



grace christian child
development center

Parent Handbook

Version 0817

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Welcome!

Proverbs 22:6 states, "Train up a child in the way he should go, and when he is old, he will not depart from it." At Grace, we consider it a privilege that you have chosen us to be a part of your child's life. We realize that family is most important and we will work hard to assist you in nurturing and training your child while in our care. It is our desire to give each child that enters our doors a solid foundation of Christian love. We will teach them, daily, of God's unconditional love and strive to be godly examples to all of our children and families.

As parents, one of our greatest gifts is our children and it is important that we train them according to scripture. The first five years of a child's life will prove to be among the most important in their emotional, mental and physical development and their spiritual growth. This window of opportunity is only for a short time. It is imperative that we take advantage of each day to instill in a child's heart what will one day determine their character.

We feel honored that you have chosen us to partner with you in this awesome responsibility, and we, by working together, can make this a very rewarding and positive experience!

Thank you for choosing Grace Christian Child Development Center and I look forward to getting to know you and your child!

In His Service,

*Jeannie Garrell
Director*

INTRODUCTION

We are pleased that you have chosen Grace Christian Child Development Center for your child. We recognize the important job we have in assuming responsibility for the care and training of your child and will do our best in serving you and in meeting his/her needs.

Grace Christian Child Development Center and Preschool is a nonprofit childcare center offered as a ministry of Grace Chapel Church. We offer a curriculum which is based upon the Bible. The center is open to all children, regardless of race, nationality or creed, who may benefit from our type of program.

The Center's program includes a child care program for infants through four years of age; an extended care program for children (five years old) kindergarten through 6th grade (or 12 years of age).

Our goal is to provide the very best care and training available for your child in a Christian environment. We believe that children must have assistance in five areas of growth: emotional, social, physical, academic and spiritual. Our desire is to help assist you in this development. As a part of our program, please feel free to discuss your child's growth and development with us. Continued communication between home and child care center is vital for the development of a close relationship and the consistent development of your child.

This handbook was designed as a means to share with you important information and policies of the Child Development Center. We invite you to read it and keep it available for future reference. (The most current edition may be available on www.gracecdcsanford.com) Thank you again for your trust in us to care for your child. Please remember to keep us in your prayers as you will be in ours.

PURPOSE

Train up a child in the way he should go, and when he is old, he will not depart from it. (Proverbs 22:6). Here at Grace Christian Child Development Center, the Lord has allowed us the privilege of providing his love and care to small children while parents work. Our goal is to assist you, the parent, in training your child to be like Jesus, while providing a warm and secure place where each child has the opportunity to develop academically, physically, emotionally, socially and spiritually. Our mission at Grace is to LOVE LIKE JESUS!

CENTER HOURS

The child development center operates Monday through Friday from 6:30 a.m. until 6:00 p.m. Parents are responsible for their child's safe arrival and departure at the classroom door. A late fee will be charged for children not picked up by 6:00 p.m. (Note: Office hours are 8:00 a.m. to 5:00 p.m.)

REGISTRATION & TUITION

A registration fee is due at the time of your child's enrollment. The fee must be turned in with your application for enrollment for a place to be reserved for your child. Please fill out an application for each child to be enrolled. The money will be used to equip rooms and for initial paper work. This is separate from tuition and is **non-refundable**.

Registration Fees: (non-refundable)

❖ \$100.00 per child

TUITION FOR CHILDCARE

Because we pay our staff whether your child attends or not, we cannot give tuition refunds or credits for days your child is absent. You are responsible for the full week's tuition whether your child attends or not. **There are no discounts or credit given for sick days, holidays or when the center has to be closed.** This fee includes breakfast, a hot lunch, and afternoon snacks for children who are able to eat "table food". Parents whose children are not ready for a hot lunch are responsible for providing all the nutritional needs for their child while they are in the center.

(This weekly childcare fee for three (3) and four (4) year olds includes a daily academic preschool program, breakfast, hot lunch and a snack)

Tuition for students is payable EVERY Monday morning for weekly full-time students and on the First Monday morning of each month for K-4 Half-Day students. Payments are to be made to the Child Development Center. Checks should be made payable to Grace Christian CDC. Your account will be charged a \$10 late fee for all payments made after Thursday morning. NSF returned check fee is \$39.00. This charge will be applied to your account. After three (3) returned checks, tuition will be paid on a "cash only" basis.

HALF DAY PRESCHOOL

K-4 classes only.

See Tuition Schedule for Current Rates

- ❖ This monthly rate includes:
 - 7:30 – 11:30 academic preschool class
 - one snack

Half day children may opt to stay and eat lunch here. The charge for lunch is \$4.00 with the child being picked up by 11:30 p.m. If you opt for you child to stay any additional hours, the cost is \$5.00 per hour. Half day preschool tuition is due the first Monday of each month. A \$25.00 late charge will be added after the 10th day of the month. Your child must be picked up no later that 12:00 p.m. Anytime after 11:30 p.m. and a late fee of \$20.00 will be charge to your account. This fee must be paid within 7 days of the billing statement.

Half day children follow the Grace Christian School calendar. When school is out, the children will not attend. The curriculum will not be taught during these times.

***To view current tuition rates, please visit our website at www.gracecdcsanford.com and click on Admissions / Tuition & Fees.**

POLICY FOR LATE PAYMENTS

The Center is a non-profit program; therefore, the rates charged directly relate to our operating cost. Parents will receive a statement showing charges for the month and their current balance. **Children whose accounts become past due two weeks are subject to immediate dismissal.** If you have any questions pertaining to your child's account you may call the office between 8:00 a.m. and 5:00 p.m. or call the finance office at 774-4415 x-1404 between 8:00 a.m. – 4:00 p.m.

WITHDRAWALS

Parents may withdraw a child from the program at any time. **A TWO WEEK NOTICE IS REQUIRED.** Parents wishing to withdraw their child, but fail to provide a two-week notice will be liable for the two week's tuition.

If at any time the services required to adequately meet the needs of your child exceed our ability to do so, or to protect other children/staff and the quality of our program, we reserve the right to dismiss your child at any time.

CHANGE OF ADDRESS, EMPLOYMENT, ETC.

If any changes occur in your name, physical and/or mailing address, telephone number, employment, or child's physician, please notify the office immediately. We need this information in the event of an emergency. The classroom teacher will receive this information from the child development center office.

POLICY FOR DROPPING OFF

Our center opens at 6:30 a.m. Morning snack is served at 8:15 a.m. at which time **“lunch count”** is turned in to the cafeteria. Please have your child present in his/her class at this time. **(See section on “Food”).** Our “academic day” begins at 8:45 at which time the curriculum and Bible lessons begin. All children must be dropped off by 10:00 a.m. to be able to attend that day.

Lunch is served between the hours of 11:00 a.m. - 12:00 p.m. depending on the class. Nap-time begins promptly after lunches (11:30 for Ones, Twos and Threes) and 12:30 for K-4. Please do not drop your child off during these times. If you are not able to get your child to the center before 8:30 a.m. please call that morning or as soon as you know and inform either your child's teacher or the center Director. If you do not call, you will be responsible for feeding your child lunch before they arrive. The cafeteria prepares only enough food for the number of children turned in on with the attendance report at 8:30 a.m. Dropping your child off during lunch or nap is discouraged as it causes an interruption. Failure to abide by this policy may result in your child not being able to attend the center on that day. If repeated attempts are made to drop your child off during these times without prior notice, your child will be dismissed from the center.

Your child is considered “full-time” in our center (1/2 day Pre-K 4 program is exempt from “full-time” consideration). Your child is required to attend the center a minimum of 4 hours per day unless previous arrangements have been made with the center director or if your child is sick or on vacation. Our center is not considered a **“mother's morning out”**. Please contact the center and let your child's teacher or the center director know if your child will not be coming in for the day as soon as possible.

ABSENTEEISM

Due to staff commitments and general expenses, there is no reduction in tuition rates due to absenteeism.

SIGNING IN/OUT PROCEDURE

Each class will have a sign in/out sheet with each child's name. Upon your child's arrival in the center, please sign in on the appropriate day beside your child's name indicating the time your child arrived and your name or initials. At the time your child is picked up please sign your child out indicating the time your child was picked up and your name/initials.

ARRIVAL AND DEPARTURE GUIDELINES

- ❖ During early mornings and late afternoons combining of classes takes place as attendance increases and decreases.
- ❖ To ensure that the child arrives in the proper location an **adult** must escort the child to their classroom. Older siblings are not permitted to escort a younger sibling into the building unless you give us written permission.
- ❖ A staff member will acknowledge each child's arrival.
- ❖ Parents should not linger when bringing their child into the classroom. Be cheerful, give a quick hug and kiss, say good-bye and leave. We will not hesitate to call you if needed.
- ❖ Young children are unaware of parking lot dangers, therefore they should not be permitted to walk or run among the cars.
- ❖ Never leave a child unattended in a car or parking lot.
- ❖ The playground gates are to remain latched at all times. Please open the gate to pick your child up. Lifting a child over the fence is not permitted.
- ❖ Outside classroom doors are locked and used for emergencies only.

POLICY FOR LATE PICK UP

The center closes at 6:00 p.m. We ask that parents cooperate in picking their children up on time. In case of emergency resulting in a parent being delayed, please call the center and inform the staff.

LATE FEES:

- ❖ 6:00-6:15...\$15.00
- ❖ 6:15-6:30...\$30.00
- ❖ After 6:30:

* \$1.00 for each additional minute added to the \$30.00. You will be invoiced for the amount owed.

***This must be paid within 7 days after you receive the billing statement for your child to remain in the center.**

DAYCARE CLOSING/INCLEMENT WEATHER POLICY

If it becomes necessary to close or delay the opening of the Child Development Center due to severe weather or other reasons beyond our control, announcements will be made on Facebook, the radio (WFJA-105.5 OLDIES RADIO) and television (WRAL-TV 5). If the child care center has a delayed opening (9:00 a.m. or later) breakfast will not be served. Our center does **not** follow the Lee County Public School or Grace Christian School Adverse Weather closings. We will make all attempts to be open, but we will have to take our employees safety into consideration. Please watch for our Facebook posts and T.V. for Grace Christian Child Development Center Sanford. ***There are no credits or discounts given on days the center closes due to bad weather or when the center has to close for reasons beyond our control.**

CLOSED/OBSERVED HOLIDAYS

Labor Day

Thanksgiving Holiday (Thursday and Friday)

Christmas Holiday (Christmas Eve, Christmas day & day after)

New Years Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Independence Day-JULY 4TH

Since these are paid holidays, there is no reduction in the Child Care tuition for the weeks in which they fall. **We do not give credit for holidays or snow days when the center is closed or closes early.**

PROCEDURE FOR RELEASE

In the event that your child would be picked up by someone other than yourself or another parent, please notify the center director. Please have that person be ready to show current I.D. to the child's teacher in order for us to release your child. No child will be released to anyone suspected of being under the influence of drugs or alcohol. Afternoon telephone messages to the center should be made before 3:00 p.m. if it relates to someone other than the parent picking up the child. After 3:00 p.m. teachers and children are many times outside on the playground or in the Gym, therefore, relaying messages becomes very difficult.

DISCIPLINE

In most cases, for children under the age of 2, the best method of discipline is diversion. Every effort will be made to channel the child's interest in other directions before using disciplinary actions. If this is not effective, TIME OUT will be used. "Time Out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out", the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children. If this is not successful, a conference with the teacher, director, and parent(s) will be called to discuss methods which can be used at home and at school to promote more appropriate behavior. If after the conference, the behavior problem continues, then we will call the parents and ask that the child be picked up immediately. You will be allowed to bring the child back the next day on a probation period. If the inappropriate behavior continues, the parent will be asked to keep the child out of school for a complete day, and then bring them back on a probation period. Keep in mind; we reserve the right to dismiss the child for the program at any time.

BIRTHDAYS & SPECIAL OCCASIONS

Parents are welcome to send store bought and sealed food, such as cookies or cupcakes to share with their children's class on birthdays or special occasions. Please let your child's teacher know in advance that you will bring a treat. Although the exchange of gifts is not permitted, you may provide party favors for each child in the class. For safety purposes, balloons are not allowed.

VISITATION

Keep in mind, your child as well as the other children act differently when parents are in the room. Please feel free to pick your child up anytime during the day without prior arrangements.

PHOTOGRAPHS & PUBLICITY

Photographs of the children participating in our program may be taken throughout the year and published in newspapers, brochures, social media, etc. If you do not wish for your child's picture to be taken or used, it will be your responsibility to notify the director of the program within 10 days of your child's enrollment. Otherwise, it will be assumed that your permission is granted.

FIELD TRIPS

Children in the 3 and 4 year old classes take field trips to various locations. This is a privilege for the child. For safety reasons a child may be excluded from participating in a field trip if his/her behavior warrants such action. Emergency forms are taken on field trips and each child must have a signed permission slip from the parent. Any child who does not have a signed permission slip will not be permitted to go on the field trip.

OUTSIDE PLAY

Weather permitting; children go outside each morning and afternoon. Children will not be allowed to stay indoors while their class is outside. If your child is too ill to participate in outside activities, please keep him/her at home.

ABUSE AND NEGLECT

Any evidence of abuse or neglect will be documented by the teacher and director and will be reported to the local director of social services for investigation.

EMERGENCY INFORMATION

If any changes occur in your name, physical and/or mailing address, telephone number, employment, or child's physician, please notify the office immediately. We need this information in the event of an emergency. The classroom teacher will receive this information from the child development center office.

MEDICAL REPORT AND IMMUNIZATIONS

According to state daycare law, the center must have a medical report on file for each child before he can attend the center. Each child must have on file prior to enrollment a medical report. This report is available in the child development center office. Please keep the center informed of shots your child has received. **We must have a doctor's copy of your child's immunizations on file. Handwritten copies from parents are not acceptable.**

MEDICINES

We will not administer any over-the-counter or prescription medicines; with the exception of life saving treatments/medications.

We will administer diaper cream. We request that suntan lotion be applied by the parent before arriving at the center. If a child is extremely fair skinned, we will make an exception with proper paper work.

MEDICAL EMERGENCIES

The State requires that one person on site maintains certification in CPR and First-Aid. All of our staff are trained and certified in CPR and First-Aid. When an accident occurs proper care is given by the teacher. Depending on the extent and severity of the injury, parents may be notified. If, at the discretion of the teacher/staff member, the injury calls for immediate medical attention, EMS (911) will be called. The child will be transported to the nearest hospital by EMS. Parents are responsible for any expenses incurred. The EMS will be called in the event a child would have a convulsion or seizure.

SICK CHILDREN AND EPIDEMIC CONTROL

Due to regulations mandated by the state of NC this center will not care for children with the following symptoms:

- ❖ A temperature 100 degrees auxiliary or 101 orally. We do not administer Tylenol or other fever reducing medications. Please do not bring your child into the center if they are taking Tylenol or Advil for a fever.
- ❖ Not capable of participating in routine group activities.
- ❖ A sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water.
- ❖ Have two or more episodes of vomiting within a 12 hour period.
- ❖ Have red eye with white or yellow discharge until 24 hours after treatment.
- ❖ Have scabies or lice.
- ❖ Have known chicken pox, a rash suggestive of chicken pox or any other unexplained rash.
- ❖ Have strep throat, until 24 hours after the treatment has started.

(Sick Children and Epidemic Control, cont.)

- ❖ Have tuberculosis, until a health professional states that the child is not infectious.
- ❖ Have pertussis, until 5 days after appropriate antibiotic treatment.
- ❖ Have hepatitis A virus infection, until one week after onset of illness or jaundice.
- ❖ Have impetigo, until 24 hours after treatment.
- ❖ Have a physician's or other health professional's written order that the child be separated from other children. This is stated from rule .0804 in the state childcare requirements.
- ❖ Have Hand, Foot, and Mouth, until blisters are scabbed over and absolutely no fever.

If a child shows evidence of any contagious disease, fever, or nausea while at the center, we will immediately call you and inform you of his/her illness. According to the severity of the illness, we will request that you have someone pick up your child. We do not have the facilities or personnel to care for sick children. **Please notify the daycare office if your child has a contagious disease.**

Children with an auxiliary temperature of 100 degrees or above should not return to the center until 24 hours after the child's temperature has returned to normal.

If your child was sick during the night, vomiting or running a fever, he/she should not attend the center the following day. Please do not give him/her aspirin or Tylenol/Advil and bring him/her in. In most cases the child will run a fever within 2 or 3 hours after the aspirin was given, therefore making him/her contagious to the other children. One parent not abiding by the policy may cause several parents time away from their work, costly medical bills and most importantly, a sick child. Failure to abide by the above policy may result in the child's dismissal from the child development center.

PERSONAL ARTICLES

Please label all clothing . . . coats, hats, sweaters, plastic pants, and training pants. The center is not responsible for the loss of personal property whether the loss occurs by theft, fire, or any other cause.

- ❖ **Clothing**-Each child should have an extra set of clothing in case of an accident. The Department of Environmental Health prohibits child care workers from rinsing soiled clothes. (.2819 (F)) G.S. 110-91. Make sure extra clothes are for the current season. Clothes should be placed in a zip-lock bag with the child's name on it. In order to avoid interruptions at work, parents are encouraged to have these items at the daycare center. Children are not permitted to wear apparel which is not in keeping with our Christian child-care setting. Apparel which is questionable will be determined by the Director.
- ❖ **Shoes**-Your child must wear shoes at all times. Back-less shoes, flip-flops, open-toed sandals are not allowed due to safety rules.

- ❖ **Jewelry**-Children are not permitted to wear jewelry to the child-care center due to potential safety concerns. No necklaces, bracelets, anklets, watches, rings and earrings other than a single post with a locking back. Any jewelry worn to the center will be removed, placed in an envelope labeled with the child's name, and returned to the parent.
- ❖ **Blankets and Nap time items**-Blankets are furnished in the infant room only. Ones through K-4 should have a blanket and crib sheet labeled with the child's name. Please pick-up blankets each Friday to be laundered and brought back in on Monday. Because of stacking mats and cots, no bulky blankets or pillows are permitted. Small blankets are acceptable. Please make sure that your child has these items each week.
- ❖ **Bottles**-(Infant Room) Bottles and bottle tops must be labeled with the child's full name and have the current date for the day they are brought in to the center. Formula must be prepared at home and brought in. All bottles shall be returned to the child's home or discarded at the end of the day. Failure to properly label items may result in the center receiving demerits from the DCD. Only plastic bottles are permitted. **Medicine should never be place in bottles with formula.**
- ❖ **Disposable Wipes**-A supply of disposable wipes should be maintained for each child in the infant-two year old rooms.
- ❖ **Video Tapes**-Please make sure that these items are clearly labeled with your child's name. We do not permit video tapes that display violence of any type. Videos brought from home will be viewed at the discretion of the teacher or Center's Director.
- ❖ **TV Time**-Television time is limited to 15-30 minutes, depending on the age of the child. Teachers utilize this time for working with children on a one-to-one basis, giving individual attention in activities such as art, grooming, potty training and transition periods.
- ❖ **Toys**-Toys will be provided by the center. Please do not allow your child to bring toys into the center. Toys brought in will be put away until the child is picked up in the afternoon. We encourage you to leave these items at home to avoid loss, theft, or damage. One soft toy is acceptable during naptime only. They will be placed in the child's cubby.
- ❖ **Chewing Gum**-Chewing gum is not permitted in the child development center.
- ❖ **Other items (miscellaneous)**-Small items such as money are inappropriate for the child care setting.
- ❖ **Food**-Our goal is to provide nutritious and well-balanced meals and snacks. Menus are dated and posted in each classroom. Lunch cannot be brought from home. Our center does not participate in the N.C. Nutrition Opt Out program. Further information on this program is located at the DCDEE website ncchildcare.net
 - ❖ Lunch count is taken at 8:30 a.m. At which time breakfast is served. If you are going to be late dropping your child off, please call your child's teacher or the center Director. If you do not call, you will be responsible for feeding your child lunch before they arrive.

- ❖ Because of regulations set forth by the Dept. of Environmental Health children are not permitted to bring in food or drinks from home into the center. This includes food from fast-food restaurants and convenient stores (Birthday and Holiday parties are the exception.) If a child is allergic to a particular item on the menu a substitute will be provided. Because of the number of meals our center prepares, we are unable to provide individual or restricted diets. Milk is always included in the meals. If your child is allergic to milk (not a dislike for it) or certain foods, a note from their physician stating the allergy to milk or foods should be dated, signed and given to the child's teacher who will post it in the classroom. A copy will be placed in the child's file and one will be sent to the Food Service Manager.
- ❖ Sippy cups are not permitted for ages 2 through K 4. It is an Environmental Health violation. Cups that are left and not claimed will be thrown away (not applicable to infants and one year old groups). Sippy cups are not provided by the center; these must be brought from home, labeled with the child's full name and labeled with the current date. They must be taken home each day to be washed (infant and one year old room only).
- ❖ A school lunch will be provided to any infant who is converting from baby food to table food. Infants must have a current feeding schedule posted in their classroom. Please make sure that you update your child's feeding schedule as their needs change.

Folders and Boxes

Each child will have his/her own folder or box in the classroom where the teacher and Director can place any information to go home with your child. Please make sure that you check your child's folder or box daily.

ANNOUNCEMENTS

Each classroom has a bulletin board located in the hall beside the classroom door. The bulletin boards were established to keep parents better informed on our program. Menus, center events, and other information are posted on these boards.

PARENT INVOLVEMENT POLICY

We extend an open invitation for you to drop in and visit at any time. You are welcome to come and have lunch with your child. Please let your child's teacher know by 8:30 a.m. if you will be coming for lunch. Throughout the year we will notify you of any special programs, seminars or lectures concerning parenting and child care issues. We encourage parents to help with special events and field trips.

Conferences will be held on an "as needed" basis. If at any time during the year it is felt that parents, teachers or the center Director could benefit from a telephone conference or a pre-arranged conference, one may be scheduled

during our normal nap time for children (between 12:00 and 2:00). The daycare office number is 919-776-2576. Please call this number to make arrangements with the teacher or Director. Since the attention of the teacher is needed for the children while in the classroom, conferences are not advantageous during the arrival and departure time and never in front of your child. Keep in mind, the staff is eager to hear your suggestions and concerns related to the program and your child.

WAYS A PARENT CAN HELP THE CHILD DEVELOPMENT CENTER

- ❖ On a weekly or daily basis, parents of infants and toddlers should bring the following items:
 - an adequate supply of diapers.
 - baby wipes
 - set of clothing
 - formula, baby food, juice, etc. for children not eating table food
 - blanket
- ❖ Help your child to attend regularly, except when he/she is ill.
- ❖ Feel free to talk to your child's teacher.
- ❖ Do not allow your child to bring toys from home.
- ❖ Please label all of your child's belongings with permanent marker.
- ❖ Disposable diapers for sanitary reasons only.
- ❖ If your child is being potty trained, please send extra training pants and clothing.

PRESCHOOL

- ❖ Please make sure that your child arrives at school no later than 8:30 a.m.
- ❖ Please help your child attend school regularly, unless he/she is ill.
- ❖ Please make sure your child eats breakfast before coming to school if they are going to arrive after 8:30 a.m. (Please call and inform your child's teacher if they are going to arrive late)
- ❖ Please escort your child to their classroom each morning. DO NOT ALLOW THEM TO COME IN BY THEMSELVES OR WITH AN OLDER SIBLING.
- ❖ Keep good communication with your child's teacher.
- ❖ Do not allow your child to bring food or toys to school.
- ❖ Provide the supplies that are needed for your child:
 - Change of clothing, labeled with child's name and placed in a zip lock bag. (change clothing each new season to accommodate weather)
 - Blanket or towel for nap cot, and **small pillow** if you would like
 - Book bag
 - Pencil box
 - Raincoat with a hood **(NO UMBRELLAS PLEASE)**

***Individual teachers may have other requirements.**

PROMOTION/REGROUPING OF CLASSROOMS

During the year it may become necessary to promote or involve your child in regrouping of a classroom. Please do not be alarmed over the procedure because your child will adjust. We will tell you in advance when your child will be moved and who his/her new teacher will be. Three-five days before a child is to go to his new room, we will take him/her to the room to get acquainted with the teacher and children. Keep in mind, some children already enrolled in the new classroom may also be promoted to another level on promotion day. To meet the demands of parents wishing to enroll their children in the center, existing classrooms may be changed/reclassified by age. This may also occur when all spots are filled and children are unable to be promoted to the next level. **IMPORTANT:** It is important that you keep a positive attitude toward his/her new teacher and classmates.

POLICY FOR DISMISSAL

Grace Christian Child Development Center reserves the right to dismiss any child for any behavior considered disruptive, aggressive or disrespectful to either the staff or other children. Inappropriate behavior will not be tolerated. Each incident will be considered on a case by case basis and documented. It will be placed in the child's file and the parents notified. If the behavior is consistent and/or behavior is not corrected and all appropriate methods of discipline have been exhausted, your child may be dismissed from the center.

Course of action is as follows:

- ❖ Parents notified of child's behavior by either written or verbal means
- ❖ Conference with child's teacher
- ❖ Conference with Center Director

Children are subject to immediate dismissal if a parent/guardian/or designated person shows any sign of aggression or disrespect to any staff or children, verbally or physically reprimands another child, or uses insulting words or actions or displays acts of violence while on our campus.

FINAL WORDS

We would like to thank you for your interest in our program, and hope you will find our center to be a warm and caring place for your child.

Here at Grace Christian Child Development Center we strive to enrich the spiritual lives of the children and families that we serve. We treat each child as an individual and realize that each child is special and a gift from God. Our Mission is to Love Like Jesus!

If there is anything that we can do to help you as parents please do not hesitate to let us know. Please utilize social media and our website for updates and further information.

God Bless You!

Grace Chapel Church's-ARTICLES & STATEMENT OF FAITH

1. HOLY SCRIPTURES: accepting fully the writings of the Old and New Testaments as the very Word of God, verbally inspired in all parts and, therefore, wholly without error as originally given of God, altogether sufficient in themselves as our only infallible and authoritative rule of faith and practice. *I Cor. 2:13; 10:11; II Tim. 3:16, 17; II Peter 1:21.*

2. ONE TRIUNE GOD: who is personal, spirit, sovereign, perfect, infinite, and eternal in His being, holiness, love, wisdom, and power. He is absolutely separate and above the world as the upholder of all things: self-existent and self-revealing in three distinct persons: the Father, the Son, and the Holy Spirit, each having a distinct ministry in God's relationship to His creation and people. *Gen. 1:1; Ex. 20:2, 3; I Cor. 8:6; Rev. 4:11; John 10:30.*

3. LORD JESUS CHRIST: who is the second Person of the Triune God, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by miracle of the Virgin Birth, thus to continue forever as both God and true Man, One person with two natures; that as man He was tempted in all points as we are, yet without sin; the perfect Lamb of God who gave Himself in death upon the cross, becoming there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose bodily from the grave and was glorified; that as our great High Priest He ascended into Heaven, there to appear before the face of God as our Advocate and Intercessor. *Isa. 7:14, 9:6; Matt. 1:18-25; Luke 1:30-35; John 1:1, 2, 14, 18; 3:16; Phil. 2:5-8; Rom. 3:25-26; II Cor. 5:14; Heb. 10:5-19; I Thess. 1:10; 4:13-18; Titus 2:11-14; Zech. 14:4-11; I John 2:1.*

4. HOLY SPIRIT: who is the third Person of the Trinity, and the divine Agent in nature, revelation and redemption; that He convicts the world concerning sin, righteousness and judgment; that He regenerates, indwells, baptizes, seals, and anoints all who become children of God through Christ; that He further empowers, guides, teaches, sanctifies, and fills each believer who daily surrenders to Him. *John 16:7-11, 14:7; I Cor. 3:16, 6:10, 12:13; Eph. 1:13, 4:30; I John 2:20-27; I Peter 1:1.*

5. EXISTENCE OF SATAN: who originally was created by God, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character, the great adversary of God and his people, leader of all other evil angels and spirits, the receiver and god of this present world; that his powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for good; that he was defeated, judged at the cross, and therefore his final doom is certain; that we are able to resist and overcome him only in the armor of God, by the blood of the Lamb and through the power of the Holy Spirit. *John 1:6-7; Ezek. 28:11-19; Isa. 14:12-17; Matt. 4:1-11; Eph. 2:2; John 12:31; II Cor. 4:4; Rev. 20:10.*

6. ALL MEN ARE BY NATURE AND CHOICE SINFUL AND LOST:

that man was the direct creation of God, made in His image and likeness; that by personal disobedience to the revealed will of God, man became a sinful creature, the father of a fallen race which is universally sinful in both nature and practice, thus alienated from the life and family of God, under the righteous judgment and wrath of God, and has within himself no possible means of salvation. *Gen. 1:26, 2:17; Psa. 14:1-2, 51:5; Jer. 17:9; John 3:6, 5:40, 6:53; Rom.3:10-19, 8:6-7; Eph. 2:1-3; 1Tim. 5:6; 1 John 3:8.*

7. SALVATION BY GRACE THROUGH FAITH: that salvation is the free gift of God, neither merited nor secured in part or in whole by any work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that he shall never perish; that this salvation affects the whole person; that apart from Christ, there is no possible salvation. *John 1:2, 13, 3:3-8, 5:24; Acts 16:31; Rom. 10:9; Eph. 2:8-10; Titus 3:7.*

8. PRIESTHOOD OF ALL BELIEVERS: that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need of a human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the HOLY SPIRIT. *Ex. 19:6; Isa. 61:6; 1 Peter 2:5; Rev. 1:6, 20:6.*

9. RIGHTEOUS LIVING AND GODLY WORKS: not as a means of salvation in any sense, but as its proper evidence and fruit; and, therefore, as Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, accept as our solemn responsibility the duty and privileges of bearing the Gospel to a lost world; remembering that a victorious and fruitful Christian life is possible only for those who, in gratitude for the infinite and undeserved mercies of God, have presented themselves wholly to Christ. *Matt. 5:16, 16:16-18; Luke 24:47; Eph. 1:13-14; Titus 2:7-14, 3:5, 9; Rev. 1:5.*

10. LORDSHIP OF JESUS CHRIST: that He alone is Head of the Body of Christ, into which all true believers are immediately baptized by the Holy Spirit; that all members of this one spiritual body should assemble and identify themselves in local churches. *Acts 2:47; 1 Cor. 6:15, 12:12-14; Co. 1:18-24; Eph. 1:22-23, 2:16, 4:4-5; Heb. 1:3, 13; 1 Peter 3:22.*

11. IMPORTANCE OF THE LOCAL CHURCH: that a New Testament church is a local assembly of born-again, baptized believers united in organizations to practice New Testament ordinances, to meet together for worship, fellowship, teaching and a united testimony, and to actively engage in carrying out the Great Commission. *Matt. 16:16-18; 28:19-20, Acts 2:42; Eph. 5:25-27; Heb. 10:25.*

12. INDEPENDENCE & AUTONOMY OF THE LOCAL CHURCH:

that each New Testament church is free to govern itself without ecclesiastical interference, and should cooperate when recommended by the pastor and a majority of the deacons with other New Testament churches as the Holy Spirit leads; that it is responsible to follow the pattern of the New Testament church and is directly accountable to God.

13. ORDINANCES GIVEN TO THE LOCAL CHURCH ARE TWO (*Baptism & The Lord's*

Supper): that Baptism is by immersion of believers, thus portraying the death, burial, and resurrection of Jesus Christ; that the Lord's Supper is the partaking of the bread and cup by the believers as a continuing memorial of the broken body and shed blood of Christ. [Matt. 28:19, 20](#); [Acts 10:47, 19:5](#); [Luke 22:19, 20](#); [I Cor. 22:23-26](#).

14. SEPARATION: that a believer should maintain a godly testimony and live in such a way that that their lives do not bring reproach upon their Savior. God commands His people to separate from all religious apostasy, sinful pleasures, practices, and associations, and to refrain from all immodest and immoderate appearances. We stand against any and all worldly philosophies that seek to destroy or undermine the truth of Biblical Christianity. [Rom. 12:1-2](#); [14:13](#); [1 Cor. 6:19-20](#); [2 Cor. 6:14-7:1](#); [2 Tim. 3:1-5](#); [1 John 2:15-17](#); [2 John 9-11](#).

15. SECOND COMING OF CHRIST: that His return from Heaven will be personal, visible and glorious, a blessed hope, for which we should constantly watch and pray, the time being unrevealed but always imminent; that when He comes, He will first by resurrection of the dead and translation of the living, remove from earth His waiting church, then pour out the righteous judgments of God upon the unbelieving world, afterwards descend with His church and establish His glorious and literal kingdom over all the nations for a thousand years. [John 14:1-3](#); [I Cor. 15:51-52](#); [Phil. 3:20](#); [I Thess. 1:10, 4:13-18](#); [Titus 2:11-14](#); [II Thess. 2:7-10](#); [Zech. 14:4-11](#).

16. FUTURE LIFE, BODILY RESURRECTION AND ETERNAL JUDGMENT: that the spirits of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for determination of reward which will take place at the time when Christ comes for His own; that the spirits of the unsaved at death descend immediately into Hell, where they are kept under punishment until the final day of Judgment, at which time their bodies shall be raised from the grave, that they shall be judged and cast into the Lake of Fire, the place of final & everlasting punishment. [Matt. 25:32](#); [Luke 16:19-31](#); [Rom. 14:12](#); [II Cor. 5:10](#); [Rev. 20:11-15](#); [21:8](#).

17. PRACTICE OF INFANT/ CHILD DEDICATION: where families publicly give thanks to God for the gift of a child and in doing so the parents dedicate their child to the Lord in recognition that their child was born to bring glory to Him. [1 Samuel 1:11](#), [1 Samuel 1:26:28](#), [Luke 2:22](#). We do not partake in infant sprinkling or baptism. Jesus Christ commands a person to partake in "water baptism" AFTER

he or she becomes a Christian. A “baby dedication” is different than a “water baptism”. A “baby dedication” is a public dedication of a child to God as an expression of thanks, recognizing that the child ultimately belongs to Him. Parent(s) should dedicate their child after prayerful consideration, and or if led by Holy Spirit. This can occur at any age of a child's life; therefore, any age of childhood is acceptable for parents to dedicate their child to God. Typically, this decision occurs when the child is young – thus the name “baby dedication”.

18. HUMAN SEXUALITY:

a) That God has commanded that no intimate sexual activity be engaged outside of a marriage between one naturally-born man and one naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender. [Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4.](#)

b) That the only Scriptural marriage is the joining of one naturally-born man and one naturally-born woman for life. Marriages outside of these parameters will not be performed by the pastorate staff or on church property. [Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23.](#)

19. TITHING & GIVING: as a responsibility of being a good steward of Christ we are charged to return a portion of God's wealth He has entrusted to us. God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and for the spreading of the gospel. We believe the finances of the church are dependent upon the spirit-led tithes and offerings of the Lord's people. [Gal. 6:6; II Cor. 8:1-9 – 9:15; Prov. 11:24-25.](#)

20. FAMILY RELATIONSHIP:

a) That men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. [Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12.](#)

b) That God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values through consistent lifestyle example and appropriate discipline, including Scriptural discipline. [Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7.](#)

21. DIVORCE & REMARRIAGE: that God disapproves of divorce and intends marriage to last until one of the spouses dies. Divorce except on the grounds other than sexual immorality is regarded adultery. [Matthew 5:31-32](#). Divorced and remarried persons or divorced persons on biblical ground may hold positions of service in the church and be greatly used of God for Christian service; they may not be considered for the offices of pastor or deacon. [Mal. 2:14-17](#); [Matt. 19:3-12](#); [Rom. 7:1-3](#); [1 Tim. 3:2, 12](#); [Titus 1:6](#).

22. ABORTION: that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. [Ps. 51:5](#); [139:14-16](#); [Isa. 44:24](#); [49:1, 5](#); [Jer. 1:5](#); [20:15-18](#); [Luke 1:44](#).

23. EUTHANASIA: Life is a gift of God that should be respected from conception until natural death, a gift over which we have stewardship, but not absolute dominion. We declare a moral obligation to care for our own life and health, seeking care from others, recognizing that we are not morally obligated to use all available medical procedures, remembering that as a steward of life we should never directly intend to cause one's own death. [Ex. 20:13, 23:7](#).

24. DISPUTES BETWEEN BELIEVERS: Believing that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church, the church shall require its members to resolve conflict among themselves according to biblically based principles, without reliance on the secular courts. Consistent with its call to peacemaking, the church shall encourage the use of biblically based principles to resolve disputes between itself and those outside the church, whether Christian or pagan and whether individuals or corporate entities. [1 Cor. 6:1-8](#); [Eph. 4:31-32](#); [Matt. 18:15-17](#)

The Articles & Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe; however, that the foregoing Statement of Faith accurately represents the teachings of the Bible and, therefore, is binding upon all members. If any such literature, whether print or electronic, conflicts with the Statement of Faith founded upon the Authority of Scripture, then the Statement of Faith shall rule.