



@ First Baptist Church Douglasville

“And He took a child and put him in the midst of them, and taking him in His arms, He said to the, ‘Whoever receives one such child in my name receives me...’” Mark 9:36-37 (ESV)

# Go Christian Academy Parent/Student Handbook First Baptist Church Douglasville

## **Administration**

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## **Contact Information**

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## **School Colors**

Navy blue and white

## **School Mission Statement**

We exist to form a partnership with parents to provide a strong spiritual and educational foundation in a loving, nurturing, Christ-centered environment.

## **First Baptist Douglasville Mission Statement**

We exist to display the glory of God by making disciples and proclaiming the Gospel throughout the world. (Matthew 28:16-20)

Dear GCA Parents and Families,

We believe that God has given First Baptist Douglasville the mission of becoming a multi-cultural, multi-generational, multiplying church. This mission is grounded in the words of Jesus in Matthew 28:19-20. There, Jesus proclaimed: "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." Therefore, Go Christian Academy (GCA) plays a strategic role in accomplishing this mission.

Through the ministry of GCA, we have the opportunity to reach and build families right here in our community. We want to be a blessing to the families in our city. We have the opportunity to impact future generations. The Bible says in Psalm 127:3-4, "Behold, children are a heritage from the Lord, the fruit of the womb a reward. Like arrows in the hand of a warrior are the children of one's youth." At GCA, we see each one of your children as a blessing from God and it is our privilege to partner with you in their education and spiritual development.

Thank you for entrusting your precious children to us. We pray that God will bless you and your family through Go Christian Academy at First Baptist Douglasville.

In Christ,

Tim Akin  
Senior Pastor  
First Baptist Douglasville

August 2020

Dear GCA Parents and Guardians,

Thank you so much for sending us your child. You are allowing us to partner with you in a very critical time in your child's development. We understand the significance of that. We want to provide an environment that is safe, comfortable, and loving for your child. Our desire is that he/she wakes up excited about going to school because it's a great place to be. Our teachers are excellent, and they will work hard to develop your child educationally, emotionally, and socially. More than anything, we want your child to grow in the grace and knowledge of Jesus Christ. Even at this young age, we want your child to know Jesus and we build everything we do around a Biblical Worldview. We make school and individual child decisions based on what is best for the child and what glorifies God. It truly is a privilege to be in a place where we can provide your child with the greatest news of all.

Part of being a partner means we hold a mutual trust. All of us – parent and school – want what is best for our children. As we understand this, then we can work together well. Communication is a huge part of a strong partnership. Work with the teacher, ask questions, share your concerns and be open to our feedback. You will see that your child is loved and known.

It's going to be a great year and I am so thankful that we are all on this road traveling together.

In Christ,

Monte Beaver  
GCA Head of School

## **First Baptist Church Douglasville Core Beliefs**

The Holy Bible was written by men, divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

### **About God the Father**

God is the creator and ruler of the universe. He has eternally existed in three persons - the Father, the Son and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1, 26, 27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; 1 Corinthians 13:14

### **About God the Son - Jesus Christ**

Jesus Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus lived a sinless, human life and offered himself as the perfect sacrifice for the sins of all men by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He made provision for the redemption of men from sin. He ascended to heaven's glory and will return to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22, 23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14, Corinthians 15:3; Romans 1:3, 4; Acts 1:9; 1 Timothy 6:14,15; Titus 2:13

### **About God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He exalts Christ. He convicts men of sin, of righteousness and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service.

John 3:5-6; John 14:26; Titus 3:6; Romans 8:26; Acts 2:38; Matthew 28:18-20

## **About Man**

Man is the special creation of God, in His own image. He created them male and female as the crowning work of His creation. By his free choice man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses dignity and is worthy of respect and Christian love.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6; Romans 3:23; Isaiah 59:1, 2

## **About Eternity**

Man was created to exist forever. He will either exist eternally separated from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are places of eternal existence.

John 3:16; John 2:25; John 5 -13; Romans 6:23; Revelation 20:15; 1John 5:12; Matthew 25:31-46.

## **About Salvation**

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification.

Ephesians 2:4-10; Titus 2:11-14; James 2:14-26; Colossians 3:1-7; Romans 5:15-17



## **Go Christian Academy**

Go Christian Academy is a ministry of First Baptist Church and is open to all children on a non-discriminatory basis. Our program is child-centered and Bible-based, using a wide variety of developmentally appropriate experiences for every child. At Go Christian Academy, we want to offer parents a school for their children that is safe, affordable, built on academics and spiritual learning, all centered on Jesus' love.

It is our desire to welcome each student as Jesus taught in this verse, "He took a child and put him in the midst of them, and taking him in His arms, He said to them 'Whoever receives one such child in my name receives me.'"Mark 9:36-37 (ESV)

We want to ensure that the learning of God, Jesus, the Bible, the church, self, community, world, and creation, along with embracing the physical, mental, emotional, social, and spiritual foundation of each child is met, along with all the academics that are taught.

### **Philosophy**

We believe in the value and uniqueness of each child we serve. We endeavor to lead each student to a deep, personal relationship with Jesus Christ. The church, the school, and parents maintain necessary and equal purposes.

The staff at Go Christian Academy recognizes the importance of developmental stages in the education of the whole child. We believe that we should promote an atmosphere conducive to achieving developmental readiness and promoting academic, cognitive, social, emotional, physical, and spiritual goals.

A classroom environment which encourages, demonstrates, and rewards positive participation is important to the child. Also, an environment which extends the opportunity to each child to develop skills in critical thinking, problem solving, creative and divergent thinking, and language skills is the foundation of a quality educational program. To fulfill the concept of educating the whole child, we hold the tenets of providing artistic and cultural experiences to further the development of the child.

## **Mission**

Our mission at GCA is to provide a program in a warm, loving, Christ centered environment which promotes emotional, intellectual, physical, social, and spiritual growth. We accomplish this by establishing a strong, educational, social, and spiritual foundation for every child through:

- Sharing God's love.
- Supporting parents and guardians in their God-given responsibility to nurture and train their children.
- Equipping learners with age appropriate academics and tools that are necessary to realize their God-given potential-spiritually, academically, socially, emotionally, ethically, and physically.
- Developing social skills and Godly character in learners, which enables them to meet the challenges that life brings.
- Enrolling learners from a diverse population-economically, socially, and educationally-- who can be successful while accomplishing a challenging curriculum.

At Go Christian Academy our goal is to give each child an education which is appropriate to this stage of development, one that will be immediately satisfying to students, and one that will help them build good foundations for the years ahead. We try through practice to help develop strong individual thinking skills. We are interested in discovering the traits and abilities of each child and in helping each child make the most of their potential.

## **Curriculum Overview**

The curriculum used by Go Christian Academy is WEE Learn for our ones through three-year-old classes. WEE Learn is produced by LifeWay Christian Resources. The WEE Learn Curriculum is designed to offer learning activities which are directed toward language, reading readiness, math, and social skills. This program is designed to help Pre-Kindergarteners develop as Jesus did - physically, mentally, spiritually, and socially (Luke 2:52).

We also use the ABEKA curriculum for writing and phonics, and Hands on Math for our Pre-K 4 classes.

We use the full ABEKA curriculum in our Kindergarten classes including the Bible curriculum, and the ABEKA and Bob Jones University Christian curriculum for the 1st and 2<sup>nd</sup> grade.

The ABEKA and Bob Jones curriculum provides for math, science, social studies, language arts, writing, reading, phonics, and art. Both curriculums cover all

Georgia Standards and have been approved by the Georgia Accreditation Association.

The Bible curriculum teaches the stories from the beginning of the Bible starting with Genesis and the creation and goes all the way through the New Testament teaching the life of Jesus and the life of Paul by learning scripture verses, with scripture questions and answers, and prayer.

Additionally, we offer Music and Movement and playground or gym time for our Ones - Kindergarten classes. Pre-K 4 and Kindergarten also receive Spanish and Technology.

Our 1<sup>st</sup> grade and 2<sup>nd</sup> grade specials will include Music, Art, Technology, Spanish, and PE. Students will visit the church library and be able to check out books weekly. Our church library is updated with age appropriate books and promotes young readers to develop the love of reading.

Throughout the year, we have "in-house" field trips where different programs and events will be shared with the students in all classes. For example, we have visits from Curious Moon Puppets, Barn Yard Animals, Atlanta Zoo, and an array of programs, parties, and other events.

We believe at Go Christian Academy that the Preschool and Elementary school years are the beginning of a student's foundation for learning and that is where the love of learning begins. With that, it is our goal as educators to make sure that each student develops that love of learning and is well balanced academically, socially, physically, emotionally, and spiritually.

It is our prayer that you will come alongside us and let us partner with you in helping build those foundations for your child.

## **Teachers**

Go Christian Academy Teachers are dedicated in loving and nurturing each student in their classroom with an encouraging and caring atmosphere. We consider ourselves one big family where all teachers have a genuine care and interest in their students. They work and pray over them to succeed and grow spiritually and academically. Teachers at Go Christian Academy receive yearly training classes and up to date information to help them be more successful in the classroom. Our Elementary Teachers meet all accreditation standards set forth by the Georgia Accreditation Commission..

At Go Christian Academy we want to ensure that the learning of God, Jesus, the Bible, the church, self, community, world, and creation, along with embracing the physical, mental, emotional, social, and spiritual foundation of each child is met, along with all the academics that are taught.

## **Uniforms**

At Go Christian Academy, all Elementary students Kindergarten and up will be required to wear a basic uniform. We believe this will help with positive student behavior, academic performance, and overall success. Not only do uniforms eliminate a distraction for students, they allow teachers to focus on academics as well.

The uniforms required are very basic:

Red, navy and white shirt, crew neck or golf style with 3 buttons. Boys can wear navy or khaki shorts or pants.

Girls can wear navy or khaki shorts, pants, skorts, and jumpers. Tights may be worn under skorts or jumpers, navy, white or cream in color.

Closed-toe shoes are preferred especially on P.E. days. No flip flops at any time should be worn.

Please mark all items with your child's name that can be removed such as jackets and hats.

## **Preschool Clothing and Personal Belongings**

Your child should wear loose and comfortable clothing that can be managed with little help. Clothing should be suitable to the weather. Play clothes are preferred, as we may get messy! We also prefer closed-toe shoes. No flip flops are allowed..

Please send in a change of clothes for your child for each season. We will send home clothes at the end of the season and end of the school year.

Please mark all items with your child's name that can be removed such as jackets and hats.

Please refrain from your child bringing in personal toys, jewelry, or money from home. We have a lot of educational and fun toys at school. These items can also be easily lost.

### **General Admission Policy**

Go Christian Academy is open to all children on a non-discriminatory basis of race, color, nationality or ethnic origin in administration of its educational policies, admission policies, or any school-administered programs.

Registration for members of First Baptist, children presently enrolled and children who have had siblings enrolled in the past, begins the first week of February and opens to the public the first week of March. Applications of current students or current families will be accepted on a first come, first served basis. Once an elementary application for a new family has been processed, an enrollment interview will be scheduled before acceptance can be offered.

Applications must be accompanied by an application fee of \$100. Application fees are non-refundable.

### **Tuition**

Each child will have a tuition folder that will go home in book bags the last week of the month. The folder should have the child's name and that tuition is due on the first of the month. Included in the envelope will be the newsletter, class update, and any other pertinent information.

Tuition is due on the first of each month and is late after the 10th of each month, resulting in a \$10 late fee. Tuition payments made by check should be placed in the tuition envelope and returned to school in the child's bag. Tuition can also be paid on-line. Call the school if you need directions for paying on-line.

There is a one-time activity fee due with 1<sup>st</sup> month's tuition. Activity fees cover all programs, "inhouse" and off campus field trips (for kindergarten and elementary students). The activity fee is according to what age/class a student is in. Please see GCA school brochure for those fees.

In the event of withdrawal from the school, a two-week notice is required, otherwise tuition is expected.

Go Christian Academy reserves the right to dismiss any child for the following reason:

- Failure to meet monthly tuition fees.
- Severe discipline problems where other students are placed in danger.
- Other reasons where the school administration conclude that dismissal is in the best interest of the child and/or school.

## **Attendance/Tardiness**

Go Christian Academy **Preschool** begins at 8:50 drop off and dismisses at 1:00 p.m. Parents of Preschoolers will use our morning carpool drop off by the school's playground. Carpool for Preschoolers ends at 9:10. After that time they will need to be walked in entering the front entrance of the church and check-in is at the GCA main desk. The front doors will be locked for student security. To gain entrance, parents should call the main desk, 770-942-4504 and someone will come greet you at the front door and escort you to the main desk.

At dismissal time for **Preschool**, parents will follow a similar pattern to morning drop off. Parents will pick up their students at the school's playground. Children will be escorted to their cars by the GCA staff.

For Go Christian Academy **Kindergarten and Elementary students** school begins at 8:40. Carpool for these students begins at 8:25 and ends at 8:40. Any elementary student that arrives after 8:40 will need to be walked in and checked in at the GCA main desk. The front doors will be locked for security. Call the school's main number, 770-942-4504, and someone will greet you at the door and escort you to the GCA main desk. Drop off for Kindergarten and Elementary students will be located in the front of the church under the big awning.

Pickup for **Kindergarten and Elementary students** begins at 3:15. Parents will pick up their child at the same place as drop off. Parents will remain in their car and a GCA staff member will escort children to their cars.

It is important that your child arrives on time and is picked up on time. If there is an amount of late pick up, a late fee of \$5.00 per minute will be charged for those picked up after 1:15 (3:30 for elementary students) unless specifically cleared with the Administration.

Attendance for all Preschool and Elementary school students will be kept daily.

For our Elementary students, tardies and days absent will be counted.

## **Attendance Policy for Elementary Students**

It is important that students have regular attendance and avoid excessive absences and/or tardiness. Excessive absences are more than 10. Any absence after 10 can only be excused with a doctor's note. The student will not be allowed to make up work for any unexcused absence after 10 total absences.

Excused absences will be allowed for the following:

- Illness or injury – a doctor's excuse is required for 4 or more consecutive absences.
- Death in immediate family
- Medical or dental appointment
- Religious observances
- Inclement weather – staff will notify parents of closing and reopening of school in case of inclement weather. GCA follows the Douglas County School System on all inclement weather closings. GCA also reserves the right to make scheduling decisions for school regarding reasonable safety boundaries with authority approval.

Attendance is very important for a student's academic success. If absences began to have an educational impact on a student, the administration will reach out to the parent to set up a conference.

GCA will not release students to any person under the age of 18 or to any person without prior written approval from a parent. GCA will not release students to any person without a dashboard card for carpool pick up.

## **Sicknesses and Illness**

For the protection of all GCA students and other children, parents are asked not to bring a child to school if they appear sick. A child should stay home when ANY of the following exists:

- Fever of 100 degrees or above - Must be fever free for 24 hours without medication before returning back to school.
- Vomiting or diarrhea - Must be free of symptoms for 24 hours before returning to school.
- Any symptoms of childhood diseases of hand foot and mouth, scarlet fever, chicken pox, measles, mumps, or whooping cough
- Bad cold - green runny nose - sign of infection.
- Sore, red throat.
- Croup
- Any unexplained rashes
- Any skin infections
- Pink eye/eye infections

Children who appear sick or start running a fever during school will be isolated and parents/guardians will be contacted. If your child contracts a contagious illness following a school session, please contact the Director or child's teacher so they may inform other parents to take preventative care. Thank you so much in advance for following these procedures.

## **Go Christian Academy**

### **COVID-19 Plan**

#### **School**

- According to the World Health Organization, if there are no symptoms, it is best for children to keep them in school.
- Our school will continue to be a welcoming, respectful, inclusive, and supportive environment for our children. Our love and compassion for our students will not change. To keep our students safe and healthy some of our practices will change.
- When children are dropped off each morning, we will do a temperature check. Students with a fever will have to return home.
- Parents will be called to pick up their child if he/she is found to have a fever once school has begun.
- We will work hard to practice proper social distancing. Our class sizes and the size of our rooms are conducive to complying to social distancing requirements; however, we recognize that with children, appropriate social distance is not always possible.
- Masks are strongly recommended for our children, but they are not required. We will encourage students to wear masks when our activities will not allow proper social distancing. Masks are not recommended for children 2 years and younger.
- Our teachers and staff will be wearing masks whenever appropriate and reasonable. In some instructional circumstances wearing a mask is not possible for our teachers.
- We will control items in the classroom that are touched by students. Once a toy or other item is touched by one student, another student will not touch it until it has been wiped down.
- Our classes will begin the year as distinct and separate units. The only contact a child will have will be with the children in his/her class. We will not have assemblies or worship gatherings that include multiple classes. We have arranged our specials schedule and our playground schedule so that classes remain separated and do not have contact with other classes.

- To control the number of people in the building, parents will drop children off with a GCA employee in the carpool line in the morning. In the afternoon, GCA staff will escort your child to your car in the parking lot. Parents will not enter the building before or after school.
- We will have an isolation room for any child who shows COVID-19 symptoms.
- We will provide a separate and designated space for students to store personal belongings.
- Students will provide their own supplies. We will not have communal supplies.
- We will not take any off-campus field trips where we cannot practice proper social distancing when transporting students.
- We will not allow any unnecessary visitors into the classroom area.
- We will not have large gatherings of students in one place where we cannot practice proper social distance.
- GCA and Church staff will sanitize all touched surfaces frequently. We will follow all sanitation guidelines from the CDC.
- The FBC staff will do a deep cleaning of the classrooms and hallways each evening.

#### Students and Parents/Guardians

- Please let the school know if someone in your home has been diagnosed.
- Please do not send your student to school if someone in your home has been diagnosed and your student has been exposed. Call the school and we will discuss when your student can return.
- Please do not send your student to school if he/she has experienced any COVID-19 symptoms which include:
  - o Fever over 100 degrees
  - o Cough
  - o Shortness of breath not related to a medical condition
  - o Sore throat
  - o Diarrhea or abdominal pain
  - o Vomiting
  - o Congestion not associated with allergies
  - o Muscle Aches
  - o Loss of taste or smell
  - o Chills or repeated shaking
  - o Headache

## Return to School Guidance

- Children and adults who have had direct exposure but display no symptoms must quarantine for 14 days. Their temperature should be checked twice per day. They should practice social distancing. If after 14 days, no symptoms occur, the child or adult can return to school.
- Children and adults who have been directly exposed and have at least 1 symptom cannot return until 3 days of no fever without fever medication and at least 10 days have passed since the first symptom.
- Children and adults who have been diagnosed but with no symptoms can return to school after at least 10 days have passed since the positive lab test and the person remains asymptomatic.
- Children and adults who have been diagnosed and have symptoms can return to school after at least 3 days have passed with no fever without medication AND improvement in the respiratory system AND at least 10 days have passed since symptoms first appeared.
- For students who stay at home because they have symptoms but are not diagnosed with COVID-19:

For fever, consistent cough, or loss of taste and smell, keep your child home for 72 hours with no symptoms and with no medicine. You can send them back sooner with a doctor's note saying it was something other than COVID-19 (and not contagious) or you can send them back sooner with a negative COVID-19 test if all symptoms are gone. Remember, even if it's not COVID, there are other illnesses that are contagious.

For any of the other symptoms, after 24 hours without the symptom and no medicine, a child can come back to school.

If a student has two or more symptoms, they must stay home for 14 days. They can come back sooner with a doctor's note saying it was something other than COVID-19 or they can come back after a negative COVID-19 test.

- If an adult or child is around someone who has been exposed to COVID-19, but not diagnosed positive, no changes are necessary. Continue to follow the safety practices already being followed. Quarantining is necessary when someone has had direct exposure to someone diagnosed with COVID-19.

## Inclement Weather Policy

GCA follows Douglas County School system for inclement weather closings. Staff will notify parents of closing and reopening of school in case of inclement weather. Go Christian Academy also reserves the right to make scheduling decisions for the school regarding reasonable safety boundaries with authority approval.

## **Parties, Special Occasions, Programs, field Trips and other Information**

### **Birthday Parties**

Parents are welcome to bring refreshments for birthdays. Please contact your child's teacher to coordinate. Check with your child's teacher for any allergies in the classroom. Please make sure any goodie bags that are sent in are sealed and enough for every child in the classroom. Latex balloons are not allowed at GCA as these present a choking hazard. Birthday party invitations may be distributed only if all children in the class receive one.

### **Field Trips and "In House Field Trips"**

At GCA, we are excited to have so many fun learning activities and programs for our students. All the Preschool students get to attend our "In House Field Trips". These activities are programs that come to our campus to provide extra learning experiences for our students. Some of these programs include the Puppetry of Arts, The Science Guy, Atlanta Zoo, Barn Yard Animals, Pet Day, and many Community Service Helpers visit our school with wonderful programs to share with the students.

Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade will also attend off campus field trips. Some of the field trips in the past have been to the Pumpkin Patch and a tour of Chick-fil-A.

Parents or guardians will need to transport students to off campus field trips. Your teachers will direct you on where to meet for each field trip.

Parents/guardians who transport students for field trips certify that their vehicle is covered by insurance by the Georgia State Law.

The Activity fee to cover these opportunities is as follow: Elementary Grades-\$80, Pre-K Fours--\$60, Threes-\$50, Twos-\$30, Ones-\$20.

Parents are allowed to attend these activities, and or be chaperones to the office campus Field Trips. Parents will be notified and will receive information when these programs visit our school.

### **Programs**

Throughout the year we have special programs and activities for each age group and grade. You will receive a calendar and a newsletter from your child's teacher each month that will help inform you of all the activities your child will be having in their classroom. Some of the extra programs we have throughout the year are; "Thanksgiving Program", Muffins with Mom night out, Father's Night, Kindergarten graduation, and the End of the Year program.

## **Book Orders**

Each month we offer book orders from several companies. Go Christian Academy uses discernment in determining which books we choose to buy and place on our bookshelves. Participating in these book clubs enables us to purchase quality books at affordable prices and receive many free books.

GCA does not endorse every book offered in the book clubs and asks that you carefully choose the books you purchase for your children. You will receive a book order form each month in your tuition folder. You are under NO obligation to purchase books.

## **Fundraising**

All fundraising activities for Go Christian Academy are to be approved by the administration. We do appreciate all participation in our fundraisers. The funds raised from these fundraisers are used to help buy additional supplies, equipment, or materials for the school that go beyond our normal expenses.

## **Our Days at GCA**

At Go Christian Academy, students are given a choice of activities. Some children may be working independently or be involved in activities at the learning centers. They may be working individually or in small groups. The teacher may work with a single child or a small group or supervise the entire group. Included in the activities are opportunities for dramatic play, arts, blocks, science experiences, and other activities planned by the teacher.

During large group time the class will discuss daily activities, the weather, and calendar. The teacher will tell a Bible story, read a book, sing or recite finger play, or sing or move to music.

During small group time the class is divided into small groups for specialized activities. It is during this time that children will participate in activities which will introduce or reinforce concepts that are appropriate for their age.

Outdoor activity is the time where children climb, run, jump, and use large muscles. Total development depends on refinement of the skill of locomotion (the power of moving from one location to another), balance, and awareness of space. Cooperation and working relations are emphasized.

**Preschool** students will need to supply a beach towel or small mat for a brief rest time. We do not nap at GCA, but we do allow children to rest quietly on their towels and this is usually done after lunch.

## **Lunches**

Each day a lunch will be served that you provide. It is hoped that you will use the list provided as a suggestion for the types of foods you will send in their lunch box with ice pack included daily. NO candy or gum is permitted, and we ask that you avoid sending excessively sweet cookies. Also, lunches containing artificial sweeteners are not acceptable. We ask that you do not bring your student food from a restaurant. The main reason is we are trying to encourage our children to eat healthy food. GCA will not serve and please do not send in popcorn, hot dogs, carrot sticks, celery sticks, peanuts, or any other food that may lodge in a child's throat and cause choking. If a lunch is sent in that we determine may cause choking, we will return that item back to you. Also, time will not allow us to cook or heat up any foods.

Some Nutritious Lunch Item suggestions are:

Melon Balls

Raisins

Sunflower

Seeds

Cheese Crackers

Goldfish Crackers

Ritz Crackers

Jell-O

Cooked Chicken Nuggets

Pretzels

Crushed Pineapple

Applesauce

Seedless Grapes (Cut in half lengthwise)

Dried Fruit

Nutritious Cookies

Cheerios

Yogurt

Cooked Mac and cheese

Cup of soup

Lunchables

Graham Crackers

Mandarin Oranges

Bananas

Peanut Butter Crustables

Simple Sandwiches

Cheese and Ham/Turkey Roll Up

Fruit Loops

Cooked Pizza

Strawberries Shredded

Carrots Cheese

Muffins Granola

Bars

Orange Sections Vanilla

Wafers

## **Specials**

At GCA we offer many other activities for our students:

### **Music and Movement Class**

A music and movement class will be provided for all GCA students once a week, for Preschool and Elementary students. The elements of music, rhythm, melody, harmony, form, style, and expression will be introduced through age appropriate performing, moving, creating, and listening. All types of music will be used including folk, classical, patriotic, and Christian.

### **Spanish (Pre-K 4 and up)**

This class offers an introduction to Spanish using games, songs, and other activities. All elementary students will use the Bob Jones University curriculum for their Spanish class. This class will take an innovative and engaging approach to helping students learn basic Spanish, listen to the gospel in Spanish, and study Spanish speaking countries around the world.

### **Technology (Pre-K 4 and up)**

At Go Christian Academy we are pleased to offer a Technology class once a week for our Pre - K 4's and all Elementary students. In this class they are able to learn appropriate learning games, and to navigate on the Promethean board. All elementary students will have access to laptops during their technology class. These students will be learning keyboarding, how to navigate, and do research on computers as well as fun learning games.

### **Art (Pre-K 4 and up)**

We will use the ABEKA curriculum for our art classes. The art class will use a wide variety of art activities from making a sponge painting to crafting a Hawaiian lei. Students will love the projects in this age-appropriate art program. They will develop their manipulative skills through coloring, painting, tracing, drawing, cutting, and gluing with a variety of materials. The projects are correlated with academics, Bible teaching, and the seasons.

### **Physical Education (Pre-K 4 and Elementary age students)**

Students will attend P.E. once a week where this class will provide students with a variety of physical activities that teach skills and promote lifelong active lifestyles!

## **Preparation for Dismissal**

Children discuss the day's work, secure any take home projects, and get coats and personal items together before departing for home. Parents should have the child's name card readily visible on the car's dashboard. Teachers will assist students into the car. It is the parent's responsibility to make sure their child is buckled in their car seat before leaving campus. Parents can pull into any available parking space to properly buckle in their child.

During dismissal, teachers are concentrating on the safety of every child in their classroom and making sure everyone gets picked up safely. We understand parents want to know how their child did. As the staff of Go Christian Academy we can assure you that your child had a great day at school. If there are any concerns, your child's teacher will contact you. Thank you in advance for your help in this matter.

It is required by Georgia State law that all children 80lbs and under and up to the 4'9" tall be in a federally approved child car seat. If any parent needs help with providing a car seat, please see our school Director for help.

Preschool will begin dismissal at 12:50 and will bring students out of the playground exit.

Half-day Kindergarten will also begin dismissal, but they will be picked up in the front of the church in the same place they were dropped off.

Full day Kindergarten, 1st grade and 2nd grade will dismiss in carpool in the front of the church building beginning at 3:15.

## **Miscellaneous Pertinent**

### **Information Students Records**

The school maintains a complete record, including a cumulative academic record for each elementary student. All materials in these files are treated as strictly confidential.

GCA requires all children's current immunization records, or a notarized affidavit from the Douglas County Health Department, a current emergency contact form, the "All about Me" pink form, and a media release form for each student. All these forms need to be filled out and returned to the school within 3 weeks of starting school.

Parents or guardians have the right to inspect and review official records, files and data directly relating to their children. All records will be reviewed or inspected in the presence of an administrator so that proper explanation may be given.

No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.

## **Change of Address, Phone or Email**

To maintain accurate communication between home and school, it is vitally important that a parent/guardian notify GCA immediately of any changes in address, phone, custody, and email addresses, etc.

## **Child Custody**

Families who are in legal dispute over child custody or who are divorced are required to submit to the GCA office any legal documents with detail custody agreements. Both parents are responsible for the financial obligation to GCA unless otherwise stated in court documents.

These documents will be placed in the student's personal file and specifications from those documents will be followed.

## **Discipline**

Discipline means setting and adhering to standards of behavior. Discipline is an essential preparation for the outside world. If an adult cares about a child, he/she will provide guidance and discipline.

Teachers use positive guidance techniques to direct children's behavior. Physical punishment or verbal abuse by any teacher is not allowed.

Our goal of discipline is to help children learn an inner control over their own behavior. This is best done by helping children express emotions using words rather than physical force.

Teachers create a positive environment for children by having clear and consistent rules.

Teachers can create positive behavior by:

- Redirecting children when their behavior is inappropriate.
- Encouraging and reinforcing specific positive behavior by children.
- Allowing children to experience natural and logical consequences of their behavior.

Children whose behavior is out of control are helped to regain their composure by a calm, reassuring teacher. A short period of time away from the group activity is a helpful way for some children to calm down and return to appropriate behavior.

Conferences may be scheduled with parents to discuss concerns about a child's behavior in order to gain understanding of ways to work better with the child. Our goal is to work in partnership with parents. In severe cases of out of control behavior, when the child is endangering himself/herself, others, staff, or property, it may be necessary for GCA to request the parents to take the child home for the remainder of the day.

For elementary students, teachers will work with your student and communicate with you when behavior problems occur. Our hope is that through good communication with the parent and support from the parent, behavior problems can be corrected. However, there may be times that a student's behavior is such a problem that it is endangering the safety of himself/herself or others, or the behavior is so disruptive that the teacher cannot effectively teach the other children. When this happens, the child will be taken to an administrator for some time out of class. The hope is that time away and some guidance from an administrator will help correct the behavior. If a child is sent from the classroom for disruptive or harmful behavior 3 times, an administrator will contact you to set up a conference to discuss a behavior plan. We want to continue to try behavior interventions that will help correct the behavior and we will work in partnership with you to accomplish that. Suspension and dismissal would be possible consequences if the behavior continues.

### **Helpful Hints to help for your Child's Day be Happy**

Make sure your child gets to bed at an early and consistent time each night. Fatigue is one of the biggest causes of inappropriate behavior in both adults and children.

Wake your child each morning with a joyful tone to your voice. Wake them early enough for him/her to leisurely prepare for school. It is far better to wake the child 15 to 30 minutes early than to pressure the child to "hurry so you won't be late."

It is important that each child have an adequate and nourishing breakfast each morning. A snack will be served, but it is not sufficient to replace breakfast.

Observe your child carefully each morning. If they are not feeling well, are running a fever, or have a rash, please keep them at home.

Help your child anticipate the joys of the day by talking positively about the experiences that lie ahead. Talk to your child's teacher frequently so you will be aware of special plans or activities.

Keep us informed about your home situation. Talk to a member of the administrative staff or the teacher if there are special or unusual circumstances that cause stress at home. This can be the death of a pet, birth of a baby, loss of a friend or relative, or even stress between parents. By knowing the situation, we can be more supportive to the child and to you.

### **Summary**

It is well known and documented through educational research that the young child's thought processes are vastly different from older children and adults. It is entirely appropriate that learning activities are presented in a different approach.

Young children think "globally" in large chunks whereas adults tend to think in segments or learning modules. Therefore, when the young child is involved in an activity such as making soup, they are learning shape, color, size, name, volume, and cooperation all at once. Activities at Go Christian Academy are real hands-on experiences because the young child understands what can be seen and touched. Abstract concepts are foreign to them. While it is possible for young children to reproduce concepts such as written words or mathematic concepts, they do not internalize this until later. The goal at GCA, then, is to give these young children a real basis for learning to prepare them for their later years.

We are so excited that you have chosen Go Christian Academy for your child's school. We hope the information contained herein has been helpful to you. If you have any questions or concerns regarding any topic in this handbook, please seek clarification from a staff member.

Please sign the acknowledgement form stating that you have read, understand, and agree to GCA policies and procedures. We are here to help your child have a positive learning experience and help them build a wonderful foundation for learning. We will gladly help clarify information anytime you need it, so please know we are always open to help. Do not hesitate to ask for assistance.

**Notice of Exemption**

As the parent/guardian of the student attending Go Christian Academy Preschool, I acknowledge that I have been informed that Go Christian Academy of First Baptist Douglasville is exempt from being licensed by the Georgia Department of Early Care and Learning and is not required to be licensed. I have been informed that the GCA of First Baptist Douglasville carries liability insurance.