



**GOLDEN HILLS**  
CHRISTIAN SCHOOL

# Pre-KINDERGARTEN

*Committed to Discipleship*



## 2017–2018 HANDBOOK

Facility/License #073405700

*A ministry of Golden Hills Community Church*

MEMBER ACSI · PRESCHOOL CCL



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This handbook will provide you with a better understanding of who we are at Golden Hills Christian School. The policies and procedures will provide you with information for your child's spiritual growth, social development, physical development, and academic success. Our objective is to assist parents to "Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6. This is accomplished best when church, home, and school are all working together in teaching, training, and encouraging our children for effective service to the Lord. "And Jesus grew in wisdom and stature, and in favor with God and men." Luke 2:52. Please read this entire handbook and familiarize yourself with the policies and procedures so we may work together to glorify God and further His kingdom.\*

## **MISSION/PURPOSE STATEMENT**

*To glorify God by providing a quality education founded on Biblical principles; equipping our students to make a difference for Jesus Christ*

## **VISION STATEMENT**

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

\*This handbook does not contractually bind GHCS and is subject to change without notice by decision of the GHCS Administration. Admission to Golden Hills Christian School is a privilege, not a right.

## STATEMENT of FAITH

1. We believe the Bible to be the only inspired, the only infallible, authoritative, inerrant Word of God. (*2 Timothy 3:16; 2 Peter 1:21*)
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He hears and answers prayer, that He concerns Himself mercifully in the affairs of men, and that He saves from sin and death all who come to Him through Jesus Christ. (*John 16:23-28; John 17:5; Ephesians 1:3-14*)
4. We believe in the deity of our Lord Jesus Christ (*John 10:30; Philippians 2:6; Colossians 2:9*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); in His sinless life (*Hebrews 4:15, 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*); His resurrection (*John 11:25; 1 Corinthians 15:4*); His Ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelations 19:11*).
5. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith, alone we are saved. (*John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5*)
6. We believe that Satan is a spirit being, a fallen angel, the first created being to sin; that he is the enemy of God and man and consciously strives to separate the two; and that he will suffer eternal, conscious punishment in the Lake of Fire. (*Matthew 4:1-11; 1 Peter 5:8; 1 John 3:8; Revelation*)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (*John 5:28-29*)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28*).
9. We believe in the universal church, a spiritual body of which Christ is the head and all regenerated persons are members by the baptizing work of the Holy Spirit Of God. We believe in the local church, consisting of a company of believers in Jesus Christ. We believe that God has laid upon the local church the primary task of giving the Gospel of Jesus Christ to a lost World. (*Matthew 28:16-20; 1 Corinthians 12:27; Colossians 1:18; Hebrews 10:24-25*)
10. We believe in present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

## FINAL AUTHORITY for MATTERS of BELIEF and CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of GHCS's faith, doctrine, practice, policy, and discipline, our GHCS School Board is Golden Hills Christian School's final interpretive authority on the Bible's meaning and application.

## LIFESTYLE STATEMENT

Golden Hills Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). Rejection of one's biological sex is a rejection of the image of God within that person. This includes, but not necessarily limited to, participation in, supporting, or condoning sexual immorality, homosexual activity, transgender activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See *Leviticus 20:13* and *Romans 1:27*)

## AFFILIATION *and* ACCREDITATION

Golden Hills Christian School is an extension of the ministry of Golden Hills Community Church. The school holds membership in the Association of Christian Schools International (ACSI). Golden Hills Christian School has been accredited by Western Association of Schools and Colleges (WASC) and by the Association of Christian Schools International (ACSI) for the Kindergarten through 8th grades.

## PHILOSOPHY *of* CHRISTIAN EDUCATION

Golden Hills Christian School is founded on the view of God, man, and life as presented in the Holy Bible. We believe that the chief purpose of man is to glorify God and to enjoy Him forever. However, because of man's sinful nature, we can only come to know and glorify God through the regenerating work of the Holy Spirit. Golden Hills Christian School will seek to develop the whole child with a Christian world view. Christian education is primarily the responsibility of the parent, and Golden Hills Christian School functions as an extension of the home to assist the educating of their children and to promote the proper relationship between family, church, and the educational process. Our philosophy of education is based upon the authenticity, authority, and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, trust, practice, and morality. All subjects are based on God's truth and will be taught from a Christian perspective. Such teaching is dependent upon the work of the Holy Spirit in the hearts and lives of the staff, faculty, parents, and students alike. Golden Hills Christian School recognizes the sovereignty of God in all human affairs and affirms that man was created in the image of God, the Creator. The Biblical view of creation dictates the school's position with respect to the origin of man. From this view comes the dignity and value of man which gives purpose and meaning to life.

## EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

<b>G</b> <i>Good Citizen</i>	<b>H</b> <i>High Academic Achiever</i>	<b>C</b> <i>Christ-Centered</i>	<b>S</b> <i>Self-Disciplined</i>
<ol style="list-style-type: none"> <li>1. Respects authority, is considerate, well mannered, and self-confident</li> <li>2. Demonstrates cooperation, works well with others</li> <li>3. Accepts consequences for his/her actions</li> <li>4. Understands the worth of each person as they are uniquely created by God for His purpose</li> <li>5. Understands God's divine sovereignty throughout history and appreciates our country's Christian heritage</li> <li>6. Desires to live a life pleasing to God and seeks to positively influence their community</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicates Effectively</li> <li>2. Meets or exceeds academic standards for the average student</li> <li>3. Reads with comprehension and develops a love for reading</li> <li>4. Analyzes, interprets, and evaluates significant concepts</li> </ol>	<ol style="list-style-type: none"> <li>1. Has accepted or has been challenged to accept Jesus Christ as Lord and Savior</li> <li>2. Knows and applies God's Word</li> <li>3. Has a servant's heart both locally and globally through missions and Christian service</li> <li>4. Has a biblical world view</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrates personal responsibility, time management, and organization</li> <li>2. Follows instructions while maintaining a high level of productivity</li> <li>3. Understands healthy habits and how to stay physically fit</li> <li>4. Views himself/herself as uniquely made in God's image, a temple of the Holy Spirit, and treats their bodies accordingly</li> <li>5. Works Independently</li> </ol>

## STATEMENT of NON-DISCRIMINATION

Golden Hills Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Golden Hills Christian School. It does not discriminate on the basis of any race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

## ADMISSION POLICY

Enrollment of children in Golden Hills Christian School is a privilege, not a right. Parents must understand that new enrollment, continued enrollment, and re-enrollment of their children are dependent upon their support of the school, its staff, and its policies. Each student is enrolled for a period of one year. The previous year's account must be current to reenroll. All forms and fees must be completed before a student is admitted.

### *Determining Factors for Admission:*

- At least one parent must be a professing Christian who is actively involved and is in regular attendance at a Bible-believing church and agrees to our Statement of Faith and Lifestyle Statement.
- The family must be able and willing to meet financial obligations to the school.
- The family must show consistent efforts in the home to establish Christ as Lord of the family.
- The family must be able and willing to contribute time and energy to participating in their child(ren)'s education in the home as well as at the school.
- Student(s) must have a record of satisfactory academic performance and appropriate school behavior in the school previously attended.
- Child *must* be toilet trained before attending school.
- Pre-K children must be four years on or before **September 1st**.
- Complete and submit:
  - Pre-K Application
  - Statement of Faith
  - Parent Commitment form
  - Pastor's Reference form
  - Identification and Emergency Information
  - Child's Preadmission Health History/Parent
  - Child's Preadmission Health Evaluation/Physicians report
  - Consent for Medical Treatment
  - Immunization Records
  - Admissions Agreement
  - Notification of Parent's Rights
  - Personal Rights

*A letter of admission or non-acceptance will be mailed to the parents.  
Payment of the registration fee completes the enrollment process.*

## DISMISSAL POLICY

There are times when a child has difficulty in developing behavior controls or social skills that enable him or her to profit fully from preschool. Professional counseling services may be necessary and, if so, the appropriate referrals will be made.

A child may be asked to leave the program for the following reasons: (1) continuous tardiness on the part of the parent in picking up a child; (2) inappropriate behavior or language by a parent or guardian on school grounds; (3) difficulty on the part of the child in adjusting to the program; (4) if for any reason his/her behavior consistently compromises the safety of that child or any other child or staff member; or (5) more than one month's delinquency in payment of tuition.

## FINANCIAL POLICY *and* PARENT COMMITMENT

Parents agree to pay the tuition, late pick up fees, library fees, and any other school related fees on the first business day of each month. There are two tuition payment choices:

**“1 PAY” TUITION** (with a \$100 discount off each tuition if paid by July 31)

*or*

**“10 PAY” TUITION** installment payments are due on the 1st business day of each month, August through May.

- Due on the 1st business day of the month are all late pick up fees, other fees and tuition.
- **There is a \$25 late charge on all fees and tuition not paid by the 10th of the month.**
- In the event the accounting office has not received payment within 40 days after the due date, your student(s) will be suspended from attending Golden Hills Christian School and all extracurricular activities until the account is paid in full to date.
- In the event that your account should remain delinquent after 40 days and upon the discretion of Golden Hills Christian School, your account may be turned over to a professional agency for collection.
- There will be a \$20 charge for any check returned to the school by the bank for any reason.
- Re-enrollment, report cards and other school privileges will be withheld if your family account is not paid in full.
- Delinquent tuition and fees must be paid in full before June 30 in order to continue at Golden Hills Christian School the following year.

These financial policies and parent commitment are understood to be legally binding; the parent is expected to have read and thereby agrees to comply with the above policy and commitment.

## PAYMENT *and* PAST DUE POLICY

### *During the School Year*

- *1st day of each month:* Late Pick-Up, and all other fee payments are due
- *1st day of each month:* Tuition installment payments are due, August through May (10 months)
- *11th day Past Due:* \$25 late fee charged on any account with an unpaid balance.
- *30th day or 1st day of the next month Past Due:* Letter of pending suspension of student(s), and invoice mailed
- *40th day or 10th day of the next month Past Due:* Suspension of student(s) until the account is paid in full.

*Students will not be re-enrolled unless the previous year's account is paid in full.*

### *Withdrawal Policy*

GHCS does not enroll a student on a month-to-month basis. It is understood that once enrolled, each child will attend for the entire school year. A two week written notification is required to withdraw a student. Families who withdraw during the school year will be assessed a charge of \$50.

### *Payment Address*

Golden Hills Christian School  
2401 Shady Willow Lane  
Brentwood, CA 94513

*Payments may also be dropped off at the school office.*

## SCHOOL HOURS

Pre-Kindergarten	8:30am–12:00pm
Grades K–2 Elementary	8:15am–2:30pm
Grades 3–5 Elementary	8:10am–2:40pm
Grades 6–8 Middle School	8:10am–2:50pm

*Pre-Kindergarten Students may not be dropped off before 8:15am under any circumstances.*

## LATE PICK-UP CHARGES

*\$1 per minute for each child will be charged after 12:15pm.* If you do pick up a child late, you must sign the child(ren) out and write in the pick-up time.

## GHCS PRE-KINDERGARTEN PROGRAM

### ***Curriculum***

Our Pre-Kindergarten class is designed to prepare a child for GHCS Kindergarten. Our teachers are trained specifically in Early Childhood Development, and will be teaching ABEKA Pre-Kindergarten curriculum. ABEKA is a Christian based phonics program that will lay a foundation for those children entering GHCS Kindergarten the following fall. In addition, seasonal thematic units will be incorporated as well as multi sensory learning techniques.

### ***Sign-in, Sign-out procedures***

All children must be signed in and out daily. Parents/emergency contacts must use their *full legal signature* when signing a student in and out. The sign in/out log will be kept in the classroom.

### ***Birthdays***

Birthdays are a special day at GHCS. Parents are encouraged to bring in cupcakes or a treat for the class if they wish. Please give the teacher a one week notice before bringing in your treat.

### ***Field Trips***

Transportation for all field trips will be provided by parents. Parents desiring to drive on a field trip must leave a copy of their driver's license, signed parent guidelines, and proof of insurance with school office. Parents will provide child car seats that meet the California State Law requirement. Drivers must read and sign the driver guidelines.

### ***Snack Time***

A small healthy snack is to be provided by parents daily. Please do not send red colored drinks into school. Water will be provided at all times. All snacks should be labeled. Snacks will not be refrigerated.

### ***Parents in Prayer***

Parents in Prayer meets weekly on Wednesday mornings before Chapel to pray for the school's needs. Attendance is voluntary and participation is highly encouraged. Prayer is essential to our success.

### ***Messages and Deliveries From Parents***

Occasionally it is necessary to get a message or some article to a student. All messages and deliveries from parents to students are to be relayed through the school office. Parents may not go directly to the classroom because this disrupts the learning of all the students.

### ***Classroom Visits***

We encourage parents to visit the school and see student learning in action. In order to keep classroom interruptions to a minimum, we ask you to phone the school office to schedule a time. Visitation will not be allowed during the first or last weeks of school. All visitors must register in the office.



## PARENT *and* SCHOOL COMMUNICATION

### ***Parent/Student Handbook***

This handbook is the first point of communication for information about school procedures and general policies. Please keep your handbook accessible; it will be very helpful in answering any questions you might have.

### ***Monthly Newsletter***

A monthly newsletter will be sent home at the beginning of each month. This will highlight important dates, and events, as well as classroom information.

***Website:*** ghcschool.org or goldenhills.org

Also of great interest for parents (and visitors) is Golden Hills Christian School's own website. In addition to general information about Golden Hills Christian School and up-coming events.

### ***"Meet your Teacher"***

During the Monday prior to school beginning, parents and students are invited to visit their new teacher and classroom. You will be notified by mail as to which day will be designated as "Meet your Teacher".

### ***Student Evaluations***

Student Evaluations are done three times a year. The purpose of the evaluation is to celebrate the developmental milestones achieved by the student. The fall evaluation will not include a parent/teacher conference but will be written only. The winter evaluation will include a parent/teacher conference. The spring evaluation will inform parents of child's readiness for Kindergarten.

### ***Parent Teacher Communication***

Written notes to the teacher are always welcome. Teachers are not available during the school day to take your call directly. Please do not call them on their cell phone during the school day. If you have a phone message for your child's teacher, leave it in the office and they will put it in the appropriate box. You can also email your child's teachers via email.

## DAILY SCHEDULE

8:15am–8:30am	Arrival, Activity Time
8:45am–9:00am	Circle Time (calendar, weather, shape, letter, Bible, prayer)
9:00am–10:00am	Center Time/Small Group Instruction
10:00am–10:30am	Snack/Recess
10:30am–11:00am	Theme of the month circle or sharing
11:00am–11:20am	Art
11:20am–11:40am	Music/Story Time
11:40am–12:00pm	Prepare for Dismissal & Prayer
12:00 Noon	Dismissal

## DRESS CODE

### **General Dress Code**

- Clothes that are torn, frayed or with holes are not allowed.
- Clothing or accessories containing or communicating negative, offensive symbols or meanings (such as skulls, occult symbols, non-Christian rock groups/singers, etc.) may not be worn.
- No flip-flops. Sandals must have straps.
- Boys are not to wear earrings.
- Jackets are considered outer wear only, and are expected to be removed when inside.
- Athletic jerseys may be worn with a shirt underneath.
- *Hair*: No unnatural hair coloring or radical styling as determined by teachers, office staff, and the principal. Hair should be groomed and kept out of the eyes and face.
- Boy's hair should be above the collar and not below the bottom of the ears.
- In keeping with our lifestyle statement, there will be no cross dressing at any time.

## EMERGENCY *and* DISASTER PREPAREDNESS

*In case of an emergency or disaster, parents will be contacted through RenWeb or by phone dependent upon availability.*

### **Fire and Earthquake**

Fire and earthquake drills are practiced at regular intervals as required by law. It is essential that when the first signal is given, everyone obeys orders instantly and quietly follows the prescribed route of evacuation. A disaster preparedness plan has been developed and emergency supplies will be collected annually and are stored on site. Should our facility become unsafe for us to be on the property, we will walk to Lighthouse Baptist Church on Jeffery Way. Parents will be notified as soon as possible and will be asked to pick their child up from the teacher at Lighthouse.

### **Shelter-In-Place**

Shelter-in-Place drills prepare the students and staff for an airborne environmental disaster. In this drill, the building is sealed off from external air sources (via air conditioning). The doors and windows are securely closed and sealed. Students remain in the classroom until the all clear command is signaled.

### **Lock Down**

In the event of an intruder or any external threat on campus, your child's classroom will be locked down and the students gathered in the safest interior location of the classroom. All views (windows) into the classroom from outside the building/room will be visually blocked or covered.

### **Student Release Procedure**

- Each class will be identified by a laminated, 8½" x 11" sign with the teacher name/grade on it which is in the classroom backpack.
- Parent or authorized individual must check in at the Command Post to sign release form. Child will be brought to the Command Post by a runner. **NO CHILD WILL BE RELEASED UNTIL THE RELEASE FORM IS SIGNED.**
- If an unauthorized person tries to pick up a child, he/she must be referred to the Command Post.
- Those students not picked up will be held at the school or transported to an Emergency Center for proper care and shelter. This information will be available at the information station.

### **Medical/Dental Emergencies**

All staff is First Aid and CPR certified. Should an emergency occur that requires first aid, parents will be notified as soon as possible. If an emergency requiring immediate medical attention occurs, 911 will be called and then parents as soon as possible.

## MEDICAL GUIDELINES

All children who are ill must be kept at home. If you do send your child with an illness, he/she will be removed from the classroom, and you will be called to pick him/her up. If a child becomes ill at school, he/she will be isolated and ***parents will be notified and must make provision for the child to be picked up as soon as possible, but no later than one hour after notification.*** Do not send a child to school with an illness. We expect all children who are well enough to be at school to participate in all activities, including recess.

***If a child displays any of the following symptoms, he/she must be kept at home:***

1. Fever
2. Diarrhea
3. Nasal secretions that are thick, yellow or green and accompanied by a fever, cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
4. Sore throat with fever or throat spots
5. Cough accompanied by fever, chills and coughing up of green or yellow mucous, vomiting or nausea
6. Eye drainage of any type. This should be checked by a doctor to rule out infection.
7. Pink eye
8. Unusual rashes should be checked by a doctor to rule out bacterial infection
9. Child not feeling well, showing signs of lethargic behavior and/or crying
10. Head lice

***The child may return to school after illness when:***

1. Fever has been absent for 24 hours without medication.
2. Nausea, vomiting or diarrhea has subsided for 24 hours.
3. Appropriate doses of antibiotic have been given over a 48 hour period for any type of strep or bacterial infection.
4. Child is feeling well again and normal behavior has returned.

### ***Prescription Medicines***

- All medications sent from home (including cough drops, vitamins, aspirin substitutes, prescription medications, etc.) must have parents' written instructions and signature and be kept in the school office to be administered by school personnel. All prescription medication must be in its original prescription container with specific instructions from the doctor as to the dosage.
- The following must be turned in to the school office in order for school personnel to administer medications:
  1. A written signed statement by a physician detailing the method, amount and frequency for which such medication is to be taken. Students requiring the use of inhalers must have one at school to be available when needed.
  2. A written statement signed by the parent or guardian of student indicating the desire that school personnel assist the student in the matters set forth in the physician's statement. Medication forms are available in the school office.
- Prescriptions needing to be refrigerated must be picked up on Fridays or before any school holidays.
- Note: Students allergic to bee stings must have bee sting kits in the office. Students with other severe allergies must also have medication in the office.

### ***Non-prescription or Over-the-Counter Medications***

Parents must give a signed written statement giving permission to school personnel to administer over the counter medication and the amount and time medications are to be given. Parents must provide the medications in their original containers. Students may not take medications on their own (including cough drops, vitamins, aspirin substitutes, etc.). Medications must be administered by the school office staff.

### ***Medical Accident Insurance***

Primary accident insurance for students is the responsibility of the parents; secondary insurance is provided by Golden Hills Christian School. This is intended to augment the family's own medical plan and is not 100% coverage.

## VISITORS *and* PARENTS *on* CAMPUS

### ***School Security***

For the safety of our students, any person other than students, staff, faculty and administration are considered visitors and must come directly to the office and sign in to gain permission to visit the campus.

- A visitor's pass will be issued from the office for each approved guest.
- All parents are required to sign in before going into their child's classroom.

### ***Parent Visits***

Parents of current and prospective students may visit the classroom with a prior appointment made through the office or the teacher.

- Please call or visit the school office to schedule a visit.
- All parents are required to sign in before going into their child's classroom.

## DISCIPLINE POLICY

At Golden Hills Christian School, we believe that discipline is a useful tool in training children. Our staff will use positive reinforcement as an encouragement to choose "the better way". When necessary we will use time-outs, and/or loss of privileges. Time-outs will not exceed 1 minute/age of child. Should a particular behavior become continual, the parent will be notified and a plan developed to help the child modify their conduct. No corporal punishment will be used. If behavior is contagious or extreme you may be called to pick up your child.