



Parent Handbook 2025-2026

"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 provide enriching academic experiences in a nurturing learning environment with sound Christian principles to equip each child to be positive influencers in their community and nation.

OUR DISTINCTIVES

- **Academic Excellence** – We provide developmentally appropriate curriculum (ScienceStart!) 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 Teaching** – Students are presented with the Gospel, which shows their need for a personal relationship with God and salvation through Jesus Christ. A daily Bible reflection 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 upholds Biblical truth. 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

AGES OF CHILDREN SERVED

GPA serves children 24 months - entry to kindergarten

CURRICULUM AND GOALS

- **Spiritual:**
 - Children understand they are made by God and for God
 - Daily Bible Time
 - Opportunities to dialogue with God
 - Christ-like character building
 - Cultivate worship through music and dance
- **Approaches to Learning:**
 - Engagement, attention, persistence
 - Curiosity, interest and initiative
 - Problem solving
 - Planning
- **Social & Emotional Development**
 - Self-Awareness
 - Social Awareness
 - Relationships & Reciprocal Interactions with familiar adults
 - Relationships and interactions with peers
 - Emotional knowledge and regulation

- **Foundational Language Development:**
 - Understanding language (receptive)
 - Using language (expressive)
 - Shared communication and conversation
 - Foundational literacy skills
 - Alphabetics and print knowledge
 - Writing

- **Science**
 - Color & Light
 - Properties of Matter
 - Measurement & Mapping
 - Neighborhood Habitat
 - Movement & Machines

- **Math:**
 - Spatial thinking
 - Classification
 - Number and counting
 - Number operations
 - Measurement

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

- **Physical Development:**
 - Perceptual-motor skills and movement concepts
 - Gross locomotor movement skills
 - Gross motor manipulative skills
 - Fine motor manipulative skills

- **Health:**
 - Safety
 - Understanding Health and wellness
 - Personal Care Routines: Hygiene
 - Personal Care Routines: Feeding
 - Personal are Routines: Self-Dressing

DAILY SCHEDULE

Morning Program

8:00 – 9:00	Early Drop Off (Growing Sheep Classroom)
9:00 – 9:50	Table Activities / Outdoor Play
9:50 – 10:00	Handwashing & Toileting
10:00 – 10:20	Morning Snack
10:20 – 10:40	Bible Learning & Table Activity
10:40 – 11:10	Indoor Exploration
11:10 – 11:25	Academic Learning & Table Activity
11:25 – 11:45	Indoor Exploration
11:45 – 12:00	Outdoor Play
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 (extended Indoor Exploration for non-nappers)
3:00	Dismissal for Extended Day Students

Afternoon Program

3:00 – 3:20	Bathroom & Handwashing
3:20 – 3:40	Snack Time
3:40 – 4:00	Carpet Time, Table Activities
4:00 – 5:30	Outdoor Play
5:30	Full Day pickup

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

DISCIPLINE/GUIDANCE POLICIES

- We are committed to providing a safe and loving environment where children can learn, grow and mature to reach their full potential. We are committed to helping children develop self-control, resolve conflicts, and become increasingly responsible for their actions and behaviors. In accordance with LIC 613A, Personal Rights, students shall be accorded dignity in their personal relationships with staff and others, and shall be free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or any actions of a punitive nature.
- 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. **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. In cases of extreme misbehavior and disruption, 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.
- If the above processes fail, the school will terminate the child's enrollment. Refunds for the remaining number of school days and the deposit will be returned.

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.
- Older preschool children may not need a full nap during the day. 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. A supervised non-napping area is available for students who have outgrown nap time and /or wake early from the napping period.
- **Linens/Blankets/Pillows**
 - A special nap bag will be provided to students staying for nap time. All nap items (bedding, blanket, pillow, stuffed animal, etc) must be labeled and fit comfortably inside the bag.
 - Please bring your child's nap bag with items on the first school day of the week.
 - Please pick up the nap bag on the last school day of the week to be laundered and bring them back the first school day of the following week.

ADMISSION POLICIES

ENROLLMENT PROCESS

Enrollment is continuous and ongoing pending space availability. 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 mid-April. 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 Admission Agreement
3. Discipline / Guidance policy violation

OPERATING PROCEDURES & POLICIES

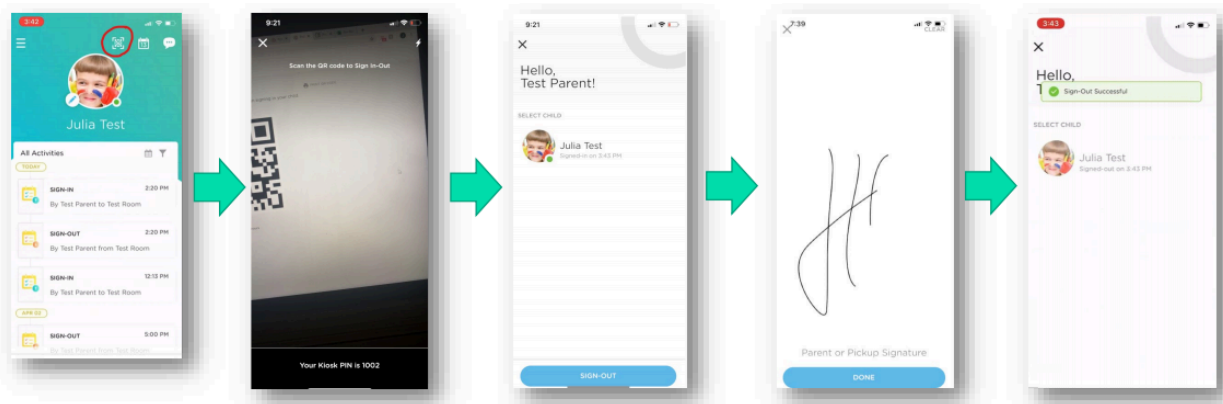
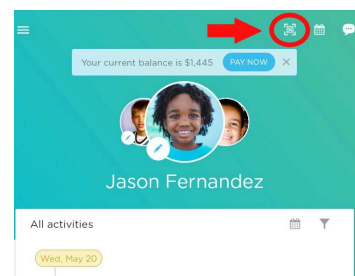
DAYS AND HOURS OF OPERATION

- The academic year begins the 3rd week of August and ends the first week of June, culminating in the Year-End Celebration. Weekly summer camps are offered between mid-June to mid-August. Scheduled holiday observances and Teacher In-Service dates are listed on the yearly school calendar.
- 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 – 5:30 PM for Full Day Students. An optional early drop off is offered from 8:00 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

Procare App

- Parents are asked to download and install the Procare Connect app onto their own personal device. An email invitation containing a personalized code will be sent to walk through the login process.
- To complete the Sign In/Out, select the QR Code icon on your Procare Connect App.
- Selecting this icon will activate the device's camera. Simply point the camera at the school's QR Code.
- Complete the sign in and out process on personal device:



- **Dropping Off your child:** 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**. 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 records shall be kept for one month and shall be available for review by the State Department of Social Services.
- **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. 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. Clock out time is determined by the timestamp captured on the Procure app .

HEALTH AND MEDICAL POLICY

- Our staff is certified in both First Aid and CPR. Our staff will handle minor injuries sustained during the school day. Soap, water and bandages 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 posted on the Procure app.
- 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 100.4 or higher. 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. If a child becomes ill at school, he/she will be removed from the classroom and isolated to prevent contagion. Licensing requires that a child be picked up within one hour of the phone call home.
 - **Medication:** GPA administers certain medication. Form LIC 9221 must be completed by the parent stating dosage and times for medication administration. Medication must be in its original packaging, with expiration date clearly visible. Prescription medication must show student’s name, and prescribing physician’s name and phone number.
 - **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
 - **MMR** – 1 dose (must be given on or after the first birthday)
 - **Hib** – 1 dose (must be given on or after the first birthday)
 - **Heb B** – 3 doses
 - **Varicella** – 1 dose

(Reference: “Parents’ Guide to Immunizations Required for Child Care or Preschool”)

- **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

EMERGENCY FIRE DRILLS AND PROCEDURES

- GPA practices an emergency evacuation every six months 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 the *northeast side of the 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

EVACUATION SITES

- When evacuation is warranted, children will be transported by foot or staff vehicles to the designated evacuation sites:
 - **Tully Community Library:**
800 Tully Rd, San Jose, CA 95121
 - **Redeemer Bible Church:**
1970 McLaughlin Avenue, San Jose, CA 9522

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 MEET & CHAT

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 teleconference "home visit" with you during the

first month of school. This time together will allow the teacher to learn more about you and your child, learn about your family needs, and understand goals for your child's success.

COMMUNICATION

We value keeping our lines of communication open between home and school. We will communicate through the ProCare App, email, Facebook and at drop off/pick up.

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.

PARENT / TEACHER CONFERENCES

The first month teleconference "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 fasteners may be difficult for a child to use the toilet or engage in activities.
- Closed-toe shoes are recommended. Crocs or sandals pose tripping hazards and lead to injury.
- Please label all clothing and school items. 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 Goodwill.
- 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.

PHOTO AND VIDEOGRAPHY RELEASE

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

OPEN DOOR POLICY

Per LIC 995, Parents' Rights, parents and guardians may enter and inspect the center without advance notice whenever children are in care.

FIELD TRIPS AND TRANSPORTATION ARRANGEMENTS

Outings enhance a child's learning experience. Parents are always encouraged to participate in field trips and special outings which are scheduled throughout the school year. Field trips are open to all students. If the scheduled field trip does not fall on your student's school day, a parent/guardian is required to attend to allow the class to maintain proper student:teacher ratio. Transportation is provided using teachers' private vehicles, and parent vehicles.

FOOD POLICY

- **AM & PM Snacks:** We provide a nut free snack and fruit each morning and afternoon. A snack menu is posted inside each classroom.
- **Lunch:**
 - Lunch from home: please follow the nut free guidelines to ensure safety for all students. GPA does not provide food warming or refrigeration services. Food jars for hot foods and ice packs for cold foods are recommended for ensuring the food remains at the appropriate temperatures
 - School Lunch: GPA offers meal service at an additional cost. The menu is released monthly and accessible from our website.
- In accordance with AB 2316: The California Food Safety Act, snack and lunch offerings are free from banned chemical food dyes.

BIRTHDAYS

- At GPA, we know how important and special your child's birthday is! The teacher would set aside a time for the child to receive a special birthday crown, sticker or certificate. The child will also receive blessings from his/her friends as well as sing "Happy Birthday" together.
- It is the parent's choice to provide a birthday treat on this special occasion. Therefore, please do not suggest a birthday recognition unless arrangements are initiated by the child's parent/guardian.
- The following are guidelines are required to be shared with the parent/guardian:
 1. All food items must be store-bought and sealed. We encourage nutritious treats. The following are examples of what the parent/guardian can provide:
 - a. Small sized muffins/cupcakes
 - b. Apple slices, oranges
 - c. Cookies
 - d. Brownies
 - e. Yogurt
 2. The following items are NOT recommended:
 - a. Cake or cupcakes or anything with heavy frosting. These foods are often too sweet, wasted and messy to clean up.
 - b. Any type of candy or food items which may be a choking hazard to our students.
 - c. Juice that is not 100% fruit juice (i.e. Capri Sun, Hi-C)
 3. In lieu of food items, please consider:
 - a. A gift to the classroom such as a book, crayons, markers, playdough, glue, etc.
 - b. A gift to each student in the classroom such as a pencil, playdough, stickers, etc.

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, or inappropriate placement, and to have a licensed medical 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 (AB1207). 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. (833) 722-5437

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. Records are stored for three years.

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. GPA is independently owned and operated.

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, with unlimited number of renewals