EMERGENCY FORM WITH TELEPHONE NUMBERS BE ON FILE IN THE SCHOOL OFFICE.**

MEDICATION POLICIES AND PROCEDURES

Parents must come by the office to drop off a written permission slip signed by the parent and/or physician, sign in medication and fill out a medicine form.

- Medication must be brought to school in the original container and have a current prescription label including the student's name, name of medication, dosage, date, doctor's name and directions concerning time and route of administration.
- The medication must be brought to school by the parent/guardian (not the child). The amount of medication brought to school should be limited to no more than a one week's supply.
- All medications (including cough drops) needed while at school must be brought to the office to be dispensed.
- All medicines will be secured in the school office and dispensed only under supervision of office personnel or teacher.
- Daycare and PDO parents must provide a current doctor's order for any medication to be administered by our staff.

FIELD TRIPS

Field trips for Preschool, Pre-K, Explorer, and K-6th grades are taken periodically, weather permitting. You will be notified about upcoming field trips through newsletters or through a special notice from your child's teacher. Let the teacher know ASAP if you are willing to help.

Each child must have:

- A blanket field trip permission slip on file
- An additional signed and dated permission slip if your child is riding in a car with another parent
- A car seat for your child, if required by Indiana law

Chaperones:

- We will need chaperones to go along and help on the field trips, but those will be limited. Parents may be limited to 1 field trip so that others have a chance to go.
- If a parent drives and takes other children for a field trip, you must have a **Field Trip Driver Validation** form and a copy of a **current insurance card** on file in the school office approximately a week before the field trip day. **This is a policy set by the GCC Insurance provider.** In case of an accident, the parent's insurance will be the primary coverage.
- Due to liability, *children who are not members of the class will not be permitted to attend the school field trips.*
- Please remember that your purpose is to assist the teachers in supervising a number of students, not just your own child. Please follow and support the rules the teacher has established for the field trip.
- **All chaperones must submit to a State Police background check. These forms are available in the office and should be completed at least 2 weeks prior to the field trip. GCS will process these background checks at no cost to the chaperone.**

PARTIES AND SPECIAL ACTIVITIES

Class parties and special activities may be held on dates designated by the teachers and administration. If you are interested in helping, please let your child's teacher know.

Things to remember about class parties:

- We aren't able to accommodate additional children for parties and special activities.
- If coming to help with parties or special activities, you must stop at the school office, check in and receive a visitor's badge.
- Remember to consider any student's special diets or allergy needs. It is important that you bring a list of all ingredients in snacks that are brought to school. Check with your child's teachers to find out any special needs in the classroom.

Birthday celebrations:

- Children may celebrate their birthday by bringing in a treat for the entire class (cake, cupcake, cookies, etc.)
- Invitations to birthday parties outside of school are not to be distributed at school unless ALL students, or all boys, or all girls in your child's class are invited.

Holiday Policies:

- Greenwood Christian School, Daycare, Parent's Day Out & Night Out, and Heavenbound have agreed that all of our holidays should be Christ-centered. In order to clarify what is appropriate in our building for holiday decorations and parties, the following guidance is offered.
- Halloween is not celebrated in our building, but Fall parties and festivals are appropriate. Witches, ghosts, monsters, or anything else that would be considered evil or scary in nature is not allowed. Carved pumpkins with happy faces or positive Christian themes are allowed.
- Christmas festivities should focus on the birth of Christ. Please no Santas, red-nosed reindeer, or elves.
- Easter should be one of the most celebrated Christian holidays.
- St. Patrick's Day should focus on the missionary work of St. Patrick. No leprechauns or rainbows with pots of gold.

All parents and volunteers that wish to help in our building with school activities must submit to a State Police background check. These forms are available in the office and should be completed at least 2 weeks prior to the field trip. GCS will process these background checks at no cost to the volunteer.

TOYS FROM HOME

No toys are to be brought from home unless there is a special sharing day in the classroom. If an item is brought to school it must be marked with your child's name. As stated before, we are not responsible for lost or broken items. **TRADING CARDS ARE NOT TO BE BROUGHT TO SCHOOL AT ANY TIME.**



DISCIPLINE POLICY

GCS and Child Care Ministry believes that discipline is a necessary part of a child's development. We feel that the best way to help in the area of discipline is to reinforce good behavior with praise. However, when a child has done something that requires discipline, a "hands off policy" is used.

School rules for all ages:

- Respect yourself
- Respect others
- Respect our school/church

The following guidelines are used in maintaining good behavior in our school and child care:

Violation	First Report	Second Report	Third Report
1. Interfering with class-room instruction	Pupil verbally corrected. Parent contact. Time out. Written apology.	Parent contact. Loss of recess or after school detention.	Parent contact or conference. In school suspension (ISS).
2. Excessive rudeness or insubordinate to school personnel or other adults.	Pupil verbally corrected. Parent contact. Time out. Written apology.	Parent contact. Loss of recess or after school detention. Consideration of in-school suspension or out-of-school suspension (ISS or OSS)	Parent contact or conference. One-two days of ISS or OSS.
3. Pushing, tripping, throwing objects, physical intimidation, or other related physical contact with another person.	Pupil verbally corrected. Parent contact. Time out. Written apology.	Parent contact. Loss of recess or after school detention. Consideration of ISS, OSS.	Parent contact or conference. One-two days of ISS or OSS.
4. Fighting or physically hurting another person.	Pupil verbally corrected. Parent contact. One day ISS or OSS.	Parent contact. Two days of ISS or OSS.	Parent contact/conference. Three days OSS with recommendation for long-term suspension to the school behavior team.
5. Bullying, intimidation, verbal or written harassment, sexually related harassment, and/or other verbal or written threats and harm to another person.	Pupil verbally corrected. Parent contact. Written apology. Loss of recess. Possible in-school or out-of-school suspension (ISS or OSS). Written notification to the school behavior management team.	Parent contact. Two days of ISS or OSS with written notification to the school behavior management team.	Parent contact/conference. Three days of OSS with recommendation for long-term suspension to the school behavior team.
6. Use of profanity or other unacceptable language or gestures or displaying inappropriate physical forms of affection.	Pupil verbally corrected. Parent contact. Time out.	Parent contact. Loss of recess or after school detention.	Parent contact/conference. One-two days of ISS or OSS.
7. Display of nudity or inappropriate sexually related conduct.	Parent contact. One or two-day ISS or OSS.	Parent contact/conference. Three days ISS or OSS.	Parent contact/conference. Possible long term suspension or recommendation for expulsion to the school behavior team.
8. Smoking, chewing or any use of tobacco, alcohol, illegal drugs, or other unauthorized use of a controlled substance.	Parent contact/conference. Three day out of school suspension (OSS). Contact police.	Parent contact/conference. Up to 10 days OSS and police contact.	Parent contact/conference. Three days of OSS with recommendation for expulsion to the school behavior team.

9. Violation of GCS Internet usage policy	Parent conference. Total loss of computer privileges for 5 days (this will affect AR)	Parent conference. Total loss of computer for 15 days; Two day ISS. Drop of 1 letter grade in behavior.	Parent conference. Total loss of computer privileges for school year. Four day ISS.
10. Cell phones, laser pens, audio or A/V equipment (radios, gameboys, CD players, etc) trading cards, and other such items used inappropriately at school.	Pupil verbally corrected. Object placed in the office to be picked up by parent.	Pupil verbally corrected. Parent contact. Object held in school office until the end of school year.	Pupil verbally corrected. Parent contact. Loss of recess or after school detention. Item not returned.
11. Theft – taking something that did not belong to you.	Pupil verbally corrected. Parent contact. Time out. Written apology. Article returned or paid for.	Parent contact. Loss of recess or after school detention. Consideration of ISS or OSS and article returned or paid for.	Parent contact/conference. One-two days of ISS or OSS. Consideration of referral to police or legal personnel.
12. Lying	Pupil verbally corrected. Parent contact. Time out. Written apology.	Parent contact. Loss of recess or after school detention. Written apology.	Parent contact/conference. One-two days of ISS or OSS. Consideration of referral to police or legal personnel.
13. Vandalism and intentional destruction of property.	Parent contact/conference. One day of ISS or OSS. Student/family to pay for needed repairs.	Parent contact/conference. Two days of OSS. Student/family will need to pay for needed repairs.	Parent contact/conference. Three days of OSS with recommendation for expulsion to the school management team. Student/family will need to pay for needed repairs.
14. Wearing improper attire. (See Dress Code).	Pupil verbally reminded. Alternative clothes given to the student to wear.	Pupil verbally reminded. Alternative clothes given to the student to wear. Parent contact.	Parent contact. Alternative clothes given to the student to wear. Loss of recess.
15. Possession of a knife or similar harmful object on school grounds.	Parent contact/conference and consideration of one day OSS.	Parent contact/conference. Two day OSS.	Parent contact/conference. Three day OSS with expulsion recommendation to the school management team.
16. Possession of a firearm or similar weaponry.	Parent contact/conference. Ten day suspension pending expulsion. Referral to police or legal personnel.		
17. Possession or distribution of materials containing inappropriate language or pictures.	Pupil verbally corrected. Parent contact. Time out/ loss of recess.	Pupil verbally corrected. Parent contact/conference One day OSS.	Parent contact/conference. Two days of OSS.

NOTE: In-school suspension (ISS) – Must be served in school with no before or after care privileges that day.

Possible responses to discipline needs:

- Warnings
- Time outs
- Parent conferences
- Loss of privileges
- Referral to the school behavior management team
- School suspension/detention
- Probation
- Expulsion

Composition of the School Behavior Team will be Scott Pitts, Ellen Sheets, Barb Moomaw, Dawn Hoffman, the current classroom teacher, and (when considering re-enrollment) the classroom teacher for the upcoming year or program. If the student has been referred to Special Services, a representative from that office will also be included. If the student is enrolled in daycare or Parent 's Day Out, Melissa Shaw or Staci Roll will be included.

ACCOUNTING SYSTEM AND PAYMENT POLICIES

Accounting System for Greenwood Christian Programs

We use a web-based program called *Jack Rabbit* which allows parents access at any time to their account. Parents can make on-line payments any time day or night and communicate with administrative staff via our parent portal. This system has extensive communication capabilities to send e-mail, newsletters, and alerts. Parents access this system via a parent portal at <http://gcsportal.greenwoodchristian.com>. Once your child is registered and your account established, you will receive an e-mail with your ID and password.

You may make payments in the school office through one of our staff, or by dropping a payment in the payment box located just inside the door. Please contact the school office if you have questions, or experience difficulty in using *Jack Rabbit*. *IF A CHECK IS RETURNED BY THE BANK FOR ANY REASON, YOU WILL BE CHARGED THE AMOUNT OF THE BANK FEES ASSOCIATED WITH THE RETURN.*

Preschool, Pre-K, Explorers, Grades K-6:

Registration and payment information is available from the school office. Tuition is billed the 1st of each month for 10 consecutive months. All accounts will be paid through the school by the tenth of the month. After the tenth, payments are considered late and will be assessed a late charge of \$10. We use a web-based accounting system that allows parents to access their account via the Internet. You may use a credit or debit card to pay your bill on-line, or you may pay by check, cash, debit or credit card in the school office.

Any account becoming 30 days in arrears may give cause for dismissal of your child from these programs. All accounts must be paid in full before children can continue second semester or register for summer camp or the next school year. Accounts must be current by the final day of school in order to:

- guarantee your child 's place for the following school year
- have records transferred to another school
- receive their end of the year report card and standardized test scores

Refunds for annual tuition will be based upon the number of payments left in the school year. No payments made with our payment plan will be reimbursed.

The monthly tuition fee will be due regardless of the child 's attendance. There is no reduction of fees for absences or vacation except in the case of an extended illness of the child. The administrator should be notified as soon as possible if such a situation occurs.

In the event collection action becomes necessary, you will be charged reasonable attorney 's fees, legal expenses, court costs and collection costs in addition to all other sums due.

Parent 's Day Out

Registration and payment information is available from the school office. Tuition is billed the last day of the month for the next month. All accounts will be paid by the tenth of the month. After the tenth, payments are considered late and will be assessed a late charge of \$10. We use a web-based accounting system that allows parents to access their account via the Internet. You may use a credit or debit card to pay your bill on-line, or you may pay by check, cash, debit or credit card in the school office.

Any account becoming 30 days in arrears may give cause for dismissal of your child from these programs. All accounts must be paid in full before children can continue second semester or register for summer camp or the next school year. Accounts must be current by the final day of each session in order to guarantee your child 's place for the following session.

Daycare

Registration and payment information is available from the school office. Tuition is billed every Monday for that week. All accounts will be paid through the school office or parent portal. After the tenth, payments are considered late and will be assessed a late charge of \$10. We use a web-based accounting system that allows parents to access their account via the Internet. You may use a credit or debit card to pay your bill on-line, or you may pay by check, cash, debit or credit card in the school office.

If you pay monthly, you must pay the entire current month 's charges by the 10th of that month. If you pay weekly, you must pay by Friday of the current week. If you pay bi-weekly, you must always pay a week ahead.

Any account becoming 30 days in arrears may give cause for dismissal of your child from these programs. All accounts must be paid in full before children can continue second semester, register for summer camp, or the next school year. Should your account be in arrears after registration occurs for the next school year, your account must be current by the final day of school in order to guarantee your child 's placement for the following school year.

Parent 's Night Out: Payment due at time of service.

LATE FEES

Charges for Late Pick Up: If you are late picking up your child from PDO, daycare, extended care or Early Child, you may be charged the following fees: \$1.00 per minute per child for the first 15 minutes, \$5.00 per minute per child for every minute after the first 15 minutes.

Because parents are sometimes confused about pick up times for their children and arrive late, this explains the procedure that will be used. Late pick-up of children creates problems for our program when staff is scheduled to leave at 6:00 p.m. The daycare and extended care programs close at 6:00 p.m. and it is important that your children are picked up on time. Our policy if you are late states: "If you are picking up your child from PDO, daycare, extended care or Early Child, you may be charged the following fees: \$1.00 per minute per child for the first 15 minutes, \$5.00 per minute per child for every minute after the first 15 minutes. *There will be some flexibility in charging overtime charges due to weather related traffic or heavy traffic due to accidents on the road and/or emergency situations. Please call the office and let us know if you will be late due to these factors.*" It is also important that you have your security I.D. tag with you.

If you are late picking up your child, your child will be moved to the PNO room; you will be charged the normal late fees for the time he/she is there. If PNO is not available, your child will be waiting in the office with a member of our administrative team. Please remember that the school entrance is locked at 6:00 p.m., so it will be necessary for you to enter through the church entrance (#1). Staff will log the time that the child was transferred to the PNO room (or office) and the time that you arrived. The late charges will be added to your account at the beginning of the next week.

Our Parent 's Night Out program is staffed Monday through Thursday, but using this program requires pre-registration of your child at least 24 hours in advance. If you know that you have scheduling issues that require your child to be here after 6:00 p.m., you will need to make reservations with PNO. You can contact Staci Roll at sroll@greenwoodchristian.com, register on-line or call 317-881-9970 to reserve a place for your child. This allows us to ensure we have enough staff available for the children that will be attending since evening church activities use this program for child care. PNO costs \$3.00 for the hours of 6:00 p.m. to 8:30 p.m. for anyone that pre-registers at least 24 hours in advance. We appreciate your cooperation with our procedures. If you have any questions, please contact the school office for assistance.

LUNCH FEES

You can order lunch from GCS in one of three ways.

- You can automatically order lunch and/or milk for any number of days per week by signing up in the school office.
- You can pick up a lunch form in the school office each week and submit it by Thursday for processing.
- The third way you can order lunches is through our lunch ordering website. You go to www.lunches.gcschool.net or the lunch page of www.gcschool.com. You can pre order up to one calendar month of lunches at a time or just order weekly.

Please keep in mind that lunches are ordered two weeks in advance and there are order deadlines for each week. We will not accept orders after the submission deadline.

Lunch Fees:

1st grade-6th grade-whole lunch only	\$3.75 + .30 for milk
Toddler-2 year old-half lunch only	\$1.75 + .30 for milk
3 year olds-Kindergarten-half lunch option	\$1.75 + .30 for milk
3 year olds-Kindergarten-whole lunch option	\$3.75 + .30 for milk
Milk only	.30



MEALS AND NUTRITION

DAYCARE:

Lambs & Giraffes (Infants)

- Parents will need to provide dishes, silverware, meals, cereal, baby food, formula, and milk for infants.

Kangaroos and Birds

- Breakfast should be eaten at home if the child arrives after 8:00 a.m.
- Morning and afternoon snacks are provided.
- Please pack a nutritious lunch for your child. Please include silverware. A microwave is available to heat up lunches. If something needs to be heated, please include a microwaveable dish to heat it in.

Lions, Whales, Playschoolers and Achievers

- Breakfast should be eaten at home if the child arrives after 8:00 a.m.
- Morning and afternoon snacks are provided.
- Children may either bring a packed lunch, order a catered lunch, or just order milk.
- Sack lunches: Lunches should include nutritious food such as cheese, peanut butter, fruit, vegetables or yogurt. Please no carbonated beverages. Remember to pack eating utensils, if needed, and a napkin. A microwave is available to heat up lunches. If something needs to be heated, please include a microwaveable dish to heat it in.
- Catered lunches: Normally order sheets are available on Monday and are due on Thursday. We understand that mistakes happen or lunches are forgotten. Our school lunches are catered and must be called into our provider in advance. Because we do not cook lunches on site, it is not always possible to provide catered lunches to children who have not ordered lunches and forgot to bring a lunch from home. ***It is important for you to order lunches when menus are provided or for making sure your child brings a lunch to school.***

Kindergarten-6th grade:

- Breakfast should be eaten at home if the child arrives at 8:00 a.m. or after.
- Children may either pack a lunch or purchase a hot, catered lunch, or just order milk.

Sack Lunches From Home: Lunches should include nutritious food such as cheese, peanut butter, fruit, vegetables or yogurt. Please no carbonated beverages. Remember to pack eating utensils if needed and a napkin. We are not able to heat up lunches so pack things that are ready to serve. Items that need to be kept warm can be packed in a thermos. Lunches that need to be kept cold should be packed in an insulated bag with an ice pack due to lack of refrigerator space.

Catered lunches: Normally order sheets are available on Monday and are due back on Thursday. We understand that mistakes happen or lunches are forgotten. Our school lunches are catered and must be called into our provider in advance. Because we do not cook lunches on site, it is not always possible to provide catered lunches to children who have not ordered lunches and forget to bring a lunch from home. It is important for you to order lunches when menus are provided or for making sure your child brings a lunch to school.

We welcome parents and grandparents to come eat lunch with the children any time. If you want to have a catered lunch you will need to order it at the same time you place your child's order. If you bring a lunch to a student, please remember no carbonated beverages.

ELEMENTARY GRADING

Report cards:

- Sent home every nine (9) weeks.
- Mid-term grades will be sent home 4 1/2 weeks into the 9 weeks for grades 2-6
- Please sign the report cards and return to the school within one (1) week.
- There will be a \$2.00 charge for lost or destroyed report cards.

Letter grades:

- O - outstanding
- A - Excellent-achieving a high level of efficiency
- B - Above average-achieving above average standard of work
- C - Average-represents what can be expected of a majority of the students
- D - Below average-represents the minimum amount of work which a teacher can accept toward a passing standard
- F - Failing-student has not applied himself to accomplish the work standard as determined by the teacher

Grading scale:

A+ = 100-99 B+ = 92-91 C+ = 85-84 D+ = 76-75
A = 98-95 B = 90-88 C = 83-79 D = 74-72
A- = 94-93 B- = 87-86 C- = 78-77 D- = 71-70
F = 69 or below

Kindergarten grades:

S = Satisfactory progress
I = Improving
N = Needs Improvement
M = Mastered concept

Honor Roll for 3rd, 4th, 5th, 6th:

All A honor roll-student must attain no grade lower than A – per grading period.

All A-B honor roll-student must attain no grade lower than B – per grading period.

EARLY CHILD GRADING

Report cards:

- Sent home in November, February, and May.
- Please sign the report cards and return to the school within one (1) week.
- There will be a \$2.00 charge for lost or destroyed report cards.

Early Child grades:

S = Satisfactory progress
I = Improving
N = Needs Improvement
M = Mastered concept

CURRICULUM

The curriculum director along with the administration, faculty, and school management team will select the curriculum material used by GCS. The criteria used in selecting the curriculum are:

- Does it promote Biblical principles?
- Are family values upheld?
- Are positive character qualities easily discerned?
- Does it show consequences for negative action or words?
- Can applications be made to real life issues or situations?
- Does the curriculum provide opportunity for the use of critical thinking skills?
- Are topics and titles of a high interest level?
- Are the materials academically sound and meet core standards?



CHAPEL

Being a Christian school, we want to ensure that our students understand God 's Word as well as the privileges and responsibilities of being a Christian. All classrooms will have a daily Bible lesson and teachers will also emphasize Christian themes throughout the year. A weekly chapel time with singing, prayer, and messages from the Bible will challenge students at their level of understanding. We take an offering at chapel each week that goes to the mission "Remember the Children ", which works with orphanages in Romania.



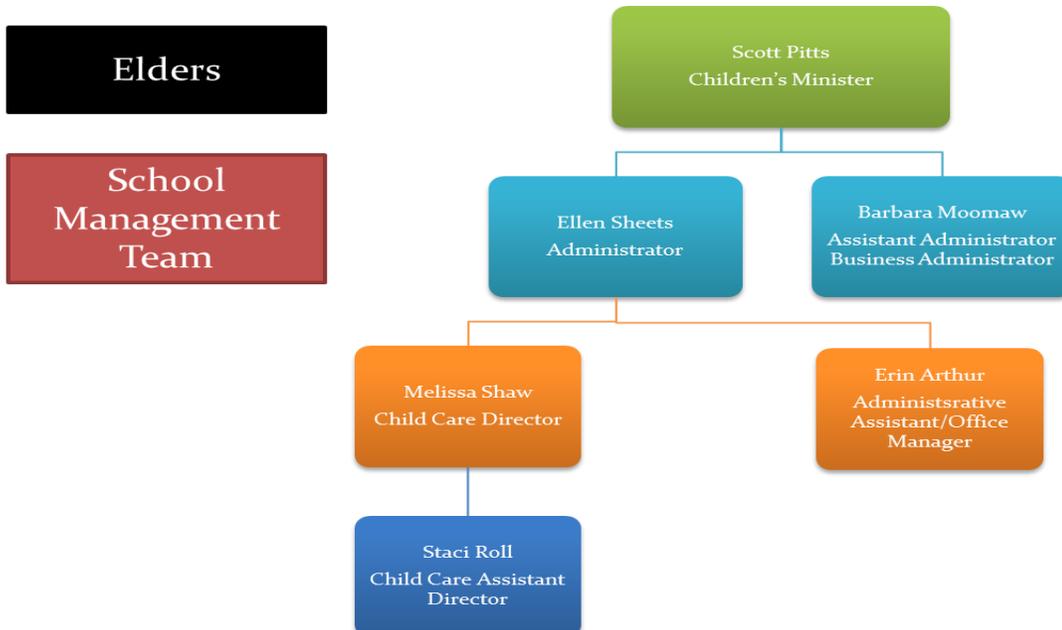
Problem Solving at Greenwood Christian School

The staff and administration at Greenwood Christian School are committed to you and your children. We love providing your children with a Christian environment in which they can learn and grow. We know that sometimes problems arise and want parents to be aware of our accountability structure and the process we use to solve problems.

The school and child care are ministries of Greenwood Christian Church. As ministries, we are under the jurisdiction of the Board of Elders. Ellen Sheets and Barbara Moomaw are supervised by Scott Pitts and under jurisdiction of the School Management Team. Melissa Shaw and Staci Roll are supervised by Ellen Sheets and are also under the jurisdiction of the School Management Team. The team is comprised of elders of the church, retired teachers who are members of the church, and the children's minister (Scott Pitts). Since we are a Christian school, we try to use Biblical principles in dealing with problems and conflict. We hope the four steps below will assist you in understanding our structure and provide appropriate processes to solve problems and concerns that may arise.

- 1) When possible, please try to solve your problem with your classroom teacher, or the individual with whom you have an issue.
- 2) If that is not possible, or you do not feel your problem was appropriately addressed by staff, the next step would be to see Ellen Sheets or Barb Moomaw if it is school related, or Melissa Shaw or Staci Roll if it is child care related.
- 3) If you have completed steps 1 and 2 and still do not feel your problem was appropriately addressed by administrative staff, or perhaps your issue is *with* administrative staff, you should contact the School Management Team. Team members are Marty Knies, Marsha Bowman, Bill Crosby, Scott Pitts, and Jennifer Crabtree. Bill Crosby and Scott Pitts are the representatives you should contact by e-mail. Bill's e-mail address is wdc678@sbcglobal.net; and Scott's e-mail address is scott@greenwoodchristian.com.
- 4) Should the School Management Team be unable to solve the problem, they may refer the issue to the elders of the church.

Greenwood Christian Church School and Child Care Ministry



My Commitment to God and Greenwood Christian School

The following is a document we go over with all our staff and have them read and sign. We would like to share it with parents as well.

“ May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer. ” Psalm 19:14

- ◆ In dealing with others, it is imperative that we maintain a positive professional attitude. This is especially true when it comes to our words, our conversations, and our attitudes. The following has been established to create a basis from which we at Greenwood Christian School feel very strongly about when it comes to interpersonal relations.

Gossip:

- ◆ Webster defines gossip as “a person who habitually reveals personal or sensational facts; a chatty talk”. God speaks of “bearing false witness” as one of the 10 commandments in Exodus 20:19: “*You shall not give false testimony against your neighbor.*”
- ◆ He also speaks of this in Matthew 19:18, Mark 10:19, and Romans 13:9.
- ◆ Gossip will not be tolerated at Greenwood Christian School. It can tear apart relationships with co-workers, students, families, and friends. It can cause strife in the classroom which will directly affect the children.

Conversation:

Proverbs 4:24 says: “Put away perversity from your mouth; keep corrupt talk from your lips.”

- ◆ It is imperative that we watch the topic of conversations we have around the children, with our co-workers and with parents. We might think it is funny when the kids come in with stories from home, but the tables can be turned around with stories that students take home from school. Keep your conversations about things that are “kid friendly” -this does not include happenings from the night before or from the week-end, family issues (your own or someone else’s) or issues that concern the child directly (behavior, attitude). Relationships with students and parents are very important, but we need to keep a professional attitude.

Colossians 4:6: “Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.”

Words:

Ephesians 4:29 says: “Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

- ◆ Words carry with them the personality and thoughts of the speaker. As character can be rotten and produce evil, words can also be corrupt, for they reflect character. We, as Christians, need to not only stop saying unwholesome things, we also need to begin to say things that will build others up. Remember that words are very powerful and our words need to be ones that will edify others.

Attitude:

Philippians 2:4-5 says: “Each of you should look not only to your own interests, but also the interests of others. Your attitude should be the same as that of Christ Jesus.”

- ◆ The verses immediately following this passage describe the attitude of Jesus. Some of the words or phrases are: made Himself nothing, taking the very nature of a servant, He humbled Himself, He became obedient to death. We need to have the same selfless attitude. While at school our only concern should be our ministry to the students, our co-workers and parents.

Actions:

Matthew 18:15-17 says: “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

- ◆ If a problem arises between you and another person, whether a co-worker, parent, or student, you need to immediately put this passage of scripture into practice. Before saying anything to any one else, go directly to that person and try to work it out. If it can’t be worked out between the two of you then involve a third party. No one else should ever know of the problem until you have directly gone to the person. The administrators will only become involved if you have not gotten successful resolution after direct conversation with party concerned.

Ephesians 4:32: “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

Colossians 3:13-14: “Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.

Greenwood Christian School

**2045 Averitt Road
Greenwood, IN 46143**

(317) 881-9970

**Ellen Sheets, Administrator
Barb Moomaw, Assistant and Business Administrator**