



**Student Handbook
Policies & Procedures
2022 - 2023**

**Gateway Community Church
2201 Country Club Road
Wylie, Texas 75098
469-277-1630**



GPA Office Hours

Tuesday, Wednesday and Thursday
8:00 am – 2:30 pm

School Days

August 30, 2022 – May 11, 2023
Tuesday, Wednesday and Thursday
9:00 am – 1:50 pm

Contact

Lisann Rawley, Director
lisann@gatewayonline.org 469-277-1630

Website

www.gatewayonline.org

Tom Clark, Executive Pastor
Dr. Blake Switzer, Pastor
Stephen Pollitte, Discipleship Pastor
Stephanie Scott, Children's Minister
Taylor Wade, Youth Minister

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HOURS OF OPERATION

Academic school hours operate from 9:00 am – 1:50 pm on Tuesdays, Wednesday and Thursday. The school year begins in August and will end mid-May. See calendar provided for specific holidays and events. GPA follows the Wylie ISD school calendar.

Office hours will be Tuesday, Wednesday and Thursday from 8:00 am – 2:30 pm. If you need to reach an office staff member, please call 469-277-1630 or email lisann@gatewayonline.org during office hours. Phone calls after office hours will be answered the following school day.

PROGRAM TOURS

The GPA office will conduct program tours every Tuesday, Wednesday and Thursday when our program is in session. This gives you an opportunity to meet us and see the program while it is operating. Please call the GPA office to schedule a tour.

WEBSITE AND SOCIAL MEDIA

Please visit our website www.gatewayonline.org/gpa. GPA's Facebook page is www.facebook.com/gpawylie.

Gateway Preschool Academy is a non-tobacco facility.

Please refrain from smoking on the church grounds, parking lots, sidewalk or anywhere inside the facility. This is required by the State of Texas.

Gateway Preschool Academy is a gang-free zone.

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a Gang-Free Zone, where criminal offences related to organized criminal activity are subject to harsher penalty.

Gateway Preschool Academy is a non-open carry handgun facility.

Pursuant to Section 30.07, penal code (trespass by license holder with an openly carried handgun), a person licensed under Sub Chapter H, Chapter 411, G Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

CHILDCARE LICENSING INFORMATION

Website: www.dfps.state.tx.us Phone: 214-583-4253

You may view the most recent CCL inspection report posted in the lobby of GPA. At the webpage above, you can view the minimum standards GPA follows.

ENROLLMENT AND REGISTRATION

Gateway Preschool Academy does not discriminate enrollment based on race, color or national origin. Children must be reenrolled each school year.

Registration priority is as follows:

- Currently enrolled students and their siblings
- Community children

Registration dates for the priority groups will be determined on a year to year basis. If current spots are full we will add a waiting list for the different ages groups as appropriate. A registration fee will not be collected for the child until a spot is secured and a permanent spot is determined. If your child is placed on a waiting list, feel free to call the GPA office to check the status of your child's placement.

Registration process for returning students:

- 1) Returning students will re-register each year and pay the registration fee plus a supply fee. An application packet will be sent home with all current students in February. If you need a packet for a sibling, please contact or stop by the GPA office to obtain an additional packet.
- 2) All forms and registration fee must be paid to hold a spot for your child. All registrations are on a first come first serve basis. You must turn in immunization and physician's release to secure the spot, the spot in the class will not be held until these forms are turned in.

Students who do not have required or completed records/forms will be denied admittance until the date of completion.

Required Enrollment Forms

- Registration Forms (2 pages)
- Emergency Contacts
- Student Pick Up List
- Physicians Release Form*
- Immunization Records (current and up to date) or an Original Exemption Form
- Hearing and Vision Screening (4-year old students)

** Please have the doctor use a stamp or other form of verification of authenticity. If we question the validity of the statement, we will ask for a new form to replace the one in question.*

Children will be placed in the age appropriate class that falls with our calendar year. GPA will enroll based on the age of the student as of September 1st. **Gateway Preschool Academy reserves the right to deny enrollment in the program and reserves the right to child placement in the classrooms.**

TUITION, REGISTRATION AND SUPPLY FEES

2022 - 2023

REGISTRATION/ENROLLMENT FEES

Enrollment fees are \$150.00 for the 2-day program and \$175.00 for the 3-day program. The fee is due at time of registration along with all completed, required paperwork. **This is a one-time, nonrefundable fee paid at the beginning of each school year.**

SUPPLY FEES

Supply fees will be collected at the time of registration. The fee will be \$75 for the 2 day program and \$100 for the 3 day program. Supply fees are used for all the educational supplies your child will need for the year. **This is a one-time, nonrefundable fee paid at the beginning of each school year.**

TUITION RATES

2 Day Program - \$220 per month

3 Day Program - \$310 per month

Program Type	Annual Tuition	Installments (9 months)
2-Day Program	\$1,980	\$220
3-Day Program	\$2,790	\$310

TUITION PAYMENTS

The 9-month installment plan has been designed to allow you to spread out your tuition payments by paying the same amount each month. Payment due dates do not correlate with the amount of days the program is in session during the designated month. Please mark your calendar for the first payment in August. It is collected in August to secure the spot for your child. If the 1st installment is not paid by August 20th, your child will be removed from the class and put on the waiting list. All other tuition payments will be paid by the dates listed below.

TUITION PAYMENT SCHEDULE

Due on or before the 15th of each month

August 15
September 15
October 15
November 15
December 15
January 15
February 15
March 15
April 15

SIBLING DISCOUNT TUITION

2-Day Program	Tuition Discount	3-Day Program	Tuition Discount
\$210	First Child	\$300	First Child
\$195	Second Child	\$285	Second Child
\$180	Third Child+	\$270	Third Child+

LATE PAYMENT FEES

A late payment of \$25 will be assessed after the 20th of the month on any account with an outstanding balance. Each week the payment is late a \$25 dollar will accrue each week. A continual problem of late tuition and/or returned checks could result in your child being dismissed from the GPA program. We understand that there may be extenuating circumstances, and these should be discussed with the GPA Director prior to the day tuition payments are due.

RETURNED CHECK FEE

A \$35 fee will be assessed for any insufficient fund check. If an account has two return checks, the account will be asked to be paid by cash or money order.

DELINQUENT ACCOUNTS

An account that is 30 days delinquent will require withdrawal of the child/children, unless appropriate arrangements have been made with GPA Director.

METHODS OF PAYMENT

All registration and supply fees must be paid by cash or check.

Tuition may be paid by the following:

- Checks / Cash
- Online (One time \$50 convenience fee will be collected at time of registration if you choose to pay online using a credit card/debit/ACH. If at anytime during the school year you decide to change to online payments, that is fine, however \$50 fee will need to be paid at that time.

UNENROLLING YOUR STUDENT

To unenroll a student from GPA, a 30-day written notice is required. No exceptions. You will be responsible for the next monthly payment due at the time of removing the student from the program. This will allow for GPA to fill the spot in a timely manner without financial burden of the child leaving the program. Enrollment and Supply Fees are not refundable.

COMMUNICATION

Parents are encouraged and welcome to discuss any issues or concerns with the GPA Director. Here at GPA, we are welcoming, have an open-door policy and want to meet your needs as a family. We highly encourage you to contact the director as soon as a concern arises regarding your child. Communication is vital to the success of your child and our program. You are welcome to schedule a meeting, request a return phone call or send an email. All messages will be returned in a timely manner.

COMMUNICATION WITH PARENTS

We use several different forms of communication to relay important information to our GPA families. Please take time to do the following so you can stay informed:

- Read all information that is sent home in folders daily.
- Read the monthly e-newsletter sent from the GPA Office.
- Read emails sent by classroom teachers and office staff.

PARENT/TEACHER COMMUNICATION

If you need to talk to your child's teacher, please coordinate a conference time (telephone or personal). For your privacy, the teachers will not discuss any issues or concerns at the classroom door or in the carpool lane.

Please do not call/text teachers during the school day. This allows them to have their complete focus on the classroom. If you have a concern or need to relay a message to your child's teacher, please contact the office. We will be happy to pass on a message or check on your child!

CHANGES IN FAMILY INFORMATION

It is important you keep your contact information up to date. Please contact the preschool office by phone, written notice through your child's folder or email Lisann at lisann@gatewayonline.org

CHANGES IN PRESCHOOL POLICY

Any changes from the preschool will be sent by way of email, or written notice through your child's folder. If parents need to review and discuss with the director any questions or concerns about the policies and procedures of the preschool, they are welcome to contact the director by phone, email, or schedule an appointment to meet and address these items.

CLASSROOM VISITORS

There will be several events during the year, including parties that parents will be welcomed to attend. We welcome and enjoy parent involvement throughout the year. If you would like to observe the class, please inform the director and classroom teacher. If you would like to call the school office, we would be glad to check on your child. All visitors to the preschool will need to sign in at the welcome desk.

LEAVING YOUR CHILD

This can be an anxious time for some children and some parents, too! We have found it is best if you say your goodbyes during carpool or at the classroom door. It is less stressful on the child if you make your goodbyes brief and cheerful. At 9:00 am, the class day begins. The teachers are engaging the children in activities and prompt arrival is encouraged. This allows our teachers to have each child's full attention from the start of the day.

CHECK IN FOR EVENTS AND PARTIES

You will need to sign in at the Children's Welcome Desk where you will be provided a visitor badge. No guests in the building can enter and move about the building without specific permission from the church or preschool personnel at the time of entry. This is for your child's safety.

CLASSROOM INFORMATION

A class roster will be provided a few weeks into school. This roster will include names only. A separate email to room parents will include information such as phone numbers and email addresses of the children in your child's class. Approval is required for information to be distributed to the class. This approval is found in the registration packet. These will be used for class parties and appreciate week.

ARRIVAL AND DISMISSAL

DROP-OFF AND PICK-UP PROCEDURES

The first day of school, parents will walk their child to the classroom. Carpool will begin August 31, 2022. This will give parents, students and teachers an opportunity to meet, observe procedures and make the transition to the school year easier. Carpool is not mandatory. You are always welcome to walk your child up to the building, but will drop off at the door with a teacher greeting you and your child.

CARPOOL

IMPORTANT: To ensure the safety, drivers must refrain from all cell phone use while in the carpool lane in front of the Church building.

We will be loading and unloading from the passenger side and would appreciate it if the car seat can be on that side. The children should be riding in child restraint seats and under those conditions, we will provide this service. Preschool personnel are required to report all instances of child endangerment. Children will be loaded in the car in the afternoon, but parents will be required to park and buckle their child in.

You will be given a number or name card which should be hung off your rearview mirror or held in plain view. The card provides one more measure of security in getting the right child into the right vehicle. It is helpful for alternate pick-up vehicles to carry this tag. Contact the office if you need extra car tags. Send a note if there will be a driver not listed on your pick-up list. **GPA requires identification of a driver's license of all**

individuals that are picking up your child without a tag. For emergency changes call the church office at 469-277-1630.

ARRIVAL PROCEDURES

1. Carpool Drop-Off begins promptly at 8:50 and will end at 9:05. You must walk your child into the building if carpool has concluded and sign them in at the front desk. A staff member will then take your child to their classroom.
2. Carpool line forms WITH the flow of traffic. Take a left into the church parking lot. Follow the line so that the passenger side of vehicle is nearest the building at the roundabout at the back of the church. STAY TO THE LEFT AS TRAFFIC WILL BE FLOWING THE OPPOSITE DIRECTION (ON YOUR RIGHT) AS YOU DRIVE.
3. Teachers will help students out of their child restraint seats. We will move as quickly as safety permits. Your child's safety in the carpool drop off is our biggest concern. We require each child to hold hands with the staff member getting them out of the car and walking them to building to ensure safety while entering the building.
4. Please remain in your vehicle and **off your cell phone** if you are using carpool line. No parking is allowed in the carpool lane during carpool time at any point.

DISMISSAL PROCEDURES

1. Place your pick-up tag visible for staff to see when driving through the carpool lane. This will speed up the carpool process. Carpool will begin at 1:50 pm.
2. Parents using the carpool pick-up must remain in their vehicle during student pick-up. If you need to pick-up your child early for an appointment, please send a note, email or call that morning to notify the office.
3. Dismissal lane will flow like the morning drop-off. Please pull up as the line moves to keep the line flowing.
4. NO CELL PHONE USE DURING CARPOOL PICK-UP.
5. A staff member will walk your child (holding hands) and place them in the car. The parent or guardian will be responsible for securing the child's car seat further, please pull forward, out of the way of traffic to buckle your child's car seat.
6. Walk up is always an option to pick up your child after school. Please have your car tag, step to the side and a staff member will bring your child outside.

LATE PICK-UP FEE

A \$10 late pickup fee is charged for each child picked up after 2:05 p.m., and for every minute after 2:05 p.m., an additional \$2 per child will be charged. The payment is due to GPA the day the late pick-up was determined. The late fee will begin at 2:05 unless carpool is still occurring due to traffic or weather.

Please contact the GPA Office when you know you will be arriving late. This allows us to notify your child's classroom teacher. Please understand this does not relieve you of a late fee.

IMPORTANT DROP-OFF AND PICK UP INFORMATION

1. Anyone picking up the child, must have the parent pick up tag or be on the Student Pick Up List filled out during registration. You may add anyone at any time, please notify the director.
2. Adults without the parent pick-up tag, (possibly even including the Parent/Guardian) must show a driver's license at time of pick up and will be checked with the Student Pick Up List. THERE WILL BE NO EXCEPTIONS. THIS IS FOR THE SAFETY OF YOUR CHILD.
3. To avoid confusion please send a letter with your child or call the GPA office if there is a change in pick-up procedures.
4. Please notify GPA office staff of changes in ample time prior to the start of carpool line in order to keep the line moving quickly.

HEALTH/ILLNESS

GUIDELINES FOR SCHOOL ATTENDANCE

GPA requires parents to not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers.

Please note that the following guidelines GPA has set forth will be strictly enforced.

Please DO NOT bring your child to school when any of the following symptoms exist until they are symptom free for 24 hours unless otherwise noted:

- Fever (must be free of fever (100° or more) for 24 hours without the aid of fever reducing medicine)
- Vomiting and/or diarrhea (must be free of vomiting and/or diarrhea for 24 hours)
- Any symptoms of childhood diseases
- Chicken pox - all sores must be completely scabbed over and dry underneath
- Common cold - from onset through one week

- Sore throat
- Cloudy, green or excessive runny nose
- Persistent cough or croup
- Skin rash of any kind
- Difficult or rapid breathing
- Draining wound
- Any skin infection – boils, ringworm, impetigo, thrush, hand-foot-and-mouth disease
- Conjunctivitis or other eye discharge (All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)
- Any communicable disease
- Head lice (must be nit free)

GPA may find it necessary to modify the illness policies during flu or other similar related outbreaks.

Upon arrival, teachers will visually check for any sign of illness as they greet the children. If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take the child home. Please be aware that it is the discretion of the GPA Director to make the determination to send a child home due to illness. It is also at the discretion of the GPA Director to request a medical release form to be completed by the child's physician and returned to the office prior to the child being readmitted to class. GPA must follow the Texas Department of State Health Services for communicable disease exclusion. In the event your child becomes ill at school, you will be contacted immediately. Your child will be removed from the classroom and will be in the Director's office until you arrive. Children need to be picked up in a timely manner.

IMMUNIZATION REQUIREMENTS

A current immunization record along with a signed statement of good health is required before a child may participate in our program. If immunizations records have not been provided to the school before August 15th, the child **will not be permitted to start** until their file is complete. Each time your child receives an immunization, an updated shot record needs to be turned into the GPA office.

If for any reason (medical, religious, etc.) your child is not current on immunizations, you must provide us with an Affidavit Exemption From Immunization for Reasons of Conscience form, or present a letter from a medical professional stating the reason your child is not current on his/her immunizations.

The state requires that on your child's 4th birthday he/she must have OPV and DPT immunizations. Please notify the school office when your child has received these immunizations to keep medical records current and in compliance with the state. Your doctor should sign and date the shot record form.

Immunization requirements are for the safety of ALL children. GPA agrees with American Pediatric Association on the required immunizations and timeline of required shots.

ACCIDENTS

Either the Director or Administrative Assistant will render first aid to an injured child and then determine if the parent should be contacted.

All accidents at GPA are required to be reported on an Accident/Illness Report form. This form is completed by the staff member who witnessed the incident. If a form has been completed on your child, the classroom teacher will review the form and ask for your signature at carpool pick-up. A copy of this form will be filed in your child's records in the GPA office. A staff member will inform you at pickup time if any minor accidents, bumps or scrapes have occurred while your child was at GPA. The staff member will make you aware of how the incident occurred, what first aid was rendered, and any notable visible signs.

HEARING AND VISION SCREENING

Every child four or five years old must have an ANNUAL vision and hearing screening. Documentation should be provided on the child's health record. GPA must have this testing on file within 120 days of admission.

MEDICAL EMERGENCY PLAN

In a serious or life-threatening emergency, the Director or designated staff member will contact 911. GPA will contact the parent to instruct them to either come to GPA office or the hospital. If a child is taken to the hospital via ambulance, a designated GPA staff member will accompany the child to the hospital until parents arrive.

ALLERGIES

GPA is a NOT a nut-free environment. This will be assessed at the beginning of the school year to determine if a class or the school needs to be nut-free. Nut items would include, but are not limited to, the following: Brazil nuts, almonds, cashews, pistachios, walnuts, peanuts, pecans, hazelnuts, coconut products, coconut milk, almond milk and any type of nut butter (including soy or sunflower, which has the appearance of nut butter).

If your child has severe reactions to insect bites, please provide GPA with an EPI Pen labeled with your child's information on it, as well as an action plan administered by the prescribed physician.

EPI PEN POLICY

If your child requires an EPI Pen for severe allergies, please inform the office. An action plan/medicine/EPI Pens will stay at the school office for the school year. You will need to make arrangements for medication to stay in the GPA office in your child's file. If the child requires an EPI Pen, you must provide this before the start of school. If GPA does not have one on file before the start of school, your child will not be able to attend until it is provided to the office. This is for your child's safety.

MEDICAL RESTRICTIONS

It is the parent's responsibility to check with the GPA Director regarding any allergy or health limitation that could affect your child's classroom placement. This also applies to any changes that occur prior to or during the school year. Student's special health needs such as allergies or chronic illnesses (including, but not limited to, asthma, hearing or vision impairments, various allergies, feeding needs, neuromuscular conditions, seizures, diabetes, urinary or other ongoing health problems) must be properly disclosed and documented on required forms. Documentation will then be reviewed by the Director. Regarding health issues, GPA reserves the right to make the final determination regarding acceptance. This is to ensure your child's needs are met in an appropriate way.

MEDICATION POLICY

GPA's policy is to dispense medication to a child only in an extreme emergency. **Teachers are never allowed to administer any kind of medication (including vitamins, cough drops, and other over-the-counter drugs).** Only GPA Office Staff is permitted to administer medication to a child – and ONLY with the proper releases (see next page). Parents who have children with severe medical concerns should complete a Parent/Physician Request for Administration of Medication by School Personnel so emergency medication can be kept at school. Do not send any medication to school in your child's backpack! This includes prescription diaper ointments. Do not add any medication to your child's drink cup and then bring it to school! Please refrain from placing "gummy" vitamins in your child's lunch. This is for the safety of your child and the other children in the program. Teachers are not allowed to apply sunscreen or bug spray as they are considered a type of medication. If needed, the parent will apply these prior to school. Do not put these products in your child's backpack.

See next page for Medication Policy Parent Permission Form. This will need to be filled out each time medication needs to be administered to your child.

Medication Policy - Parent Permission

1. Only medication that must be administered during the school day will be given.
2. All medication taken at school must be prescribed by a physician or dentist.
3. All student medication must be in the original container and properly labeled with the student's name, medication name, dosage and times taken. Medication will not be accepted in any other container. Prescriptions more than one year old or expired will not be accepted.
4. All student medication must be accompanied by a signed note from a parent or guardian requesting that the student be allowed to take the medication during the school day. See below form, cut and attach with prescription.
5. All medications are to be given to the director and kept in the school office. A note should also be sent to the classroom teacher to keep them informed. Only a one week supply should be sent. Unused portions will be returned to the parent by the classroom teacher. It is up to the parent to request this at dismissal time.
6. Over the counter medication such as cough drops, cough syrup, antihistamines, and aspirin are **not allowed** at school unless accompanied by a signed doctor's note giving specific instructions for taking medication and a signed parent note.
7. This form is not for EPI Pen dispense. A proper Action Plan administered by a physician is required.

Thank you for understanding our medication policy!

MEDICATION RELEASE

Parent Request for Medication to be taken at School

Please allow (student) _____ to take _____
At school at (time) _____. I hereby give my permission for the preschool to consult
the prescribing physician regarding this medication at (phone) _____

Signature _____ Date _____

GENERAL INFORMATION AND POLICIES

SPECIAL OCCASIONS/CELEBRATIONS

Parties are an exciting time for a preschooler! There will be specific holidays and special occasions the children will celebrate in class. The classroom teacher or room parent will notify parents in advance of the plans they have for these dates. They may have a sign-up sheet for parents to help bring items. Parents are ALWAYS welcome to come to classroom celebrations and school events.

Parents may be asked to sign up/volunteer to bring certain items to the class parties. Please keep in mind that we celebrate Jesus' birth at Christmas and Christ's Resurrection at Easter. Please refrain from bringing anything referring to Santa or the Easter Bunny to these parties.

GPA will have a Teacher Appreciation time during the year. This is a time for our students and parents to say thank you to their teachers. You will receive information from the room parent as the time approaches.

CHILDREN'S BIRTHDAYS

We love to celebrate birthdays here at GPA. Please check with your classroom teacher in advance about how she plans to celebrate children's birthdays. Some classes will allow you to bring birthday treats and celebrate individual birthdays while other classes celebrate birthdays with one big class party. Check also with the classroom teacher regarding specific allergies in the classroom.

If you are having a party outside of school and want to send invitations home with the children from school, please make sure all children in the class are included. Balloons and candles are prohibited at GPA.

ROOM PARENT

Each classroom will have a designated room parent that will coordinate class parties and other events throughout the year. There will be an interest form in the Registration Forms. There will be other ways parents can help in the classroom if they do not want to be the room parent. Parent help is always welcomed!

SPECIAL CONCERNS

Children enrolled in the program must be able to participate in the normally planned activities for their age group. This includes participation in indoor and outdoor activities, learning activities and social interaction appropriate for their age group. The safety and the welfare of the class will have priority over an individual situation. GPA reserves the right to determine if the program is not able to provide adequate care for a child.

SEPARATION ANXIETY

It is common for some children to experience sadness and crying due to separation from their parents, but most will calm down after a few weeks. Most children may cry for just a few minutes and then settle into their classroom routine. For heavy crying that continues for an extended period of time (30 minutes or more), the classroom teacher will contact a parent to discuss the situation. We might ask you to come and pick up your child. In some cases, we will ask parents to gradually ease their child into the program by bringing the child for initially short periods of time, and then work up to a full day. We have found that in most cases, this method has worked the best. If you are concerned about your child's crying, we suggest you come to the GPA Office and ask one of us to check on your child. You may also call the GPA office at any time, and we will be happy to check on him/her.

BITING AND HITTING

Many preschoolers will go through a stage of biting or hitting. They might bite or hit because they are frustrated, because their gums hurt or sometimes even by accident. Please understand that this can be a common occurrence among younger children. These types of problems are handled on an individual basis. We will attempt to work with the child and the parent, but safety is always our first concern. We must consider what is best for the classroom. In more serious cases, a parent may be called and asked to pick up a child early. If this behavior continues, the child could be suspended from attending until the biting is under control. An Accident/Incident Report is written for all involved children. Parents will sign this report and be given a copy. The office monitors and retains a copy in the children's files. We will never release the name of the child who is biting or hitting. This is kept confidential.

DISCIPLINE

In all classrooms, positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction will be used. The methods will be appropriate to the child's level of understanding, individualized and consistent for each child. Classroom rules will be made clear to the children. Children thrive when they know

that they have boundaries and limits. When a child does not follow these guidelines, he/she will be reminded and redirected. Multiple reminders may result in time away from an activity. In situations where repeated means of discipline have been tried and the child is still uncooperative or uncontrollable, the parents will become involved to work together to correct the inappropriate behavior. We always attempt to work with the child and his/her parents when a problem arises, but we must also consider what is best for the classroom. The safety and welfare of the class will be a priority over any individual situation. Please remember that we do not have a 1:1 student-to-teacher ratio in any classroom. Each child deserves the same amount of attention from a teacher. Corporal punishment will not be allowed, as well as any harsh, cruel or unusual punishment. Examples would be no hitting, humiliating, abusive language, excessive timeouts, no hand or instruments, placed in a dark closet or punishment with removal of snacks or lunches.

Please note: Dismissal of a child from the program at any time for disruptive behavior is at the discretion of the GPA Director.

REPORTING OF SUSPECTED CHILD ABUSE

As child care professionals, the Staff at GPA is required by law to report any suspected abuse or neglect of a child to the Texas Department of Family & Protective Services. Our GPA staff is required to receive a minimum of one hour of training each year on prevention, recognition and reporting child abuse. Any person having cause to believe a child's mental or physical health or welfare has been adversely affected by abuse or neglect is mandated by law to report such concerns to the Texas Department of Protective and Regulatory Services. For more information or to make a confidential report: Child Abuse Hotline: 1-800-252-5400 Additional resources may be found in the GPA office. Gateway Community Church strives to be a "safe place" for all children and will remain strong advocates for every child in our care at all times.

CHILD ABUSE

Child abuse is defined as doing or failing to do something that results in harm or risk of harm to a child. There are four types of abuse: physical, sexual, emotional and neglect. While child physical abuse may be the most visible, other types of abuse leave deep and lasting emotional scars. Early intervention is key to helping abused children heal

PHYSICAL ABUSE

Physical abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or

otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child or not.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

NEGLECT

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Frequent tardiness or absence from school

SEXUAL ABUSE

Sexual abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

EMOTIONAL ABUSE

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- A caregiver who belittles the child, withholds love, and seems unconcerned about the child's problem.

SOLICITATION

It is a policy of Gateway Preschool Academy to not allow the distribution of advertising flyers (examples: for sample sales, camps, etc.). Selling personal items in the Children's Ministry Building or in the Main Building is not permitted. Refrain from placing any kind of advertising in the classroom bins or on the classroom check-in tables. These types of items will be removed immediately.

INCLEMENT WEATHER/GPA CLOSINGS

In the event of inclement weather (or other weather-related events), we will communicate via email, text (if your teacher texts the class), posting to newsletter or social media platforms or phone call if needed.

GPA also follows Wylie ISD bad weather procedures and decisions. If Wylie ISD is closed, GPA will be closed. If Wylie ISD delay starts the school day, the GPA director will make the call to delay the school day or cancel the school day all together. It is a decision of the parents if they want to come on a delay start school day. My goal is to provide classes on all days possible, but a decision for the safety of our teachers and students is always the most important. Canceled school days will not be made up as an extra day or a tuition reduction.

POWER OUTAGES

In the event of an extended power outage during the GPA day, GPA may determine to contact parents for immediate pick up.

EMERGENCY DRILLS

GPA will conduct fire, tornado and lockdown drills throughout the year. Our GPA staff will be trained for each of these emergency situations. In a lock down drill or emergency, Lead Teachers will lock the classroom doors and secure an area away from sight and the entrances into a classroom. The Lead Teachers will cover the glass window on the door to the classroom. In case of severe weather (tornado, hail storm, etc.) the children will go to the designated area to secure a safe location.

EMERGENCY PREPAREDNESS PLAN

If the GPA Director or security officials find it necessary for GPA staff and students to evacuate the building and surrounding area due to a dangerous situation, all children will be transported to the emergency evacuation site within walking distance. In the event GPA needs to relocate. Our remote evacuation site will be Smith Elementary located next to the church property. Signs will be posted instructing you where to go if possible. Teachers will have all contact numbers with them. In the event of an evacuation, GPA staff will make every effort to contact all parents once children and staff are safe and secure if displacement at Smith Elementary exceeds an hour. In case of continued evacuation from Smith Elementary, we will follow their evacuation plan set by Wylie ISD. You may find this information on the Wylie ISD website. If students need to be removed from Smith Elementary, evacuation will continue to the neighborhood next to the property. GPA will follow all of Wylie ISD evacuation

A copy of the Emergency Preparedness Plan is available in the GPA Office for review.

Relocation Address:

Smith Elementary
2221 Country Club Road
Wylie, Texas 75098

PARENT RESPONSIBILITIES

LUNCHES

Please label non-spill cups with **your child's name** (water only!)

GPA is not a nut-free environment. We will only be nut free if needed due to child allergy. This information will be distributed as needed.

All lunches are provided by a student's parents. Parents will strive to provide finger foods that meet the daily minimum requirements for a preschooler's nutritional needs. The parent will offer healthy choices and the teachers will encourage healthy foods be eaten before dessert. The school will offer guidelines and suggestions for lunches and snacks but is not responsible for their contents. Be creative and have fun with it, but remember all lunches must be ready to eat and kid-friendly.

Please do not send these items in lunches:

- Carbonated anything
- Caffeine
- Food items needing to be heated or thawed from a frozen state

If you send lunch/snack in re-sealable containers, we will send home any uneaten portions so you will know how much your child is eating.

SNACKS

Snacks will be on a classroom rotation each month. Teachers will assign a student to a day to bring snacks for the class. Children usually LOVE when it is their special snack day. The classroom teacher will set up specific rules for their class. Students will use the water cup they bring each day for snack.

BACKPACKS

- Backpacks come to school each day.
- Make sure your child's backpack is clearly marked on the inside with their name - we have lots of the same!
- Additional diapers/Pull-Ups should also be included, if applicable.
- **Please send a backpack that is large enough for lunchboxes, a folder, their jacket, and change of clothes to fit INSIDE. This makes unpacking and packing faster.**

Important: Please check your child's backpack daily for information from GPA. Please empty papers and projects from the backpack.

REST TIME

After lunch, all classes will have a rest time. After a busy day, preschoolers need this time. Each age will have a rest time and it is at the discretion of the teacher and the needs of the class.

It is against GPA policy for a child to lie down with a bottle.

Please do not send a special “blanket” or “lovey” to school that is irreplaceable. As much as we try to prevent it, items can be misplaced or go home with another child. We do not want your family to have a sleepless night over a lost item.

PLAYGROUND/OUTDOOR TIME

All ages will go outside during the GPA day, weather permitting. The temperature for outside play is 42-97 degrees. Please send your child in appropriate clothing. If it is not raining and falls into the correct temperature, children WILL BE going outside to play.

PERSONAL TOYS

Toys should be left at home or in the car. Other children find it difficult to understand why the child who brought a toy to class does not have to share his/her toy. Play guns and weapons of any kind are not allowed at GPA. We cannot be responsible for any personal toys, special blankets or irreplaceable items that could get lost, so please refrain from bringing these to school.

CLOTHING

Dress your child in comfortable clothes. Remember, your child will experience messy activities at school. Please understand we believe preschoolers learn best by “hands on fun” and your child will get messy on GPA school days! Closed-toe shoes are required on the playgrounds. In case of an accident, your child will be changed and the soiled items will be bagged and sent home. Make sure there is a zip loc bag with a season appropriate set of clothes in the backpack at all times.

Here are some items to consider when preparing for school:

- We request that you dress your child in clothing that will allow him/her to go to the restroom with little assistance from the teacher.
- Select clothing free of complicated fastenings.
- Washable play clothes are recommended for school days. We have a lot of fun at GPA, so please keep the dress clothes at home.
- Remember your child may be painting at school. We do use washable paint, but stains can happen.

- Pack a complete change of clothing (labeled with child's name), and include underwear and socks in his/her bag every day. Please remember that accidents are not always potty training related.
- For all students' safety, shoes must be worn at all times at GPA. Children are required to wear tennis shoes or other similar closed-toe, rubber-soled shoes. Sandals, clogs, crocs, flip-flops and jellies make it very difficult for a child to play safely; therefore, they are strongly discouraged. We want all children to be able to run and play in shoes that are comfortable. Velcro-fastened shoes are great for little ones.
- Children love to go outside. Our classes generally go outside every day – even in the cool weather. Remember to pack a jacket or coat during cooler weather.
- Again, please LABEL all items.
- During winter months, children will not be placed into the car with large puffer jackets on. These will stay in the backpack or placed in the car. The AAP recommends large puffy jackets not be worn in the car seat due to the buckle not fitting firmly across the body. Light jackets, sweaters, sweatshirts, etc. will be fine to wear. Please continue to bring the large jackets if it is cold, we will be going outside if weather permits.

TOILET TRAINING

To be eligible for a three-year-old classroom or a Pre-K classroom, children must be toilet trained and self-sufficient in the bathroom before school begins.

Toilet Training Requirements

1. Child must be wearing regular underwear. No pull ups or diapers will be allowed.
2. Child should be able to notify teacher of need to potty between regular scheduled restroom breaks.
3. Mostly sufficient at wiping themselves.
4. Can pull pants up and down. Please do not use belts or pants with zipper/snaps. Elastic waist pants work best.
5. Knowing that basic handwashing should follow using the bathroom.

DIAPERING

Pack all disposable diapers, wipes, and other items that your child will need during the GPA day. Be sure to label all items with your child's name.

NOTE: We cannot apply prescription ointment unless prior approval has been given by doctor (see "Medication Policies" for instructions).

Gateway Preschool Academy 2022-2023 Tuition Contingency Plan

Tuition amounts/discounts listed below will assist GPA in covering fixed costs such as teacher's salaries.

	GPA Response to Potential Covid Scenarios	Financial Responsibility of GPA Families	What GPA Will Provide for Families During Shutdown
1	10 day class/entire school closure due to positive COVID case in staff or student (first occurrence)	Tuition will be collected in full for the first 10 day shut down of class/entire school	Teachers will provide video lessons and links to follow lesson plans for at home learning
2	10 day class/entire school closure due to positive COVID case in staff or student (second occurrence)	A 25% discount will be given for the school days missed during second 10 day shut down of class/entire school	Teachers will provide video lessons and links to follow lesson plans for at home learning
3	10 day class/entire school closure due to positive COVID case in staff or student (third occurrence)	A 50% discount will be given for the school days missed during third 10 day shut down of class/entire school	Teachers will provide video lessons and links to follow lesson plans for at home learning
4	Individual child required to quarantine due to child/family/household members showing signs of or testing positive for COVID	Tuition will be collected in full during quarantine of individual child	Teachers will not provide online learning, however, classroom work will be available when child returns
5	Individual child required to quarantine due to family travel	Tuition will be collected in full during quarantine of individual child	Teachers will not provide online learning, however, classroom work will be available when child returns
6	Mandated shelter-in-place (first occurrence)	Tuition will be collected in full (first 30 days)	Teachers will provide video lessons and links to follow lesson plans for at home learning
7	Mandated shelter-in-place (second occurrence)	A 25% discount will be given for school days missed due to an extended shelter-in-place (up to 30 additional days)	Teachers will provide video lessons and links to follow lesson plans for at home learning
8	Mandated shelter-in-place (third occurrence)	A 50% discount will be given for school days missed due to an extended shelter-in-place (up to 30 additional days)	Teachers will provide video lessons and links to follow lesson plans for at home learning

