



Gateway
Village
CHILDREN'S CENTER

Parent Handbook
School Year 2021-2022

WELCOME TO PARENTS

Dear Families,

Welcome to Gateway Village Children's Center! We are thrilled that you have decided to partner with us in your child's education. As a Christian faith-based facility, our uniquely designed program will inspire critical thinking, spiritual awareness, promote creativity, and create confident learners. Your child will develop a positive sense of awareness of themselves, God, and others within a warm and nurturing environment. We are committed to providing your child with quality early childhood experiences that extend beyond the early years – ones that will be memorable for your entire family!

Thank you for choosing Gateway Village and allowing us to be a part of your child's journey.

Contents

About Gateway Village Children’s Center (GVCC)	5
Vision	5
Organization	5
Our Beliefs Statement	5
General Information and Procedures	6
Enrollment	6
Student Withdrawal Policy	6
Payment Policy	7
Payment Methods	8
Forms & Information Required for Enrollment	8
Hours of Operation	9
Inclement Weather	10
Curriculum	10
Health and Medical Policies	11
Illness Policy	11
Medication Policy	12
Immunizations	12
Allergies	12
Lunch	13
Daily Life at GVCC	13
Arrival, Dismissal, and Late Policy	13
Parental Involvement	13
Saying “Goodbye”	14
Developmental Concerns	14
Discipline Policies	14
Dress	15
Child Security Policies	15
Confidentiality	15
Child Protection Policy	15
Reporting Suspected Child Abuse	15
Custody of Child	15
Safety/Emergency Drills	15

<u>Conflict Resolution</u>	16
<u>Appendix A</u>	17
<u>Beliefs Statement for Gateway Community Church & Gateway Village Children’s Center</u>	17
<u>Appendix B</u>	19
<u>PUBLIC DISCLOSURE STATEMENT</u>	19
<u>RELIGIOUS EXEMPTION</u>	19
<u>Appendix C</u>	21
<u>Tuition and Fee Schedule</u>	21
<u>Appendix D</u>	22
<u>Staff Position Descriptions</u>	22
<u>ROLES AND RESPONSIBILITIES</u>	22
<u>QUALIFICATIONS AND EDUCATION REQUIREMENTS</u>	22
<u>ROLES AND RESPONSIBILITIES</u>	23
<u>QUALIFICATIONS AND EDUCATION REQUIREMENTS</u>	23
<u>ROLES AND RESPONSIBILITIES</u>	24
<u>Qualifications and Education Requirements</u>	24
<u>ROLES AND RESPONSIBILITIES</u>	25
<u>QUALIFICATIONS AND EDUCATION REQUIREMENTS</u>	25
<u>PARENT AGREEMENT SIGNATURE PAGE</u>	26

About Gateway Village Children's Center (GVCC)

Vision

Our vision at Gateway Village is to create a nurturing, hands-on learning environment which expresses our foundational belief that life happens and develops best through authentic Christian community, which is consistent with Gateway Community Church's vision statement. We adhere to GCC's governing documents, mission, vision, and Christian statement of faith. At Gateway Village, we strive to craft and hone a program designed to facilitate play-based learning that will inspire a love of learning while promoting the child's social, emotional, physical, spiritual, academic, and creative growth. Believing that children flourish in an atmosphere of safety, acceptance, and love, we provide positive guidance with genuine care and concern for each child. We view each child as an infinitely precious creation of God, and we are committed to maintaining a developmentally appropriate atmosphere of kindness, support and respect.

Organization

Gateway Village Children's Center is a not-for-profit ministry of Gateway Community Church. Parents should be aware that GVCC is a religiously based learning center and as such is exempt from state licensing. We file information with the Department of Social Services and are held accountable to Virginia's Religiously Exempt Childcare Center Statutes. Standards include but are not limited to health precautions, equipment safety, criminal record checks, and record keeping. While we are exempt, we seek to meet and exceed all applicable state standards. Our requirements for staff qualifications, teacher/student ratios, etc. are available upon request.

GVCC is governed by the GVCC Board of Directors, and the day-to-day affairs are run by the Preschool Director and the GVCC Chancellor.

Our Beliefs Statement

Gateway Village Children's Center is a ministry of Gateway Community Church and embraces the same religious beliefs as the church. See Appendix A.

General Information and Procedures

Enrollment

The 2021-2022 Preschool and Pre-Kindergarten term runs from September 7, 2021, through May 27, 2022. GVCC will not issue refunds for inclement weather days or absences or school closures due to circumstances beyond the control of GVCC, including pandemic illnesses.

We will be running the Preschool Program for ages 3 – 5 only. Preschool students must be at least 3 years old and Prekindergarten students must be at least 4 years old by September 30th of the year of enrollment. Enrollment in the program shall be open to children of any race, religion, nationality, or ethnicity, provided the school can appropriately meet the needs of the child.

GVCC reserves the right to request the withdrawal of any student who has significant challenges adjusting to school, any student with educational or medical needs for which the school is not equipped or does not have the expertise to manage, or a student whose family is not meeting their financial obligations to the school on a timely basis.

Student Withdrawal Policy

For withdrawals for the school year prior to the first day of school: Because financial decisions (such as the number of classes, teachers, and expenses for curriculum) are made before the start of school based on enrollment, parents should be aware that **the registration fee of \$135.00 is not refundable.**

For withdrawals during the school year: Parents agree to complete and email the GVCC Change of Schedule Form to the School Director at least 30 days before the student's last day. Tuition fees will continue to apply during the child's last 30 days of attendance (full tuition up to the withdrawal date plus the remaining tuition for the month in which the student withdraws). There will be no partial or pro-rated refunds issued for withdrawals. Records or transcripts cannot be forwarded to the students' new school until all fees are paid. Likewise, there will be no pro-rated tuitions for students who enroll mid-year. See the Appendix C: 2021/2022 Tuition and Fee Schedule for details on the amount due for the first month for partial year enrollments.

The completed GVCC Change of Schedule Form (available on the GVCC website) must be completed and emailed to the School Director at least thirty (30) days in advance of the student's last day. In the case of extended absences, the family will not be able to "hold" their place in the program **unless they continue paying required tuition installment payments** throughout the extended absence. If they decide to give up their place in the program due to an extended absence, the family must understand they will need to re-enroll upon return and pay a non-refundable registration fee of \$135.00. The family also needs to understand that there may not be space available upon their return.

Payment Policy

Listed below are details regarding fees and tuition payments:

REGISTRATION FEE: A registration fee of \$135.00 is charged at the time of enrollment and is not refundable under any circumstances.

ANNUAL ACTIVITY FEE: An annual activity fee of \$50.00 may be charged at the time of enrollment (regardless of when your child enrolls) and must be paid in full prior to your child's first day of attendance.

FIRST TUITION PAYMENT: The first tuition payment is due on August 1, 2021. If you register after August 1, 2021, the first month's tuition will be due within 3 calendar days of registration. Failure to pay the first tuition payment by the due date will result in the cancellation of your child(ren)'s registration and withdrawal from GVCC for the 2021/2022 school term. Once paid, tuition payments will not be prorated or refunded for any circumstances.

Registration Date	First Payment Due Date
March 15, 2021 – July 31, 2021	August 1, 2021
August 2, 2021 – September 7, 2021	Within 3 calendar days of registration.

TUITION PAYMENTS & LATE FEES: Please see **Appendix C: Tuition and Fee Schedule** to reference your child's enrolled class and associated tuition. Tuition is a fixed dollar amount for the entire school term and is paid in ten (10) installments which are due on the dates specified in the chart below. If you do not submit your payment by the 1st business day of each month, a \$10.00 late fee will be assessed each day until the amount due is paid in full. If your monthly payment is unpaid by the 10th of the month, your child will be unenrolled from the school.

Payment Description	Payment Due Date
Annual Tuition in Full	Not Available for the 2021/2022 Term
Tuition Installment Payment #1	Aug 1, 2021, or within 3 calendar days of registration date or child's first day of attendance (whichever comes first).
Tuition Installment Payment #2	September 1, 2021
Tuition Installment Payment #3	October 1, 2021
Tuition Installment Payment #4	November 1, 2021
Tuition Installment Payment #5	December 1, 2021
Tuition Installment Payment #6	January 1, 2022
Tuition Installment Payment #7	February 1, 2022
Tuition Installment Payment #8	March 1, 2022
Tuition Installment Payment #9	April 1, 2022
Tuition Installment Payment #10	May 1, 2022

GVCC will make every effort to communicate with parents regarding missed payments; however, parents are responsible for making payments on time whether they are contacted by GVCC or not.

WITHDRAWALS AND TUITION REFUNDS: Enrollment for Preschool and Pre-K is September 7, 2021, to May 27, 2022. GVCC will not issue refunds for absences, inclement weather days or for school closures due to circumstances beyond the control of GVCC including pandemic illnesses. GVCC will not issue refunds for partial months attended.

For withdrawals during the school year: If you withdraw your child prior to the end of the school term, parents agree to complete and email the GVCC Change of Schedule Form to the School Director at least 30 days before the student's last day. There will be no partial or pro-rated refunds issued for withdrawals. Records or transcripts cannot be forwarded to the students' new school until all fees are paid. See the Appendix C: 2021-2022 Tuition and Fee Schedule for details.

Every effort will be taken to ensure that invoices are emailed before the 1st day of the month; however, Parents acknowledge that tuition installment payments are due on the 1st of each month and the lack of a generated or emailed invoice will not invalidate or change the set due date. See Appendix C: 2021-2022 Tuition and Fee Schedule.

Payment Methods

Payments may be made by credit card, or automatic bank payment.

Forms & Information Required for Enrollment

It is our desire to meet and/or exceed State licensing expectations. The following forms must be complete and on file with GVCC **before** your child's first day of school:

- Proof of I.D. such as child's birth certificate
- Medical Authorization Form (needed only if prescription or non-prescription medicines are to be administered by school staff)
- Emergency Care Plan/Allergy Action Plan (needed only if child has severe allergies requiring Epi-pen or Inhaler, etc.)
- Assumption of the Risk, Indemnification, Waiver and Release Form
- Virginia School Entrance Health Form and updated immunization records signed by a physician (you have within 30 days of your child's first day of school to submit the VA School Entrance form).

Hours of Operation

Preschool: 9:00 A.M. - 1:00 P.M.

School Holidays: GVCC follows the Loudoun County Public Schools (LCPS) Calendar. Closings are as follows:

Date	Activity
September 7	First Day of Preschool
September 16	Student/Staff Holiday
October 11	Holiday (Indigenous Peoples' Day): GVCC Closed
October 29	Student Holiday (Assessments and Planning for Teachers)
November 1 & 2	Student Holiday (Parent Teacher Conferences)
November 4	Student/Staff Holiday
November 24 – 26	Thanksgiving Holiday: GVCC Closed
December 20 – 31	Winter Break: GVCC Closed
January 17	Holiday (Martin Luther King): GVCC Closed
January 31	LCPS Moveable Student Holiday
February 1	Student/Staff Holiday
February 21	Holiday (President's Day): GVCC Closed
March 7	Student Holiday (Professional Development Day/Assessments for Teachers)
April 11-15	Spring Break: GVCC Closed
April 18	Student Holiday (Parent Teacher Conferences)
May 3	Student/Staff Holiday
May 27	Last Day of Preschool and Prekindergarten

All dates are subject to change; any changes will be communicated to families as soon as possible.

Inclement Weather

Gateway Village Children’s Center follows the inclement weather decisions of Loudoun County Public Schools. GVCC not release delay announcements in the news and media. This is for the safety of staff and students. Below is the closing schedule for inclement weather.

Closing Schedule

If Loudoun County Schools declare a:	Then Gateway Village Children’s Center is:
School Closure	Closed
An Early Dismissal	Preschool: 9:00am – 1:00pm (no change)

Delay Schedules

If Loudoun County Schools declare a:	Then Gateway Village Children’s Center schedule is:
1 or 2-hour delay	AM: 10:00am – 1:00pm

Curriculum

Our curriculum is based on learning through play and is designed to be developmentally appropriate, mentally challenging, spiritually supportive, and differentiated (as much as possible) for each individual child. We want to help your child develop academically, socially, mentally, physically, and spiritually. This whole-child approach is reflected in our programs of study, which are designed to support or exceed standards set by the Virginia Department of Education. Student progress will be monitored through informal and formal assessment, anecdotal records, and observation. Parent-teacher conferences for Preschool and Prekindergarten students are held in the fall and spring. If you would like a progress update between conferences, please communicate with your child’s teacher, giving them preparation time.

Students at Gateway Village Children’s Center will take part in prayer during morning message before snack times and during daily Bible lessons and Worship Time. Kid’s Worship is offered bi-monthly, consisting of a Bible story lesson, activities to illustrate the story, and songs of worship designed for young children.

Health and Medical Policies

Illness Policy

Gateway Village Children's Center strives to provide a healthy environment. We make every effort to include rather than exclude students from our school environment. However, if your child has contracted a communicable illness, such as strep throat, chicken pox, flu, head lice, etc., please inform the school **immediately**. The following are guidelines that would exclude children from school:

- Fever at or above 100
- Undiagnosed rash or discharge
- Recurring vomiting or diarrhea
- Any other signs of a communicable illness
- Symptoms and signs of possible severe illness (lethargy, uncontrolled coughing, persistent crying, difficulty breathing, wheezing, etc.)

Please keep in mind that children should not be given fever-reducers such as Tylenol just prior to attending Gateway Village. The medicine will wear off and if a child is truly sick, they will lapse quickly. If your child becomes ill at school, you will be notified to pick up your child **immediately**. Due to the current pandemic, extra precautionary measures will be taken to protect your child, other students, and staff. If your child has a low-grade/high temperature or an incident of vomiting, diarrhea or is not feeling well, we will give you a call and send you an email to please pick-up **immediately or within an hour**. Due to the current pandemic, students must be symptom-free for 72 hours without medication and issued a notice from the doctor permitting return to school. If a child is showing any sign of a communicable illness, they will not be allowed to return to school until a physician has treated the symptoms and issued a notice permitting return to school. We will require a note from the doctor certifying that your child is fit to be back in school.

Please inform the center within 24 hours or the next business day after your child (or any member of the immediate household) has developed any reportable communicable disease, as defined by the State Board of Health, **except for COVID-19 or life-threatening diseases** which must be **reported immediately**. GVCC will work in close collaboration and coordination with local health officials regarding COVID-19 to make dismissal decisions. If a COVID-19 case has been confirmed in the school, based on recommendation, students and most staff will be dismissed for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This also allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

Parents will be required to inform the school if they plan to travel out of State/Country especially to areas with community spread of COVID-19. Students returning from travel to areas with community spread of COVID-19 must follow CDC and State guidelines. GVCC families are encouraged to work in collaboration with the school to help mitigate the spread of diseases (teamwork makes the dream work). Parents are strongly encouraged to be mindful of large gatherings and visiting areas with community spread of COVID-19.

Medication Policy

Students are encouraged to take medication at home rather than during school hours whenever possible. We recognize this is not always feasible, however, and GVCC will administer medications as needed. Parents must complete the Parent's Request for Administration of Medication form for ANY medicine to be administered during school hours.

All prescription medications require a doctor's signature or a written prescription containing a doctor's signature attached to the medical form. Medicine must be brought to the school office by the parent (not the student) in its pharmacy-labeled bottle and contain the indicated quantity of medication. Any change in the time or dosage of a prescription medication must be verified by the physician in writing. Additionally, our staff is required by law to administer medication according to the instructions on the label.

If a student is prescribed an Epi-pen or inhaler the school strongly recommends the parent provide the medication to the school.

Non-prescription medication requires the parent's signature only. Medicine must be brought to the school office by the parent (not the student) in its original, sealed bottle/box containing the dosage information. Please label the bottle/box with your child's name. Additionally, our staff is required by law to administer medication according to the instructions on the label.

Parents are requested to list all medication prescribed for their child(ren) on the Medical Authorization Form completed at the beginning of each school year including medication taken regularly at home.

All topical medications, including sunscreen, bug sprays, etc., should be applied prior to coming to school.

Immunizations

Parents are advised that their child's school records, by law, must include documentation verifying their child is current on all required immunizations before the first day of every school year. Any immunization update documentation must be provided for the student's file.

Allergies

All allergies must be reported clearly as part of the online registration process. Please be aware that because some students have severe allergies, we are a **nut-free** environment.

If a child has an allergy severe enough to require an EpiPen and/or Benadryl, parents must provide all necessary medications and fill out a Medication Authorization Form and an Emergency Care Plan/Allergy Action Plan (these forms are available on the GVCC website). If your child develops a new allergy, please notify us so the child's records can be updated appropriately.

Lunch

Please note the following:

- Students are required to bring their own packed **nut free** lunch.
- Please make sure nothing in your child's lunch needs to be microwaved or refrigerated.
- All lunches will be checked to ensure that they are completely nut free (no traces of nuts or processed in a facility that processes nuts).

Daily Life at GVCC

Arrival, Dismissal, and Late Policy

Safety of our students and staff is of the utmost priority. As one of our best health and safety practices during the pandemic, drop-off and pickup will be done via Kiss and Ride only to limit access into the building. Our Kiss and Ride procedures have all the information on arrival and dismissal, and this will be made available to you.

Kiss and Ride times will be staggered. It is important that you come only at your scheduled time so we can reduce the amount of people gathering in the gym during drop off and pick up. Below are the scheduled times:

Drop-off:

3's: 8:40 am-8:50 am **4's:** 8:50 am-9:00 am

Pick-Up:

3's: 12:50 pm-1:00pm **4's:** 1:00 pm- 1:15pm

We strongly encourage our parents to come within the time allotted for Kiss and Ride. However, if you are running late, please contact the school's main office at 703-327-0707. Parents are expected to pick up their child/children on time. In the event a parent is late at dismissal time, the school reserves the right to charge a late fee of \$1.00 for every minute past the scheduled time for your child to be picked up.

A child will only be released to individuals listed as, "authorized to pick up" unless the parent submits documented permission ahead of time. However, we still need to be notified (via email) ahead of time even for those authorized to pick up.

Parental Involvement

Gateway Village Children's Center has an open-door policy and parents are always welcome to visit at any time. However, due to the current situation and to maintain best practices for the 2021/2022 school year, we will not be able to have parents visit the classroom. We hope to revert to our usual practice once it is safe to do so. It is our desire to work with you to help your child become comfortable in the school environment. If you have questions for the teacher, please schedule an appointment.

We are always thrilled to celebrate your child's birthday. Please call/email the Front Desk or your child's teacher for a list of recommended classroom party favor ideas. We ask that you please do not send in edible treats because we have several children with mild to severe food allergies.

Saying “Goodbye”

Especially in the first few weeks of school, it can be difficult for preschool children to separate from a parent, and at times the parent experiences a similar sense of separation anxiety. Rest assured, your child will adjust to the new environment and will quickly learn to love school, but there may be an adjustment period. Here are some tips to help you get to sunny skies!

Before the first day of school, talk to your child about how much fun school will be. Build anticipation. When the day comes, do not prolong the drop-off, but reassure and calmly let your child know you are leaving for a little while so they can have fun playing at school, but you will be back shortly. Develop a good-bye routine: a secret handshake, a loving phrase, etc. Or, if the teacher agrees, let your child have something of yours to hang onto for the day: an unbreakable coffee cup, a scarf, or a bangle bracelet, as examples. Tell them to put it in their cubby so they can give it back to you when you return. Always stay positive and encouraging even when faced with their distress. If you seem comfortable with the separation it will be noticed and appreciated by your child even if it does not appear to be so. Our staff is on your side, and we want to help this transition be as smooth as can be, so enlist our help whenever you feel the need.

Developmental Concerns

Our staff strives to stay current on the many facets of early childhood development. Based on this knowledge, if a teacher has a concern regarding a child’s behavior, the teacher will notify the Director who will then communicate with the child’s parents. When deemed necessary, the Director and/or teacher will pass on appropriate referrals that may include outside services. The staff will cooperate with an outside service professional who would like to confer about a specific child with parental permission provided in writing. Outside professionals may be accommodated during the school day only with the parents’ and the school’s approval.

Discipline Policies

It is our philosophy that children learn through modeling, redirection, and positive reinforcement. Children will be guided through structured activities and free play and will be encouraged to demonstrate kind and respectful behaviors. Additional strategies used by staff members include:

- Providing clear expectations
- Giving directions in the affirmative
- Giving children a sense of ownership and responsibility
- Creating an organized classroom environment

Gateway Village Children’s Center does not employ time outs or any form of punishment that involves withholding, corporal punishment, or demeaning language. Children respond positively to different forms of discipline. GVCC strives to work individually with each child according to his or her needs. Forms of discipline may include, but are not necessarily limited to, discussion of the problem with the child, positive reinforcement, instruction, setting clear expectations and discussing consequences of misbehavior, or redirection. In the case of disruptive behavior, teachers and parents may work together to construct an

appropriate behavior plan. We ask that parents reinforce classroom rules and expectations at home. We make every effort to work with children as they learn how to successfully navigate the school environment.

Because Gateway Village Children's Center is a group setting, children who consistently demonstrate aggressive behavior, or any other circumstance that requires intensive supervision by staff for extended periods of time, may be dismissed. Gateway Village Children's Center reserves the right at any time to dismiss any student when the health and/or safety of a student or staff member is at risk.

Dress

Children should be dressed comfortably for school each day. To fully engage in our activities, play/comfortable clothes are encouraged. We strongly recommend tennis shoes or sneakers for outdoor play. Please bring appropriate outerwear, particularly during the winter months. Preschool parents are encouraged to bring in an extra set of clothes in a plastic bag labeled with the child's first and last name. Soiled clothes will be bagged and sent home; please make sure to replace clothes the next day. It is strongly encouraged that parents label any extra clothing. Please refrain from long necklaces or drawstrings as they could be a hazard.

Child Security Policies

Confidentiality

Gateway Village Children's Center strives to protect the privacy right of children, their families, and our staff members. We will maintain the confidentiality of verbal information and written records. We reveal the identity of children and their families only in absolute necessity. The privacy of our staff is also protected.

Child Protection Policy

We have adopted Gateway Church's child protection policy as applicable to our childcare school and format, which is available upon request.

Reporting Suspected Child Abuse

State law requires all childcare workers to be mandated reporters and to report all suspected cases of child abuse and neglect directly to Child Protective Services. In the event a report is filed, Gateway Village Children's Center is unable to provide information. Further inquiries must be made to Child Protective Services.

Custody of Child

Upon enrollment, parents are to provide three individuals that can serve as emergency contacts. If any of this information changes, please see the front desk to update paperwork. If there is a marital separation or divorce, it is the custodial parent's responsibility to provide specific instructions on drop off, pick up and custody of child, including providing the signed separation agreement and/or court order.

Safety/Emergency Drills

At Gateway Village Children's Center, your child's safety is our utmost priority. Our entrance is always locked with a keyless entry system. All visitors, including parent volunteers, must check in at the front desk and present a valid I.D. upon entry. Our students also take part in monthly fire drills and shelter-in-place

drills to help ensure smooth procedures in case of an emergency. In the case of a school-wide emergency, families will be notified via email and/or a phone call from GVCC.

Conflict Resolution

GVCC endeavors to foster healthy relationships amongst its staff, parents, and the children utilizing the Center. However, we recognize that disagreement and conflict can arise even between the best of friends. The way we handle that conflict is key. GVCC seeks to operate by the *Matthew 18* principle. When conflict arises, the offended party should seek to resolve the situation by first meeting with the offender. The Gateway Community Church Board of Elders are the final mediation authority if a conflict remains unresolved after initial attempts at resolution.

1. Parents-Teacher
 - a. Any dispute or grievance must first be presented to the teacher by the parent at a scheduled meeting time. We request that parents do not address grievances during drop-off or pick-up times as this diverts the teacher's attention from the classroom.
 - b. We expect that most disagreements and conflicts will be able to be resolved at this level.
 - c. If a resolution is not reached, the parents may bring the matter before the Director.
2. Parents-Director
 - a. If a parent has a grievance regarding the general operation of GVCC (apart from the operation of a classroom), he/she should bring those concerns to the Director.
 - b. The Director will meet with all necessary parties and provide a written response within seven (7) days of the meeting. The Director will provide the Board of Elders a copy of the response.
 - c. If a resolution cannot be reached, the parents may appeal in writing to the Board of Elders.
3. Parents-Board of Elders
 - a. The Board will review the written request of the parents and determine whether a meeting would be helpful to resolve the matter. If approved, the meeting will be held within thirty (30) days of the request. This special called meeting will be limited to the topic(s) of the grievance.
 - b. If the Board determines the grievance does not merit a meeting, the Board will notify the parents in writing and its decision will be considered the final decision of the Board.
 - c. The Board will provide a written response to the parents within fourteen (14) days of the meeting date. This will be considered the final decision on the matter. A copy of the Board's response will be provided to the Director and any other necessary parties.
 - d. If the grievance remains unresolved, the parties agree to submit the grievance to biblically-based arbitration.

As noted in the Contract, any civil dispute between parents and GVCC shall be resolved through the above grievance procedure, and, if necessary, legally binding Christian Arbitration, under the *Rules and Procedures for Christian Conciliation* (a copy of the Rules are published at www.ICCPeace.com).

Appendix A

Beliefs Statement for Gateway Community Church & Gateway Village Children's Center

ABOUT GOD

God is the personal Creator and Ruler of everything. He has eternally existed in perfect community - Father, Son, and Holy Spirit. These three are co-equal and are one God. He is holy, all-powerful, all-knowing, unchanging, and full of mercy and grace. *Genesis 1:1, 26, 27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2 and 2 Corinthians 13:14.*

ABOUT JESUS CHRIST

Jesus Christ, God's Son, became fully human when he was born of the Virgin Mary. He was fully human and fully God. He lived a perfect life in place of our imperfect lives; died, as our substitute, the death we deserved to die because of our self-centeredness; and physically rose from the dead. He offers us full life by the promise of his own resurrection. He then ascended into heaven and today is our representative, intercessor, and advocate with God the Father. *Matthew 1:22, 23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3, 4; Romans 1:3, 4; Acts 1:9-11; 1 Timothy 6:14, 15 and Titus 2:13.*

ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. We experience the full life and presence of God in our relationship with God the Spirit. He is present in the world to make men and women aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift(s). As Christians we seek to live under His control daily. *II Corinthians 3:17; John 16:7-13, 14:16, 17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25 and Ephesians 5:18.*

ABOUT THE BIBLE

The Bible (66 books of the Old and New Testament) is God's completely true story about who He is, what He has done, what He is doing, and what He will do. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. It is our primary and final source of authority. *2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6 and Proverbs 30:5.*

ABOUT HUMAN BEINGS

People are made in the spiritual image of God to be like Him in character and to be in relationship with Him and with one another. People are the pinnacle of God's creative activity and the object of His affection. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life. *Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23 and Isaiah 59:1-2.*

ABOUT REAL LIFE

We are connected to God in only one way – by choosing to accept the offer of forgiveness and reconciliation God offers to us by Christ’s life and resurrection. If we ask Him to, God treats us as if we were Christ, because He treated Christ as if he were us. God’s gift of grace makes us His adopted daughters and sons. There is nothing we can do to deserve this life – it is all a gift of God, and our job is to simply receive it. When we do, God begins the process of changing our hearts and minds from the inside out and making our characters more and more like Jesus. He will continue this process in us until He completes it in heaven.

Because of our relationship with God, we will want our lives to please Him. He will show us how to make this happen. We will also hope for unburdened relationships with all those around us. As we become more and more like Him, this becomes possible in our lives. *Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26, Romans 5: 6-11; John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14 and 1 Peter 1:3-5.*

ABOUT ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally 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 real places of eternal existence.

In His own time and in His own way, God will bring the world, as we know it to an end. According to His promise, Christ will return personally and visibly to judge the living and the dead and to begin the new era of God’s universally visible reign that will last forever. *John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15 and 1 Corinthians 2:7-9.*

Appendix B

PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, **Gateway Village Children's Center** is religiously exempt from licensure and is classified as a "religiously exempt child day center."

QUALIFICATIONS OF PERSONNEL (Check appropriate response)

- Attached are position descriptions of staff presently employed with the Center.
- Staff position descriptions are posted for your review.

DESCRIPTION OF FACILITIES

Gateway Village Children's Center (GVCC) is located at 42350 Tall Cedars Parkway, South Riding, VA. The size of the building is 33,000 SF. GVCC uses a total of 6 Preschool Classrooms, 2 Elementary School Classrooms and has full access to the building's commercial kitchen and indoor gym. Play equipment consist of: 4 swings (2 child size, 2 toddler), climbing helix, ride-ons, raised stepping stones, main climbing structure (consists of steps, large and small slide, with bridge) jungle gym, vertical merry go round, playhouse, and small climbing wall.

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE:

Gateway Village Children's Center has an expansive indoor gym used for recreational and school wide events.

ENROLLMENT/CAPACITY

The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 463.

FOOD SERVICE

Gateway Village Children's Center provides morning snacks for the Preschool Program. The description of the service consists of the following:

- hot breakfast cold breakfast • combination (hot/cold) breakfast
- mid-morning snack hot lunch cold lunch afternoon snack

HEALTH REQUIREMENTS FOR STAFF

Staff employed at Gateway Village Children's Center (GVCC) MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children.

Documentation is on file at the Center. A staff member trained and certified in first aid and cardiopulmonary resuscitation (CPR) is present at GVCC whenever children are present and at any other location in which children who attend GVCC are present.

PUBLIC LIABILITY INSURANCE

Gateway Village Children's Center is covered by public liability insurance for personal or bodily harm suffered during the operation of the Center as a result of negligence.

Appendix C

Tuition and Fee Schedule

Tuition and Fee Schedule for 2021/2022 Term

Annual Tuition/Monthly Payments (10)				
Program	Tuition Fees	M-F	M,W, F	T, TH
Preschool	Annual/Monthly Tuition	\$6,150; 10 payments of \$615	Not available for 2021/2022	Not available for 2021/2022
First Month Payment Amount for enrollments after 10/1/2021				
Program	Start Date	M-F	M, W, F	T, TH
Preschool	Between 5th and 15 of Month	\$461	Not available	Not available
Preschool	Between 16th and End of Month	\$308	Not available	Not available
Tuition Related and Other Fees				
Program	Description	Fee	Due Date(s)	
All	Registration	\$135	At time of registration	
Preschool & Prekindergarten	Annual Activities Fee	\$0	N/A	
Preschool, Prekindergarten	Tuition Payments	See chart above	August 1, 2021, and on the first of each subsequent month until May 1, 2022	
All	Wait-List Fees	\$50	At time of registration	
Tuition Related and Other Fees				
All	Late Payment Fee	\$10 per day	Per day fee, assessed each day for all payments made after the 1st day of each month	
All	Late Pickup Fees	\$1 per minute	Per minute fee, assessed for each minute a student is picked up after center closing time.	

All fees are non-refundable

Appendix D

Staff Position Descriptions

SCHOOL DIRECTOR

ROLES AND RESPONSIBILITIES

Plan, organize, direct, manage and supervise programs for preschool and elementary children and facilitate positive relations among staff, parents and the church community. This position requires strong supervisory, leadership and communication skills along with a warm and nurturing disposition. Must be able to work positively within a staff and families and promote an atmosphere of community and cooperation among all interested parties.

Program Development and School Enrollment

- Develop and maintain curriculum to meet the needs of children enrolled in the school and remain current with developments in the field. Develop long term plans to facilitate the growth of all GVCC programs.
- In conjunction with Chancellor and the GVCC Board of Managers, define policies of admission, attendance, tuition and educational goals and establish all other necessary policies procedures or rules pertaining to the operation.

Staff Supervision/Employee Relations

- Select and implement developmentally appropriate curriculum, interactions and environments. Oversee school Staff in administering, planning and evaluating activities and lesson plans that promote developmentally appropriate learning.
- Train and supervise the Staff by holding regular meetings, staff training, mediating minor disagreements, ensuring the center's teacher/student ratios are maintained.
- Plan, organize, coordinate, and promote professional development, training, and staff meetings.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development. Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive employee relations environment.
- Conduct Staff performance evaluations; make decisions regarding staff development, promotion, demotion, disciplinary actions.
- Coordinate recruitment and hiring to fill existing position vacancies; propose additional staff positions (including financial justifications) to the GVCC Board as needed.

Administration

- Manage day-to-day administration of the center operations, including determination of all schedules, assignment of staff tasks and responsibilities, and utilization of office/classroom space and resources.
- Ensure compliance with applicable licensing requirements of the Department of Social Services and all other applicable county, state and federal laws, rules and regulations. Serve as the primary point of contact with all governmental and regulatory bodies in connection with the center.
- Plan and implement health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety.
- Manage all aspects of student admissions.
- Keep and maintain full and complete records pertaining to the administration and operation of the Preschool.
- Oversee the Assistant Director's development and implementation of the school's food services program, student records, extra-curricular activities, and weekly supply budget & inventory.

Communication and Leadership

- Develop a strong rapport with the GVCC Board of Managers, GVCC Chancellor, GCC Pastors, Church Staff (and Church Committees, as applicable) by attending planned and ad hoc meetings (as required), presenting monthly reports to the GVCC Board school operations (to include budgetary information), and responding to requests for information in a timely manner.
- Communicate effectively with school parents and staff, prospective families, and Church staff in order to promote understanding and support of the school's ministry. Encourages feedback regarding school programs and activities.
- Engages with community and communicates the mission and vision of the school.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Early Childhood Education or equivalent required.
- Proven experience and success as director of a large preschool.
- Minimum of three years' experience in education administration and business administration.
- Minimum of one-year teaching experience required; three years teaching experience preferred.
- Knowledge of principles, techniques, goals and objectives of early childhood education.
- Familiarity with state licensing standards for a preschool program director, including but not limited to criminal background screening and fingerprinting.
- The ability to obtain certification in adult and pediatric CPR and First Aid is required.

LEAD TEACHER

ROLES AND RESPONSIBILITIES

Leads each classroom by creating, implementing, and organizing developmentally appropriate activities. This position requires strong supervisory, leadership and communication skills along with a warm and nurturing disposition. Must be able to work positively with co- teachers and families and promote an atmosphere of community and cooperation among all interested parties.

Program Responsibilities

- Implement and maintains the curriculum. Ensures that activities meet the needs of the whole child.
- Prioritizes the daily care and well-being of every child by following all policies and procedures of the center.
- Provides written assessment of student developmental milestones and achievements through checklists, pictures, and anecdotal records,
- Implements classroom management strategies and implement behavior modification strategies that align with GVCC policy and procedures.
- Collaborates with School Director and Assistant Director and any authorized personnel regarding individual student programming.
- Conducts scheduled conferences and parent meetings as needed.
- Completes administrative duties such as lesson plan design, weekly newsletters, illness/accident reports, and assessment records.
- Leads students in daily Bible time and provides spiritual guidance and encouragement.

Staff Supervision/Employee Relations

- Supervises Assistant Teacher in daily responsibilities to include preparing and organizing lesson materials, distributing snacks, and assisting with classroom special events.
- Collaborates with co-teachers and provides unique ideas and feedback during staff meetings.
- Plans children’s worship time as assigned
- Develops and executes classroom events and provides direct support for events that are school-wide.

Administration

- Ensures compliance with applicable licensing requirements of the Department of Social Services and all other applicable county, state and federal laws, rules and regulations as directed.
- Ensures adherence to school’s health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety.
- Communicates program and student needs to the administrative staff in a timely manner

Communication and Leadership

- Participates in weekly meetings with the School Director and/or Assistant Director
- Communicate effectively with school parents and staff, prospective families, and Church staff in order to promote understanding and support of the school’s ministry.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree in Education or equivalent is required
- Minimum of 1 to 3 years’ experience as a teacher in a preschool or elementary school setting.
- Knowledge of principles, techniques, goals and objectives of child development
- Strong oral and written communication skills and basic computer skills
- The ability to obtain certification in adult and pediatric CPR and First Aid is required.

ASSISTANT TEACHER

ROLES AND RESPONSIBILITIES

Provides classroom support to prepare, organize, and actively anticipate daily classroom needs. Must be flexible and work positively with co- teachers and families and promote an atmosphere of community and cooperation among all interested parties.

Program Responsibilities

- Ensures lesson plan materials are available and accessible for all students. Ensures that activities meet the needs of the whole child.
- Prioritizes the daily care and well-being of every child by following all policies and procedures of the center.
- Provides feedback to Lead Teacher during assessment periods as needed.
- Cooperates with Lead Teacher, Administrative staff, and any authorized personnel regarding individual student programming.
- Participates in scheduled conferences and parent meetings as needed.
- Helps to implement classroom management strategies and implement behavior modification strategies that align with GVCC policy and procedures
- Completes administrative duties such as illness/accident reports and assessment records.
- Guides students during daily Bible time and provides spiritual guidance and encouragement.

Employee Relations

- Collaborates with co-teachers and provides unique ideas and feedback during staff meetings.
- Helps to plan children's worship time as assigned
- Provides support during classroom and school wide special events

Administration

- Ensures compliance with applicable licensing requirements of the Department of Social Services and all other applicable county, state and federal laws, rules and regulations as directed.
- Ensures adherence to school's health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety.
- Communicates program and student needs to Lead Teacher and/or administrative staff in a timely manner

Communication and Leadership

- Participates in weekly meetings with the Lead Teacher
- Communicate effectively with school parents and staff, prospective families, and Church staff in order to promote understanding and support of the school's ministry.

Qualifications and Education Requirements

- High School Diploma or equivalent required
- A high energy team player who works well with children, parents and staff
- A strong understanding of the emotional needs of young children.
- Strong oral and written communication and basic computer skills
- The ability to obtain certification in adult and pediatric CPR and First Aid is required.

CENTER ASSISTANT

ROLES AND RESPONSIBILITIES

Assists and supports the School Director & Assistant Director in overall operation of the school. This position requires strong communication and computer skills along with a warm, welcoming and flexible disposition.

Reception

- Monitors the front entrance; greets visitors and students to the school/church; receives packages and incoming mail; answers incoming calls and directs to the appropriate person/department.
- Provides general school information including program structure and class openings, admission requirements and tuition pricing to prospective families (in person or over the phone). Schedules and conducts center tours as needed.

Records and System Administration

- Serves as the primary user/contact for the center's main computer system (EZCare). Inputs and maintains all student information with attention to detail, accuracy and information accessibility. Maintains all records for prospective families/students for tracking, follow-up, etc.
- Maintains records for all prospective student families; ensures follow up communications are sent on a timely basis. Answers general inquiries regarding tuition payments, fees, etc. Provides documentation such as account statements, invoice copies and payment receipts to student families as needed.

School Operation Support

- Fills in for a variety of school staff positions as needed including substitute teacher, teacher assistant, back-up school vehicle driver. Performs general/clerical support tasks as directed.
- Maintains supplies inventory system and communicates needs to School Director on a biweekly basis.
- Participates in special school or marketing events & promotions including assistance with planning, organizing, setup/breakdown, and marketing.
- Provides social media system support such as uploading photos, entering content, etc.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or equivalent required
- Minimum of 2 years' experience as an administrative role, preferably in a school setting.
- A welcoming, high-energy team player who works well with children, parents and staff; a strong understanding of emotional and developmental needs of children.
- Strong oral and written communication skills and intermediate level computer skills and familiarity with MS Word, Excel, Power Point and various social media platforms such as Facebook, Instagram, etc.

PARENT AGREEMENT SIGNATURE PAGE

My name and signature below indicate my agreement to abide by the policies outlined in this handbook and follow them as appropriate to my involvement with Gateway Village Children’s Center.

Parent 1 Name (Print):	Parent 2 Name (Print):
Parent 1 Name (Signature):	Parent 2 Name (Signature):
Date Signed:	Date Signed: