



Parent Handbook 2017-2018

*"Train up a child in the way he should go, and when he is old, he will not depart from it."
Proverbs 22:6*

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WELCOME TO GATEWAY PRESCHOOL ACADEMY

Welcome to Gateway Preschool Academy (GPA)! We believe it takes a village to raise a child. In doing so, GPA is committed to partnering with parents to prepare children for success. The name “Gateway” depicts an image of children, during their most formative years, preparing to successfully enter society with their God-ordained gifts, calling and purposes. It is a privilege to partake in the equipping of our next generation to become world changers, not mere followers. With this vision in mind, we will keep Christ central and seek His presence in all we do. We claim God’s promise from Genesis 22:17, 18 as our inheritance:

“I will indeed bless you and make your offspring as numerous as the stars in the sky and the sand on the seashore. Your offspring will possess the gates of their enemies. And all the nations of the earth will be blessed by your offspring because you have obeyed My command.”

Please use this handbook to further understand the procedures and requirements of GPA's preschool program. Have a blessed year!

OUR MISSION

Gateway Preschool Academy's mission is to train each child as a follower of Jesus, set apart for God by walking in obedience to Him and His commands.

OUR PHILOSOPHY AND VISION

Scientific research shows that the first years of a child’s life are the most formative. Therefore, parents and educators must establish a strong partnership to train them in the ways of the Lord, as well as shape their whole being to successfully enter society with their God-given gifts and talents. With this in mind, we are committed to instilling biblical truths through an integrated and developmentally appropriate program:

- **Christian worldview:** With the Bible as our guide, our curriculum and activities reflect God’s truths and principles. For example, we take a strong position against many cultural celebrations that are in direct contrast to God’s truths. We do not believe in mere and empty entertainment for our children.
- **Authority & Obedience:** We value the Biblical principle of submitting to and obeying authority. As children learn the importance of honoring and obeying parents, teachers, and leaders, they are being trained to ultimately obey and submit themselves under the Lordship of Jesus.
- **Self-Control:** We take God’s command to be self-controlled seriously, as it serves as a weapon against temptations and pressures of this world. Learning and practicing self-control from an early age serve as a lifelong godly quality.
- **Fear of the Lord:** The fear of the Lord is the beginning of wisdom (Psalm 111:10). We believe in a holy God who demands holiness in His children. This understanding guides us to live with a clear

conscience, to please the Lord in all our ways. Therefore, we are committed to lead our students with such holy fear and pray this into their lives.

OUR DISTINCTIVES

- **Academic Excellence** – We provide developmentally appropriate curriculum and training that will allow children to meet state requirements for kindergarten entry. Most importantly, our goal is to develop within each child a love of learning that will last a lifetime.
- **Biblical Training** - Our education is Christ-centered and Bible-centered. We believe the Bible is the authoritative Word of God (2 Tim. 3:16-17). Students are presented with the Gospel, which shows their need for a personal relationship with God and salvation through Jesus Christ. A daily **Bible Teaching and Response time** is a foundational curriculum to cultivate an intimate relationship with Jesus. This bible time allows children to meditate on a Bible passage or story, write out the verse, cultivate their hearts to dialogue with God, and receive individualized blessings from their teachers. We believe young children have the capacity to hear and obey God’s voice through His word.
- **Creative Education** – We engage children in various forms of creative activities such as the arts, music, drama, and science. These avenues of creativity serve as powerful tools for children to retain and apply their learning.
- **Culture and Worldview Training** – Using Biblical truths, we train our children to discern worldly practices and philosophies that are incompatible with God’s truth, and prepare them to become world changers and not followers.
- **Excellent Staff** – Our teachers and teaching assistants have (or are working towards) appropriate education required by Title 22 of California. Teachers and staff are certified in First Aid and CPR and will continue with ongoing development training in the field of early childhood education each year. Most importantly, our staff serves as partners and supporters to children and their families.
- **Partnership** - We believe that parents hold the primary authority and responsibility of educating and disciplining their children (Deut. 6:7, Eph. 6:4). We are dedicated to partner with and assist parents in their commitment to their children’s education and growth.

STATEMENT OF FAITH

Gateway Preschool Academy is a Christian school and therefore teaches Biblical truths and prayer to our students. This is an overview of our belief:

- We believe there is one God, existing eternally in three persons: Father, Son and Holy Spirit.
- Jesus is the true God and true man, conceived by the Holy Spirit and born of the virgin Mary. He died on the cross as a substitutionary sacrifice. All who believe in Him are justified through His shed blood. He rose from the dead according to the Scriptures.

- The Holy Spirit is a divine person, sent to indwell, guide, teach, and empower every believer.
- The Bible, both the Old and New Testaments, is inspired by God.
- Man was originally created in the image and likeness of God. Through disobedience, physical and spiritual death came about. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.
- Salvation has been provided through Jesus Christ for all men. Anyone who repents and believes is born again of the Holy Spirit, receives the gift of eternal life, and becomes a child of God.
- It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living.

CLASSROOM OVERVIEW

AGE OF CHILDREN TO BE SERVED

GPA serves children 2.5 – 6 years old.

The “**Little Lambs**” Class serves 2.5 to 3 years of age. To be eligible for this class, the child must be 2.5 years old on or before September 1st and potty trained OR in training (no diapers allowed). The teacher to child ratio for this class is 1:5.

The “**Growing Sheep**” Class serves children 3 to 4 years of age. To be eligible for this class, the child must be 3 years old on or before September 1st and potty trained. The teacher to child ratio for this class is 1:8.

The “**Soaring Eagles**” Class serves children 4 to 5 years of age. To be eligible for this class, the child must be 4 years old on or before September 1st and potty trained. The teacher to child ratio for this class is 1:10.

LITTLE LAMBS CURRICULUM AND GOALS

- **Spiritual:**
 - Daily Bible Time (bible stories and bible songs)
 - Opportunities to dialogue with God
 - Christ-like character building
- **Emotional:**
 - Love God, family, teachers and friends
 - Built trusting relationships with teachers and friends
 - Experience the joy of helping and sharing
 - Develop independence (i.e. dressing, toileting, hand washing, feeding)
 - Develop self-control

- **Social:**
 - Learn cooperation
 - Obey rules and submit to authority
 - Learn appropriate manners
 - Develop interpersonal skills and group interaction

- **Language:**
 - Build up and expand vocabulary
 - Ability to express feelings appropriately

- **Cognitive:**
 - Exposure and experience of various materials
 - Learn basic concepts of numbers and math
 - Learn phonics through zoo-phonics

- **Motor:**
 - **Gross Motor:** Encourage body movement and develop big muscles during outdoor play and activities
 - **Fine Motor:** Develop skills through exploration of hands-on activities and sensorial experiences

- **Creative:**
 - Develop creativity and imagination through art, music, dance, and dramatic play

LITTLE LAMBS TOILET TRAINING

The child must start the toilet training process at time of enrollment. Teachers will not change diapers, but will facilitate toilet training with the use of pull-ups or special training pants. Parents must supply training pants or pull-ups and extra change of clothing.

LITTLE LAMBS DAILY SCHEDULE

Morning Program

7:30 – 9:00	Early Drop Off
9:00 – 9:20	Arrival & Morning Activities
9:20 – 9:50	Academic Learning
9:50 – 10:00	Toileting/Hand Washing
10:00 – 10:20	Snack Time
10:20 – 10:50	Music & Carpet Time
10:50 – 11:40	Outdoor Play
11:40 – 12:00	Closing Group Time (includes Toileting/ Hand Washing)
12:00	Dismissal for Half Day Students <i>Half Day Students staying for lunch must be picked up by 12:30</i>

12:00 – 1:00	Lunch and Transition for Nap
1:00 – 3:00	Nap
3:00	Dismissal for Extended Day Students

Afternoon Program

3:00 – 3:30	Snack Time (includes Toileting /Hand Washing)
3:30 – 4:00	Afternoon Special Activities
4:00 – 5:00	Outdoor Play
5:00 – 6:00	Exploration Dismissal for Full Day Students

Schedule is subject to change to better serve the children and the curriculum.

GROWING SHEEP CURRICULUM AND GOALS

- **Spiritual:**
 - Children to understand they are made by God and for God
 - Daily Bible Time
 - Opportunities to dialogue with God
 - Christ-like character building
 - Bible lessons tracing through the New Testament
 - Cultivate worship through music and dance

- **Language & Literacy:**
 - To observe and listen
 - Increase receptive and expressive vocabulary
 - To use words and to combine them into appropriate phrases and sentences
 - To give appropriate responses to questions
 - Recognize upper and lower case letters and sounds associated with them
 - Print awareness through environmental print, dictating stories, reading signs and symbols, and books

- **Socio-Emotional:**
 - Trust in adult caregivers
 - Ability to accept rules and authority and follow classroom routines
 - Interpersonal skills and group interaction
 - Ability to express feelings appropriately
 - Develop self-control
 - Appropriate Manners
 - Understanding perspective of others
 - Problem-solving
 - Develop independence and responsibility (self-help skills)

- **Creativity:**
 - Opportunities and materials to express through the arts, music, dance, cooking, construction and drama
 - Encourage invention and experimentation
 - Encourage child's interests and talents

- **Science:** Using the ScienceStart! Curriculum, children will explore 4 modules focused on:
 - Neighborhood Habitat
 - Movement and Machines
 - Lights and Colors
 - Measurement and Mapping

- **Math:**
 - Identify shapes
 - Counting #1-30
 - Identify #1-20
 - Learn one-to-one correspondence
 - Number concepts
 - Quantitative concepts
 - Measuring concepts
 - Time concepts
 - Patterning
 - Identifying and labeling objects, pictures and shapes
 - Classifying and categorizing
 - Spatial relations
 - Estimating

- **Social Studies/Cultural:**
 - Develop concepts about community workers
 - Learn about family
 - Learn and appreciate different cultures and vocations

- **Motor:**
 - **Gross motor:**
 - Refine ability to move in a coordinated way using large muscles.
 - Develop skills through playground time and outdoor fun games
 - **Fine motor:**

- Refine ability to plan and coordinate use of grasp, release, strength and control of fingers and hands
- Develop skills through painting, writing, beading, stencils and similar activities
- Increasing ability to write using scribbles, symbols, letters and words to represent meaning

GROWING SHEEP DAILY SCHEDULE

Morning Program

7:30 – 9:00	Early Drop Off (Little Lambs Classroom)
9:00 – 9:30	Arrival Activities
9:30 – 10:00	Bible Time
10:00 – 10:20	Snack Time (Includes Toileting / Hand Washing)
10:20 – 10:45	Outdoor Play
10:55 – 11:15	Academic Learning
11:15 – 11:45	Exploration
11:45 – 12:00	Closing Group Time (Includes Toileting / Hand Washing)
12:00	Dismissal for Half-Day Students <i>Half Day Students staying for lunch must be picked up by 12:30.</i> *****
12:00 – 1:00	Lunch and Transition for Rest/Nap
1:00 – 3:00	Rest/Nap
3:00	Dismissal for Extended Day Students (Little Lambs Classroom) *****

Afternoon Program

3:00 – 3:30	Snack Time (Includes Toileting / Handwashing)
3:30 – 4:00	Afternoon Special Activities
4:00 – 5:00	Outdoor Play
5:00 – 6:00	Exploration Dismissal for Full Day Students (Little Lambs Classroom)

Schedule is subject to change to better serve the children and the curriculum.

SOARING EAGLES CURRICULUM AND GOALS

- **Spiritual:**
 - Children to understand they are made by God and for God
 - Daily Bible Time
 - Opportunities to dialogue with God
 - Christ-like character building
 - Bible lessons tracing through the Old Testament
 - Cultivate worship through music and dance

- **Language & Literacy:**
 - To observe and listen
 - Increase receptive and expressive vocabulary
 - To use words and to combine them into appropriate phrases and sentences
 - To give appropriate responses to questions
 - Recognize upper and lower case letters and sounds associated with them
 - Print awareness through environmental print, dictating stories, reading signs and symbols, and books

- **Socio-Emotional:**
 - Trust in adult caregivers
 - Ability to accept rules and authority and follow classroom routines
 - Interpersonal skills and group interaction
 - Ability to express feelings appropriately
 - Develop self-control
 - Appropriate Manners
 - Understanding perspective of others
 - Problem-solving
 - Develop independence and responsibility (self-help skills)

- **Creativity:**
 - Opportunities and materials to express through the arts, music, dance, cooking, construction and drama
 - Encourage invention and experimentation
 - Encourage child's interests and talents

- **Science and Social Studies:**
 - Community Helpers
 - Properties of Matter
 - Butterflies
 - Frogs
 - Ladybugs

- **Math:**
 - Identify shapes
 - Counting #1-30
 - Identify #1-20
 - Learn one-to-one correspondence
 - Number concepts
 - Quantitative concepts

- Measuring concepts
 - Time concepts
 - Patterning
 - Identifying and labeling objects, pictures and shapes
 - Classifying and categorizing
 - Spatial relations
 - Estimating
- **Motor:**
 - **Gross motor:**
 - Refine ability to move in a coordinated way using large muscles.
 - Develop skills through playground time and outdoor fun games
 - **Fine motor:**
 - Refine ability to plan and coordinate use of grasp, release, strength and control of fingers and hands
 - Develop skills through painting, writing, beading, stencils and similar activities
 - Increasing ability to write using scribbles, symbols, letters and words to represent meaning

SOARING EAGLES DAILY SCHEDULE

Morning Program

7:30 – 9:00	Early Drop Off (Little Lambs Classroom)
9:00 – 9:15	Carpet Time
9:15 – 9:35	Bible Time
9:35 – 10:15	Outdoor Play
10:15 – 10:25	Hand Washing & Bathroom
10:25 – 10:40	Snack Time
10:40-11:45	Small Group & Exploration Time
11:45 – 12:00	Closing Carpet Time
12:00	Dismissal for Half-Day Students

Half Day Students staying for lunch must be picked up by 12:30.

12:00 – 1:00	Lunch and Transition for Rest / Nap
1:00 – 3:00	Rest / Nap
3:00	Dismissal for Extended Day Students (Little Lambs Classroom)

Afternoon Program

3:00 – 3:30	Snack Time (Includes Toileting / Hand Washing)
3:30 – 4:00	Afternoon Special Activities
4:00 – 5:00	Outdoor Play

5:00 – 6:00

Exploration

Dismissal for Full Day Students (Little Lambs Classroom)

Schedule is subject to change to better serve the children and the curriculum.

GUIDANCE POLICIES

We are committed to providing a safe and loving environment where children can learn, grow and mature to reach their full potential God intended. We are committed to helping children develop self-control, resolve conflicts, and become increasingly responsible for their actions and behaviors. In order to accomplish this, we must have a policy for guiding children to learn appropriate social behavior and develop self-control. We believe all behavior stems from the heart. When a recurring misbehavior continues, we are committed to shepherding the heart of the children, guiding them to examine themselves before a holy and gracious Abba Father. We use guidance techniques that encourage children to work out problems constructively, see their need for Jesus, and develop respect for self, others and the environment.

For situations that cause disruption or disrespect to the classmates and teachers, we will take the following steps:

- 1. Communicate with the child(ren) about the incident.** The teacher and child will work together to problem solve acceptable choices.
- 2. Pray with the child.** We will use every opportunity to lead the child to see his/her need for Jesus, His forgiveness and grace, and redemption at the cross.
- 3. Re-direction of the child and/or separation from the problem areas**

If all efforts to correct the behavior have failed at school, we will meet with the parents and draft an action plan that will reflect continuity between home and school. We believe parents have the primary authority to discipline their child. We do not assume this parental role over the children. GPA will never use physical punishment, verbal abuse, restriction from snack, extended isolation or time-outs. In cases of extreme misbehavior, the parent/guardian will be contacted by the school immediately and may be required to take the child out of school for the remainder of the day.

NAPS/REST TIME

Supervised rest periods are provided for all children who remain at GPA for an extended or full day. Extended and Full Day students are required to purchase bedding materials through GPA. Please pick up the sheets the last school day of the week to be laundered and bring them back the first school day of the following week. Please label your child's linen and all personal belongings with his/her name or initials. You may also bring a small special blanket, small pillow or small stuffed animals if desired. All these items must fit inside the designated cubby space.

Older preschool children may not need a full nap during the day. However, GPA desires to teach children the importance of "rest" from a full day of activities. The concept of rest and quiet time is important in our fast-paced, activity-filled society. Children will be asked to lay down quietly on their mats while soft music is played.

ADMISSION POLICIES

ENROLLMENT PROCESS

Enrollment during the academic year happens twice/year: August/mid-September and January. The process is as follows:

- First, priority is given to applications from continuing GPA families only (priority enrollment begins February of each year).
- Second, priority is given to applications from families on the waiting list.
- Third, priority is given to applications from all new families.

Enrollment for the summer program is available early February. Priority is given to currently enrolled students and siblings, then to those on the wait list and new students.

GROUND'S FOR TERMINATION

The following warrants GPA to terminate a student's enrollment:

1. Delinquent tuition payment as stated in the Admission Agreement
2. Failure to cooperate with GPA's Statement of Cooperation and Agreement
3. Failure to cooperate with GPA's Admission Agreement

HEALTH AND MEDICAL POLICY

Our staff is certified in both First Aid and C.P.R. Our staff will handle minor injuries sustained during the school day. Soap, water and Band-aids will be the extent of the first aid given. If your child is hurt while at school, a report will be completed by the staff and placed in your child's folder informing you of what happened (these are for minor injuries, bumps, cuts, etc).

Gateway Preschool Academy is committed to keeping the school facility environment healthy and free of communicable diseases. According to state law, children who are ill may not be at school. In order to prevent contagion and provide comfort, children must remain at home, or, will be sent home if symptoms indicating illness develop while at school. The following is designed to give parents specific guidelines for determining when a child should be kept at home due to illness:

- Fever – A temperature of 100. Child’s temperature must be normal for 24 hours before returning to school without the use of a fever reducer.
- Diarrhea – Child must be free of symptoms for a full 24 hours
- Vomiting – Child must be free of symptoms for a full 24 hours
- Upper Respiratory illness – including congestion, constant uncontrolled nasal discharge, mucus in the eyes, colored mucus in the nose, severe uncontrolled productive cough (raising phlegm)
- Skin infections or rashes that are suspicious of being contagious – including ringworm, impetigo, measles, chicken pox, etc.
- Head Lice, Scabies or other infestations
- Conjunctivitis (“pink eye”)
- Severe injury
- Any condition which appears to need medical attention

The final decision as to whether a child may attend school is made by the school staff. We may request that a doctor’s release be obtained before the child returns to school.

- **Medication:** GPA does not administer medication to children. Some exception may apply for children with special needs or chronic health conditions when a health protocol is in order. A doctor's note and written parent permission will be required.
- **Health Rules:** All children must comply with State Immunization requirements before their first day of school. The requirements are:
 - **Polio** – 3 doses
 - **DTaP** – 4 doses
 - **Hib** – 4 doses (must be given on or after the first birthday)
 - **Heb B** – 3 doses
 - **Varicella** – 1 dose
 - **MMR** – 1 dose (must be given on or after the first birthday)
- **Incidental Medical Services:** The following are types of incidental medical services to be provided. Additional forms by parents and physicians, as well as specialized training for staff members are required to perform services as required.
 - Epipen
 - Administering Inhaled Medication
 - Blood-Glucose Administration
 - Glucagon Administration
 - Gastrostomy Tube

OPERATING PROCEDURES

DAYS AND HOURS OF OPERATION

Classes are in session Monday through Friday, from 9:00 AM to 12:00PM for Half Day Students, 9:00 AM – 3:00 PM for Extended Day Students, and 9:00 AM – 6:00 PM for Full Day Students. An optional early drop off is offered from 7:30 AM-9:00 AM daily at an additional cost. Half Day Students staying for lunch must be picked up by 12:30 PM.

SIGN-IN / OUT PROCEDURES

- **Dropping Off your child:** An attendance sheet is provided for each child enrolled. The State of California requires that the parent/legal guardian (or a designated adult 18 years or older) sign in the child with a full and complete signature that is LEGIBLE. Initials are not valid. The parent/guardian is required to sign in and out **EACH DAY**. It is necessary to bring your child into the classroom to sign the attendance sheet. Your signature authorizes GPA to take legal responsibility for your child. When the child is picked up, the sign-out signature transfers legal responsibility back to the parent/guardian. The sign in and out sheet shall be kept for one month and shall be available for review by the State Department of Social Services. If proper signature is not written, you will be charged \$5 for each incident.

A parent may grant permanent or temporary authorization for other individuals to sign in/out a child in an emergency or pre-arranged situation. A photo identification will be required for your child to be released to another individual until we are familiar with those who are authorized to pick up your child. Their information must be included on the Emergency Card for your child's safety. Verbal permission over the phone is **not legally sufficient**. The names **MUST** be in writing or we will **not** release your child. Whenever someone you have listed as authorized to take your child from the school is picking up your child, we ask that you give us advance notice.

- **Picking Up Your child:** Please come on time to pick up your child. Children get anxious when their friends have gone home and no one has come for them. Ten (10) minutes after class ends, there will be a late pickup charge of \$10.00 for the first 10 minutes and \$1.00 per minute, thereafter. A call to notify does not absolve payment. The time is determined by school clock and not a parent's watch.

EMERGENCY DRILLS AND PROCEDURES

GPA practices an emergency evacuation every month during the day in order for children to know what to do at any given time. In every classroom, a clear disaster route is posted by the door. Children will be evacuated to *Northeast side of parking lot (in front of Building A)* under the safe supervision of our staff until they are reunited with the parents or an authorized representative. In case of emergency, we will contact each family of your child's status.

San Jose's Office of Emergency Services:

855 N. San Pedro, Room 404, San Jose, CA 95110 Phone: 408-227-4595

American Red Cross – Santa Clara Valley Chapter:

2731 North First St., San Jose, CA 95134-2029 Phone: 408-577-2005

MEDICAL EMERGENCY

It is essential that each child's Emergency Information card be kept up to date. If there are any changes to phone numbers, addresses, and the list of adults who may be contacted in case of an emergency, it is the family's responsibility to notify GPA promptly. The listed procedure will be followed in the event of a medical emergency:

1. Staff will attempt to notify the parent by phone immediately.
2. Staff will attempt to contact the child's physician. Parent's authorization is necessary for us to contact the child's physician and/or dentist to proceed with any emergency procedures. This is part of the emergency contract agreement.
3. If the school fails or experiences difficulties in contacting the parents or the child's physicians, and emergency treatment is necessary as deemed by GPA staff, the child will be taken to the nearest hospital for treatment via ambulance. 911 will be called in case of any life-threatening emergency. Any ambulance and hospital bills incurred will be paid by the parent.

PARENT INFORMATION

FIRST MONTH HOME VISIT

- Our desire is to establish a trusting relationship and partnership between home and school. In order to establish this trust, your child's teacher will request a home visit with you during the first month of school. If you are not comfortable with a home visit, you can request to meet with the teacher at a different location (i.e. park, school). This time together will allow the teacher learn more about you and your child, learn your about your family needs, and understand goals for your child's success.

COMMUNICATION

- We value in keeping our lines of communication open between home and school. In order to keep you informed, each class has a mail slot ("cubby") for each child located near the sign in/sign out binder. Please check your child's mail slot every day your child comes to school. We will keep you posted on school activities and events through weekly newsletters, flyers and email correspondences.
- The Parent Communication Bulletin Board is located at the entrance of every classroom and in front of the school office. This includes information about the daily schedule, monthly menu, and other important news and events.

YOUR PARTNERSHIP AT HOME

It is important to stay connected with your child at home about his/her day's experience at school. Ask how their day went, what they learned, what their favorite part of the day was, etc.

PARENT / TEACHER CONFERENCES

The first month home visit will serve as an initial parent/teacher conference. The second conference will be held at the end of January/beginning of February. At the end of May, a written year-end report will be sent home. Parent/Teacher Conferences can be requested at that time. There will be a sign up sheet to indicate the most convenient time to meet with the teacher. If you desire to meet with your child's teacher or director at any time, please feel free to ask for a conference.

CLOTHING

- We believe that children need to participate freely and safely in all program activities. Therefore, we ask that you send your child in comfortable clothes that can be soiled. Clothing must be manageable for the child. Too many layers, buttons or difficult fasteners may be difficult for a child to use the toilet or engage in activities.
- Children should wear closed-toe shoes at all times.
- Please label all clothing and school items with permanent ink. All lost items will be placed in the Lost & Found basket in the GPA office. At the end of each month, unclaimed clothes will be donated to HOPE Services.
- Bring at least 1 change of clothing to be kept at school in case of accidents. Include 1 underwear (for non-potty trained children provide daily supply of diapers), 1 pair of pants, 1 shirt and 1 pair of socks folded in a zip-lock bag with the child's name on it (and also on all the clothing).
- For girls, please wear shorts or tights under dresses and skirts to avoid exposure of undergarments.

PHOTOS

We will take photos and videos of the children during school activities for our website, newsletters, brochures and wall displays. Parental consent is included in the Registration and Admission Agreement. If you do not want your child to be a part of these, please inform the GPA office in writing.

OPEN DOOR POLICY

Gateway Preschool Academy has an open door policy. We welcome parents to visit, volunteer and assist during special activities and celebrations. If you plan to visit, please let the director or teacher know in advance. At the time of your visit, please log in your name on our Visitor Log Book and wear a "Visitor" badge during your visit.

FIELD TRIPS AND TRANSPORTATION ARRANGEMENTS

Field trips may include a walk around the neighborhood, local park, museum or child-friendly environment. Signed permission slips will be required to authorize children to participate in field trips. A valid license and insurance coverage are needed to provide transportation to other students.

FOOD POLICY

Lunch Time

You can purchase a regular lunch meal for your child or bring a packed lunch from home. Half Day students can stay for lunch between 12:00-12:30. Half Day students staying for lunch must be picked up before 12:30 as Extended Day and Full Day students need preparation for nap time immediately after lunch. School lunch can be purchased one month at a time or for the entire year.

If your child(ren) brings a packed lunch from home, please remember to:

- Label your child's lunch bag and all eating utensils
- Provide an ice pack as the lunch will be kept in the classroom

LEGAL MATTERS

RIGHTS FOR LICENSING AGENCY

The State of California General Licensing Requirements, Section 101 195(b) and (c) state that the Department of the Licensing Agency shall have the authority to interview children, staff and inspect OR audit child or center records without prior consent. The Department of Social Services shall have authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, of inappropriate placement, and to have a licensed medial professional physically examine the child(ren).

CODE OF ETHICAL CONDUCT

Gateway Preschool Academy holds high standards of ethical conduct. We respect the dignity, worth, and uniqueness of each individual, child and adult. We respect and embrace diversity in children, families, and colleagues. We base our work on knowledge of how children learn and develop. We recognize that children and adults achieve their full potential when given trust and treated with respect; and that children are best understood and supported when we learn about their family, culture, and community. We appreciate childhood as a unique and valuable stage of human development and support the bond between child and family.

NON-DISCRIMINATION POLICY

Gateway Preschool Academy admits students of any race, color, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. GPA

does not discriminate on the basis of race, color, national or ethnic origin, or sex in administration of its educational policies, admission policies, and other school administered programs.

ABUSE AND NEGLECT POLICY

We are mandated by law to report suspected child abuse or neglect. All teachers are required to report all suspected incidents of child abuse, neglect or both by family members, staff, volunteers or others to the appropriate local agencies.

CONFIDENTIALITY POLICY

All personal records of children and families are kept in the strictest of confidence. Information pertaining to admission, progress, finances, health or discharge of a child shall be confidential, unless we have written permission for disclosure from the parent or guardian.

INVESTIGATION AND COMPLAINTS

Parents will be notified in writing if GPA is under a public investigation by the State Department of Social Services or any law enforcement agency, for allegations relating to the health, safety or treatment of children. Parents will also be notified in writing of the outcome of such investigations.

FACILITY

Gateway Preschool Academy is a 501 C (3) non-profit corporation. We rent facilities from San Jose Christian Alliance Church, on the corner of McLaughlin and Tully Road.

BOARD OF DIRECTORS

The purpose of the Board of Directors is to set goals and general policies that reflect the mission of Gateway Preschool Academy. They also serve as our spiritual covering. The role of the Board is to:

- Vote on decisions regarding the direction and policies of the total school program
- Hold school personnel, specifically the program director, accountable in all areas of his/her roles and responsibilities.
- Review budgets and hold the school to financial accountability and responsibility
- Provide ongoing support, feedback and input to the administrative staff
- Elect new board members and officers
- Board member term is 2 years