

GLAD TIDING
CHRISTIAN ACADEMY
Parent/Student Handbook

2016 – 2018
Edition



Restoring Our Community to a Godly
Path and Educational Excellence



2830 East 60th Street (60th & South Benton)
P.O. Box 300932
Kansas City, Missouri 64130
Phone: 816-333-1054
Fax: 816-333-0396
gtcAcademy.org

Table of Contents

General Information	3
Welcome	4
Statement of Faith	5
Board of Directors	6
Philosophy	7
Uniforms	8
The Projected Goals for our School	9
Academic Objectives	10
Physical Development	11
Spiritual and Moral Development	11
Social/Emotional Development	12
Partnership with Families to Help Students	12
Life Skills Development	13
Days and Hours of Operation	13
Holidays and other School Closings	14
Enrollment	15
Fees and Tuition	16
Late Fees and Unpaid Balances	17
Health Policy	18
Administration of Medication and Injuries	19
Emergency Medical Care	20-21
Curriculum	21
Nutrition/Diet	22
Evacuations	23
Daily Schedule	23
Discharge Policy	24
Discipline	25-27
Breaking/Destroying Equipment Material	28
Confidentiality	28
Personal Belongings	28
Field Trips	29
Outside Recreation	29
Taking Things Home	29
Special Thanks	30

General Information

Glad Tidings Christian Academy is a ministry of Glad Tidings Assembly of God. It is a non-profit Missouri Corporation and recognized as a 501(c)(3) organization by the IRS. Our school board provides oversight over GTCA and is made up of Pastor Vincent Fraser and other members of Glad Tidings Church.

Grades Offered

Pre-K3 through 3rd grades are currently offered at GTCA.

Curriculum

GTCA uses A-BEKA Book for its core curriculum. A-BEKA Book provides an individualized approach to learning. Students are not grouped according to their ages, but rather given the opportunity to progress at their own rate by taking into account their own individual aptitudes and abilities. Students are encouraged to achieve by learning to set goal, learning good study habits, and making good use of their time.

Accreditation

GTCA has received accreditation from the Association of Christian Schools International.

Welcome to Glad Tidings Christian Academy

Dear GTCA Family,

We hope this school holds lots of blessings for you and your children. You have the God given awesome responsibility of training your children. Our school is an extension of your home. Each teacher realized their solemn responsibility of shaping and molding the lives of our children.

GTCA sees our relations as partnerships, which require mutual trust and timely communication. Please, do not hesitate to call us if you have questions or concerns.

On behalf of the entire school and staff, we want to welcome you this year. We hope to see you frequently at school.

We are looking forward to another productive and excellent year at Glad Tidings Christian Academy. We covet your full support and prayers as we seek to honor God through our lives and to be a blessing to your family academically and spiritually.

In His Service
Errolyn Fraser
Co-Founder

In His Service
Vincent Fraser
Co-Founder

Statement of Faith

1. We believe the bible to be the inspired and only infallible word of God.
(2 Timothy 3:16)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
(1 John 5:4-6)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His sacrificial and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
(1 Corinthians 15:3, 1 Peter 2:21-24, John 3:16)
4. We believe that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
(Romans 3:21-24, John 3:16)
5. We believe that the full consummation of the baptism of believers in the Holy Ghost is evidenced by the initial physical sign of speaking in tongues as the spirit gives utterance, and by the subsequent manifestation of spiritual power in public testimony and service.
(Acts 2:4, 10:44-46, Act 1:8, 2:42-43, Matthew 3:11)
6. We believe in the resurrection of both the saved and the lost, that they are saved unto the resurrection of life, and that they are lost unto the resurrection of damnation.
(John 5:24, 28-29)

7. We believe that deliverance from sickness is provided for in the atonement, and is the privilege of all believers. (Isaiah 53:4, Matthew 8:16-17, Mark 16:18, John 5:14, 1 Peter 2:24)
8. We believe in the imminent return of our Lord and Savior Jesus Christ. (1 Thessalonians 4:18, Revelations 21:20)

The Board of Directors

The Board is responsible for establishing, administering, and maintaining the policies, procedures, staffing, and financial management of the School.

The Board of Directors assists the Parents Advisory board committee, which is also responsible for special fundraising events that benefit Glad Tidings Christian Academy and Child Care project needs.

The Glad Tidings Board of Directors has the ultimate and total responsibility for the School's actions, employees, and/or volunteers.

Philosophy

Established in 1996, **Glad Tidings Christian Academy** is a ministry and learning institution for preschoolers, grade school, and summer day camp activities to children ages 3 through 8, without regard to race, sex, color, or nation of origin.

The philosophy of our school is to optimize, on an individual basis a developmentally appropriate curriculum. We assume a holistic approach to our curriculum. We incorporate the various elements of development to include social, moral, physical, and intellectual. Each student is unique and requires help to fulfill the biblical guidelines stated in the book of Luke 2:52 "...and Jesus increased in wisdom and in stature and favor with God and man."

Special interest is placed on accepting the student as a special, unique individual with his/her particular learning style and abilities. We strive to meet each student's needs through stimulating and challenging activities, accompanied by teacher encouragement and support, so that each student may experience hands on and freedom to select activities. A part of each day is spent directly in learning biblical and moral principles, structured classroom learning, teacher directed activities, recreation, and rest time.

Your child will be placed with other children with similar developmental experiences instead of age. Your child will automatically be promoted to the next-higher level as soon as he or she has successfully mastered the work at the necessary academic skill level.

Uniforms

We live in a very competitive society, the Board of Directors thought it fit to institute the wearing of uniforms for the following reasons:

1. To make the child aware of him/herself as special, without wearing “name brand clothing.”
2. To reduce name calling and teasing because some children may not be able to wear name brand clothing.
3. To save on the expense of purchasing clothes, which are very expensive, especially to those parents who cannot afford them.

Uniforms must be worn Monday through Thursday. On Fridays, gym attire must be worn: Navy blue or black jeans or sweats, school tops, and gym tennis shoes.

For girls’ uniforms, navy blue shorts, slacks, jumpsuits, and skorts are more appropriate, especially when sitting on the floor, sliding, swinging, etc. Girls should wear navy blue socks for warm weather, and cable tights and navy blue sweaters for cool weather.

Boys will be wearing navy blue slacks and/or shorts, depending on the weather, with navy blue socks. **Boys may not wear earrings or braided hair.**

Tops will be light blue, yellow, and white for variety. Appropriate materials will be worn according to the seasons.

The Projected Goals of our School

THE COMMITMENT OF STAFF TO THE PARENT AND STUDENT

- A.** The Staff at Glad Tidings School shall encourage independent action in the pursuit of learning.
- B.** The staff shall protect and encourage participation in the curriculum without regard to race, sex, color, creed, or national origin.
- C.** The staff shall protect the health and safety of every student.
- D.** The staff shall honor the Confidentiality Agreement regarding the student and their families.
- E.** The staff shall develop rich and varied experiences through individual and small group settings.
- F.** The staff shall develop a cohesive relationship between parent and student.

Academic Objectives

- A.** Developing a positive attitude towards learning.
- B.** Developing creativity and thinking through discovery.
- C.** Developing problem solving skills.
- D.** Developing sensory stimulation awareness skills.
- E.** Developing communication skills, verbal and non-verbal.
- F.** Developing concepts and understandings which are developmentally appropriate.
- G.** Developing expression of oneself through word-play, music, movement, cultural, and the visual arts.
- H.** Developing creativity and problem solving skills through the use of technology.

Physical Development

- A.** Developing wholesome attitudes towards one's own body, the bodies of others, and body functions.
- B.** Developing security through the knowledge and practice of safety towards self and others.
- C.** Developing muscular control and hand/eye coordination, fine and gross motor skills, large muscle movement, and increasing strength, dexterity, and balance.
- D.** Developing nutritional values.
- E.** Developing health and safety measures.

Spiritual and Moral Development

- A.** Developing an awareness of God by teaching age appropriate biblical lessons, songs, memory verses, using visuals and allowing participation in the activities.
- B.** Developing a moral sense of responsibility towards self and others, i.e. honesty, truth, courtesy, and respect.
- C.** Developing a sense of obedience for those in authority, teachers, parents, and leadership in general.

Social/Emotional Development

- A.** Developing a positive self-concept, self-worth, self-confidence, self-discipline, and good social skills.
- B.** Developing an appreciation and respect for various cultures.
- C.** Developing social skills of cooperation and sharing.
- D.** Developing problem solving techniques through effective verbal communication.

Developing a Working Partnership with our Families to Help our Children Develop in All Skills

- A.** Encourage parent participation by providing take-home assignments, which require the parent's involvement.
- B.** Providing opportunities for parent/child interactions on an ongoing basis.
- C.** Providing parent/child interaction by giving parents opportunity to eat with their children at lunch break whenever possible.

Life Skills Development

Giving the student an opportunity to experience cooking, gardening, and other life skill areas relevant to the child's age.

Days and Hours of Operation

Glad Tidings Christian Academy's school hours are **8:15 AM to 3:15 PM**, Monday through Friday. Before and After school care hours are **6:00 AM to 8:15 AM** and **3:15 PM to 6:00 PM** for an additional fee. There is a late fee for children who are not picked up on time.

School begins the **2nd** week in August and runs through the end of May. GTCA observes a Holiday schedule similar to most public schools', but with shorter vacation times.

Holiday and Other School Closings

Labor Day

Staff Development

Columbus Day

Thanksgiving Vacation

Christmas/New Years

Martin Luther King Jr. Day

President's Day

Spring Break

Good Friday

Memorial Day

In the event that Glad Tidings Christian Academy needs to be closed due to adverse weather conditions, this information will be broadcasted over TV 4, 5, & 9 News as well as in the “News” section of our website, gtcAcademy.org, by 5:30 AM prior to opening.

Please Note Glad Tidings Christian Academy does not celebrate Halloween. Absolutely no costumes allowed.

Enrollment

We want to make the transition from your home our center as smooth as possible. Therefore, we require a personal interview prior to enrollment. We also encourage you to spend some time with your child whenever it is convenient.

The following will be required for enrollment to be considered complete:

1. Registration forms, filled out and signed, which can be downloaded from our website:
gtcAcademy.org
2. Signed confidentiality agreement.
3. Current immunization records/birth certificate.
4. Enrollment Fee, which is non-refundable, and curriculum.
5. Signed statement verifying that you have read and understood this handbook.

Registration Fee

A non-refundable fee of \$85.00 will be charged for registration and must be paid at the time of enrollment.

Fees & Tuition

Tuition Payments

Payments must be made in advance. You will have 10 payments for the school year. If payments are more than 2 days late, a \$15.00 fee will be charged. No exceptions. In the past, we have had great difficulty with some parents making their payments. To provide quality education, small class sizes, a sense of security, and morality for your children, it casts. Please plan these payments in advance.

The penalty for returned checks due to insufficient funds will be \$20.00 per check. After your second returned check, you will have to make your payment by money order, cashier check, or cash. Please note that you will still have to make your payment at the time you are informed of the returned check.

Late Pickup Fee

A fee of \$5.00 every 10 minutes will be added to the parent's account if a child is not picked up by 3:15 PM, or 6:00 PM if the child is enrolled in our after school program.

Before and After School Care

Parents will pay \$35.00 per week for both before and after school care, but they are also available individually.

Field Trip Fees

Fees for field trips will be charged as necessary.

Lunch

The cost for lunch is \$7.50 weekly, \$15.00 bi-monthly, or \$30.00 monthly to be paid in advance. Lunch is free for K3 and K4 students.

Late Fees and Unpaid Balances

Glad Tidings will be enforcing an old policy of charging late fees for late payments.

Monthly payments are due within the first **4 working days** each month. If a parent pays on the 5th working day or after, a **\$20.00** late fee will be charged to their account.

Bi-Monthly and **Bi-Weekly** payments are due on or before the **2nd working day** of the week that payment is due. Parents who pay after the 2nd working day will be charged a late fee of **\$15.00**.

Weekly payments are due by **Tuesday morning**, otherwise a late fee of **\$10.00** will be charged.

Absolutely no exceptions.

Unpaid Balances

If a parent leaves Glad Tidings owing a **balance**, we will use our attorneys to recover the balance. Also, Glad Tidings will not give that parent our information for tax purposes. In the event that the parent transfers their student to another school, we will not release any information that the school requests from us.

Health Policy

Each child is required by our school to present a doctor's medical report, including the hepatitis B immunization series. Shot records must be kept current.

No child that is apparently ill with fever, vomiting, diarrhea, redness of the eye(s), pinkeye, throat or skin eruptions or obvious irritations, contagious rashes, impetigo, ring worm, yellow or green discharge due to colds, chicken pox, measles, etc. will be accepted until such conditions are cleared up and the child is released to return to school by his/her doctor.

Please call and notify the teacher if your child will not be attending on given day or if your child will be arriving later than **9:00 AM**.

In an emergency situation, or when you call to inform us that you will not be able to pick up your child that day, you will need to give us a **name** and **description** of persons picking your child up.

Administration of Medication and Injuries

Prescription Medicines will be administered as follows:

The parent/guardian must sign the release form allowing medication to be administered while at school.

Prescription medicines must be labeled with the **student's name, physician's name, prescription number and date, name of medication, dosage required, and frequency of dosage**. Medication will be administered according to the prescription. The prescription order will be discussed thoroughly with the parent before the medication is administered. We request that you log the medication in upon arrival.

Staff will document the time that the medication was administered, as well as the time that the administration was reported to us by the parent/guardian.

We do have an RN on call.

Emergency Medical Care

The service of **Children's Mercy Hospital** will be utilized in an emergency situation unless otherwise noted on your child's application form. All emergency cards must be completed and signed by the parent or guardian upon enrollment.

Local emergency response teams will respond to any emergency situation that arises when children are away on special outings. Paramedics responding to the call may need to determine the hospital to be utilized during these times. Emergency information will be taken on field trips and outings.

Please be sure to list **all** allergies that your child has and pertinent information regarding your child's medication, i.e. asthma, tubes in ears, etc. Your child cannot be treated without you present unless you as the parent and/or legal guardian have signed the **medical treatment release form**.

Tylenol will be administered if a fever develops and you have authorized us to do so. We will notify you that we have administered the Tylenol and let you know if your child needs to be taken home.

All medication will be stored in a special health/first aid cabinet and out of the children's reach.

When a student is hurt on the playground or in the classroom, the teacher on duty will determine the extent of the injury. **Injuries that break the skin** are washed and bandages are applied if needed. **Bruises** and **bumps** are treated with cold compresses or an ice application. Parents or the emergency contact will be notified immediately of any serious injury. Depending on the severity of the injury, either an ambulance will be called or staff will take the child to the designated hospital.

Curriculum

We use **A BEKA Book Curriculum** in its entirety, which has proven to be very successful for the past twenty years.

Almost all of our students are at least 2 grade levels above Public School standards.

Nutrition/Diet

Glad Tidings Christian Academy provides nutritious, well balanced **breakfast, snacks, and lunch**. All food served is in compliance with the State/Federal guidelines. Menus are posted on the bulletin board in the main hall on the **Parent Bulletin Board**.

Breakfast will be served from 7:30 AM until 8:20 AM. If your child/children arrive after those hours, please be certain to feed them.

Your child may bring their own lunch boxes, but we will be unable to provide refrigeration, so please be sure that their meals are in **insulated lunch boxes**.

Breakfast, lunch, and snack times provide excellent opportunities to develop positive attitudes towards healthy foods, to socialize and learn proper food and table etiquette, and to thoroughly observe, explore, and enjoy a variety of foods.

The cost for lunch is **\$7.50** weekly, **\$15.00** bi-monthly, or **\$30.00** monthly to be paid in advance.

Evacuations

Emergency evacuation drills will be held throughout the year. An evacuation plan is placed in the hallway for your inspection.

Fire drills and **Tornado drills** are done 3 times yearly.

Daily Schedule

Breakfast is Served – *for Elementary ages*
7:30 AM – 8:10 AM *No exceptions, please*

Arrival – 8:15 AM

Dismissal – 3:15 PM

Please Note

Your child must be picked up no later than **3:30 PM** if he/she is not in after school care, and **6:00 PM** if he/she is in after school care. After 3:30 or 6:00, you will have to sign the late pick up sheet and you will be charged **\$5.00** for every **10 minutes** you are late. You may use cash or check to make your payment every time you have a late pick up. Please call us to let us know if you will be late. Late fees will still apply.

Discharge Policy

Sometimes it is in the best interest of a child or other children and staff to cancel enrollment for a particular child. The following are some possible reasons for the cancellation of enrollment:

1. If the staff feels they cannot meet the child's needs or if the child is not able to adjust to our routine within 4 to 6 weeks.
2. If you fail to follow the policies as outlined in the parent handbook.
3. If your child poses a threat to himself or others, including the staff.
4. Health or medical concerns with which we are unable to cope.
5. Conduct of parent which disturbs the peace and order of the School or threatens the safety and welfare of the children and/or staff and volunteers.

Discipline pt.1

We believe in order for a child to be an obedient, responsible, and productive person, he or she must be taught discipline. This must be taught at a very young age. Discipline simply means to be in control of one's self; that includes behavior. Many children have a problem with being disciplined and as a result are a problem to the people they come in contact with.

We believe in teaching discipline the biblical way: by modeling appropriate behaviors and lifestyles so that our children at school can emulate such behaviors. Based on our philosophy, discipline is utilized by adults to help children change unacceptable behavior and by identifying those behaviors thus giving them the opportunity to learn behaviors that are acceptable.

- A.** We accept the child's need to assert themselves as they are in the process of becoming independent and testing limits/boundaries.
- B.** We set responsible and appropriate limits, clearly defined and consistently maintained, within a nurturing environment with a sense of firmness.

Discipline pt.2

- C. We take action when needed, but we help the child acknowledge their feelings. We intercede when guidance and direction is needed, giving the opportunity to children, whenever possible, to settle disputes between themselves.
- D. We analyze the reasons for continued, repeated misbehavior.
- E. By careful planning of the environment and daily schedule, keeping groups small, and limiting waiting times, we attempt to minimize conflicts and discipline problems.

If there is a serious problem with a child's behavior, that child is assigned to a **time-out** space in the room after discussing the problem and consequence. The time limit is dependent on the maturity of the child. The teacher accepts the child back into the group after that time and reminds the child to be obedient and follow instructions.

If the child continues to have a difficult time adjusting, the teacher and Administration will **meet with the parent(s)/legal guardian** to develop a behavior program that will be implemented at school and at home. If the behavior problems continue, the Director will use **spanking if the parent gives signed consent**.

Discipline pt.3

We do have some guidelines towards corporal discipline, and you will be asked to sign our **Discipline Policy Sheet**.

Spanking will be done only for very serious offences, i.e. after all other steps have been taken to correct the situation and the student knowingly tries to defy authority, e.g. cursing, fighting, stealing, being defiant to authority.

Spanking will be done in the office by the Administrator or assistant to the Administrator.

Spanking may entail swatting with a ruler on the behind.

Spanking is not abuse. **Proverbs 19:18, 13:24 and 22:15** speaks about this.

This final resort is to try to bring about a change in the child's behavior that is not obtained by any of the other disciplinary actions we have used.

Parents, we need you to work with us. If your child reports an incident to you that they were involved in, please do not hesitate to contact Administration. This will enable us to get to the bottom of the situation and correct it immediately.

Breaking/Destroying Equipment Materials

Parents will be responsible for the cost of a classroom item if the item is deliberately destroyed or broken by the child. If the parent cannot pay us directly, we will arrange for the cost of the item to be attached to your fees and we will arrange for repayment.

Confidentiality

All records and information concerning your child and/or your family will be maintained as confidential. Information concerning your child will only be given out with written consent.

Each child will have a cubby labeled with his/her name for storage of personal belongings.

Personal Belongings

Please **do not allow** your child to bring toys or other items from home unless requested by your child's teacher for Show and Tell. This practice encourages stealing, fighting, and lying.

Field Trips

Field trips and **special outings** will be planned throughout the year. Where the parent is not required to attend the trips with the child, permission to participate in such trips must be given to us in writing by the parent. Mini walking trips will be enjoyed by the children. Safety, as always will be our main concern on all trips.

Outside Recreation

We will utilize outside play whenever the weather permits. It has been proven that children who get fresh air daily have less incidents of illness and recover quickly when ill. Teachers will use good judgement on deciding if children will go outside due to weather and other prevailing conditions.

Taking Thing Home

If you find that your child has brought home materials from the classroom that they were not supposed to take home, please return the materials when you arrive at school the very next day.

Special Thanks

Thank You, again for choosing Glad Tidings Christian School as your child's education provider.

If you are aware of any person, business, or corporation who can assist us with scholarships or donations of any kind, we will be more than grateful and will give **them a receipt for tax purposes** for the value of goods or cash donated.

