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Dear Parents and Families.

Welcome! We are so very excited to have your child joining us for the coming school year at Grace Christian Academy Child Care Center! Our staff is looking forward to working with your child as they learn and grow!

Our Child Care Center has K3-K4 classes that are designed to foster your child's social and emotional development while also equipping them intellectually and physically for Kindergarten and beyond. Our trained and qualified staff does all this and more while also offering your child a warm, loving, Christ-centered environment in which to grow, learn, and explore! This handbook tells you the purpose and objective of this center's policies. This year your child will participate in a variety of activities such as:

- Center based activities for work and play which may include Manipulative Centers (paints, clay, crayons, blocks, etc.), Dramatic Play Centers (dress up and pretend), Intellectual Centers (Math, Science, etc.), as well as Art Centers (Music, Crafts, etc.)
- Learning social skills such as sharing, taking turns, work planning, critical thinking and reason based activities
- Experiencing and learning foundational truths of the Christian faith
- Learning readiness skills through various avenues of hands-on activities and experiences including field trips, special day activities, etc.

The key to the success of our program and these activities in growing your child is communication between you and our staff. Throughout the school year, we will keep you informed about upcoming Center activities. Parent bulletin boards and newsletters will provide most current information; all other information will be sent home periodically or as needed with your child. If you have any questions or concerns, please free to call or email me, or if time allows and a visit is necessary to come by the office during regular school hours.

Again, we are so looking forward to a wonderful school year and we feel so very privileged to be a part of your child's growth and development.

In Christ,

Stephanie Chambers
Administrative Director

STAFF DIRECTORY

Reverend Mike Chambers.....Pastor

Stephanie Chambers.....Director

Debbie CrawfordTeacher Assistant for 4's

Chrissy Goad.....Teacher Assistant for 3's

Nikki Allen3 Year-old Lead Teacher

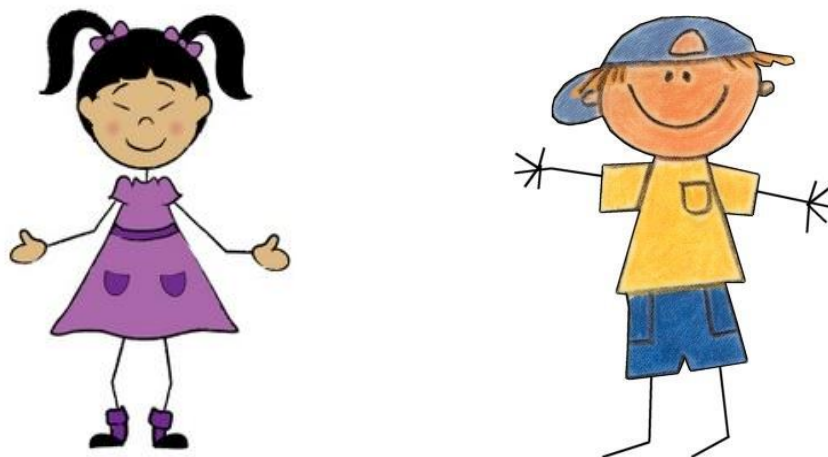
Kay Moss.....4 Year-old Lead Teacher



Our Philosophy

Grace Christian Academy Child Care Center and Preschool is a ministry of Christian Freedom Baptist Church and its members. It was founded for the purpose of providing a Christ-centered, Bible-based, Christian education for all children. We strive to educate young minds in the state-approved curriculum. All units will be taught from a biblical perspective. The center has a positive, loving and nurturing atmosphere. We believe the center is an extension of the Christian home. All of our activities are planned for Christian growth and fellowship, as well as educational benefits.

The staff will provide opportunities for every child to develop skills in sharing, taking turns, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting others, building self-esteem, strengthening emotional control, and experiencing growth towards self-discipline. Our qualified teachers have a strong faith in Jesus Christ, and look to Jesus for guidance throughout each day.



Mission Statement

At Grace Christian Academy Child Care Center we seek to nurture and minister to your child and family by displaying the love, mercy, and grace of Jesus Christ in everything we do. Our purpose is to prepare your child not only socially, emotionally, physically, and intellectually but more importantly spiritually, equipping them to succeed in everything they do.



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Notice of Nondiscriminatory Policy

The Grace Christian Academy Child Care Center admits students of any race, color, national and ethnic origin, sex, etc... to all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. It does not discriminate in administration of its educational policies or admissions policies. In accordance with Federal Law this institution is prohibited from discrimination on the basis of race, color, national origin, sex age or disability.



Threes and Fours Daily Schedule

7:00 a.m. - 8:30 a.m. Arrival/Free choice all centers open

8:30 a.m. – 8:45 a.m. Morning Snack

8:45 a.m. – 9:00 a.m. Large Group Time (Bible/Pledges)

9:00 a.m. – 10:30 a.m. Free choice all centers open

10:30 a.m. -10:40 a.m. Music & Movement

10:40 a.m. -10:55 a.m. Large Group Time (Daily Lesson)

10:55 a.m. - 11:55 a.m. Playground/Gym

11:55 a.m. - Noon Hand Washing

12:00 p.m. -12:30 p.m. Lunch/Dismissal of ½ Day Students

12:30 p.m. – 12:45 p.m. Bathroom

12:45 p.m. – 2:15 p.m. Rest Time

2:15 p.m. – 2:30 p.m. Bathroom

2:30 p.m. - 2:45 p.m. Music

2:45 p.m. Dismissal of children who leave with School Age Siblings

2:45 p.m. - 3:00 p.m. Music/Afternoon Snack

3:00 p.m. - 4:00 p.m. Free Choice all centers open

4:00 p.m. - 6:00 p.m. Playground/Gym

*Mauney Memorial Library comes once a month.



FEES

NOTE:

- When paying with cash, always get a receipt before leaving Office.
- Leave payments with Office Staff or drop in the drop box.

Registration Fee

An annual, \$100 non –refundable registration fee will be charged for each child for the school year.

An annual Maintenance/Supply Fee will be charged for each child for the school year. The fee for 5 full day students is \$250.00/year, 3 day students and 5 half day students are \$150.00/year.

Tuition

Tuition can be paid on a weekly, biweekly or monthly plan. **Any payment arrangement must be made in the office with the approval of the Director. If parents have an outstanding account with the center, their child will not be admitted for another school year until the balance is paid.**

Tuition for the 2016-17 school year is as follows:

Full-time Monday –Friday	\$120.00/week
Half-day Monday – Friday	\$90.00/week
Three Full Days MWF	\$ 90.00/week
Three Half Days MWF	\$ 70.00/week

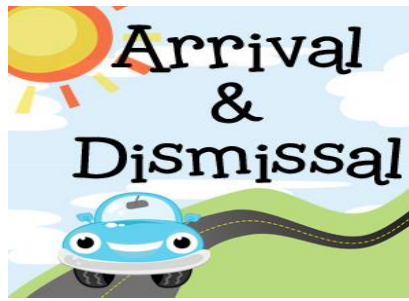
If your child is absent from the center or if the center is closed for holidays, snow days, emergency days, teacher workdays, etc., tuition payment is still required. **ALL FEES ARE NON-REFUNDABLE.**

Authorization for Child's Release

Children may be released only to parents, legal guardian(s), or persons who have been specifically authorized to pick up the child. An Authorization for Release form gives your permission for us to release your child to the individuals you have designated. In the event someone not identified on the form needs to pick up your child, you should provide advance written notification to the Office staff. A picture ID may be required. PLEASE DO NOT SEND ANYONE UNDER THE AGE OF 18 TO PICK UP YOUR CHILD.

Late Pickup

A late pickup fee will be charged to your account at the rate of \$2 per minute if you should pick up your child from the Center after 12pm for half day preschoolers and after 6pm for full day preschoolers. If you know that you will be late for pickup, please notify the Center on the day you will be late before pickup. A late fee will still be charged



Arrival and Dismissal

Sign In/Out: Upon arrival, an adult must accompany all children inside the facility. The Sign In/Out Sheet is located in the entrance of the 4 year old room. When your child arrives, please sign in the time of arrival and give a phone number where you can be reached that day in the event of an emergency. Always let your child's teacher know you have arrived. NEVER LEAVE YOUR CHILD UNATTENDED! When you return for your child, sign out the time of departure and sign your name. If your child is in a location other than inside the Center (ex: playground, gym, etc.) be sure to sign in/out and notify your child's teacher of his/her arrival/departure.

Late Arrivals

All children are expected to be in their classroom by 8:00 a.m. It is best for a child to arrive prior to his/her snack time. Except in case of emergency, please pick your child up before or after naptime, 12:30 - 2:30.

Days and Hours of Operation

The center Operates Monday-Friday year round, from 7:00 a.m.-6:00 p.m. with the exception of the days and holidays listed on the calendar.

GCA Preschool 2017-18 Calendar

Aug. 10	Open House /Orientation for Preschool 6:00
Aug. 14	PRESCHOOL OPENS
Sep. 4	Labor Day – Holiday -School Closed
Nov. 10	Veteran’s Day-Holiday-School Closed
Nov. 23-24	Thanksgiving Holiday
Dec. 25-Jan. 1	Christmas Holiday
Jan. 2	Classes Resume
Jan. 15	Martin Luther King Holiday
Feb. 19	President’s Day Holiday
March 30 & April 2	Easter Break
May 22	Preschool Graduation



Incident Weather Policy

In the event of incident weather, the center will follow the Cleveland County School Closing. When Cleveland County is on a 2-hour delay, the center will be on regular schedule.

The center reserves the right to close for repairs, workshops, and conferences. Advance notice will be given when possible.



Services Provided by the Center

Grace Christian Academy Child Care Center is designed to teach children who are ready to learn. Our facility is licensed to enroll children who are 3 years old to Pre-Kindergarten. Our program is flexible so that the needs of each child can be met. We use the same curriculum for all ages, but the experiences expand as the child grows and develops.

The learning areas/centers are:

Faith Development	Large/Small Motor Skills Activities
Learning through Literacy	Social Awareness
Creative Art	Water and Sand Play
Music	Food Experiences
Dramatic Play	Block Building
Science	

Our program use the "Links to Literacy" curriculum. Faith development is used throughout the activities each day. Bible stories and prayer are a part of, but not limited to, the early morning circle time.

HEALTH, SAFETY, AND EMERGENCY PROCEDURES

The staff will keep a file indicating how to get in touch with parents, who to call if parents are unavailable, and the name of your child's physician, hospital, and dentist. Please keep these numbers up-to-date. If your address or telephone number should change, please notify the Office staff. Always leave a number on the Sign In/Sign Out sheet and in the Office where you, or someone you designate, can be reached in case of sickness or an emergency. In the event that your child requires medical attention due to an accident that occurred at the Center:

- A car is always available for emergency transportation.
- Staff must be able to identify persons authorized by the parent to take the child from the Center.
- The Center maintains a phone number list where emergency contacts may be reached.
- Emergency telephone numbers are posted by the phone for fire, police, ambulance, and rescue squad.
- If your child should require medical attention, please bring the medical report to the Child Care Center Office the following day.



Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Grace Christian Academy believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death.

Procedure/Practice

If SBS/AHT is suspected we will observe a child for signs which include; irritability and/or high pitched crying, difficulty staying awake/lethargic, loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises to look for are on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Also, if SBS/AHT is suspected:

- Call 911 immediately upon suspecting the abuse and inform the director.
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR.

Prevention Strategies for staff dealing with a crying, fussy, or distraught child:

Staff should first check to see if the child has any physical needs such as, hungry, tired, sick, or needs a diaper change. If no physical need is identified, staff will attempt one or more of the following; rock the child, hold the child close, walk with the child, stand up hold the child close, sing or talk in a

soothing voice, rub or stroke the child's back, chest or tummy, offer a pacifier or try to distract the child with a toy, take the child for a ride in a stroller, turn on soft music. If staff feel frustrated, an immediate break is allowed. If we see a parent becoming frustrated with a child we will kindly offer support and ask if we can help with the child and allow the parent a break.

Behaviors that are prohibited are shaking or jerking a child, tossing a child into the air or into a crib, chair or car seat, pushing a child into walls, doors or furniture.

Medication

Our licensing regulators have suggested that we keep as little medication as possible in the center in order to provide a safer environment for children. Please ask your child's physician to prescribe medicine to be given before and after the hours that your child will be in our care, if



at all possible. The following information comes from the NC Day Care Licensing Handbook and will be the procedure used at the Center. All medication for children enrolled in a Child Care Center must have specific instructions and written permission for administering medication. Instructions must be completed by either the parent or a physician and must include the following: 1. Child's name. 2. Name of medication. 3. Amount of medication. 4. Frequency of medication. NOTE: INSTRUCTIONS MUST BE SPECIFIC - DO NOT USE THE WORDS "AS NEEDED" ON THE FORM. 5. Length of time the medicine is to be given. 6. Signature of parent.

Prescription Medication

1. Must be in original container bearing the original label. Must have complete instructions on the label or be accompanied by written instructions from a health professional, which include 1 - 6 above.
2. Must

be administered only to the person for whom it was prescribed. 3. Cannot be administered after its expiration date.

Over-the-Counter Medications

1. Should have the individual child's name written on the bottle.
2. Must have written instructions from the parent or physician.
3. Must have written permission from the child's parent.
4. Can be administered only to person specified in written instructions from the parent.
5. A doctor must give instructions about dosage if the dosage conflicts with the instructions on the patient medicine bottle. The correct dosage amount for your child's age must be clearly listed on the bottle.
6. Medication cannot be administered after the expiration date.

Instructions must be followed when administering all medications.

Medications must not be administered in any manner that is contrary to the instructions on the container or the physician's instructions. Medication slip must include specific instructions from the container or the physician's instructions. When administering the medication, the medication slip must be signed by staff using full first and last name. Leftover medications must be returned to parents after treatment is completed. Medicine can be kept and given to a child only for the length of time noted on the instructions and never after its expiration date.

NOTE:

- Medications must be in separate locked storage as required by the sanitation regulations.
- Medication is not to be left in a child's diaper bag but must be given to the Office staff.

- Any product that states: Keep Out Of Reach of Children must be locked up except for emergency medications.
- Sunscreens, baby powder, diaper ointment, etc. are considered medications and must be handled as all other medications.

NUTRITION

Lunches and meals brought from home must be dated and identified for the appropriate child at the child's home and must be returned to the child's home or discarded at the end of each day.

Snacks such as sweets, soft drinks, potato chips, Candy, Cakes, cookies and fruit juices with less than 100% real fruit juice are not considered to have any nutritional value. When celebrating special occasions we encourage parents and staff to offer more fruits, vegetables, and low-fat foods as snacks.

Parents should inform the staff regarding the child's food allergies and/or special diet. Special diet would include dietary requirements due to allergies or other medical issues, or could be for religious reasons. It does not include parental preferences.

The Meal Patterns for Children in Child Care is based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition. A copy of the Meal Patterns for Children in Child Care is listed on the next page.



gg63616006 www.gograph.com

Insert food schedule

FOOD ALLEGRIES



Parents should provide a written emergency treatment plan to be followed in the event their child has an allergic reaction. The plan should include a list of all allergens, signs of an allergy reaction, and types and doses of medications to be used. Identify a protocol for an emergency and include contact information for the child's doctor.

HEALTH POLICY

It is a state law for immunizing school children. Each child must have a current health form with immunization history signed by a physician on file at Grace Christian Academy Preschool.

Please notify the teacher if your child has any allergies (especially food allergies.)

Teachers will notify parents when certain communicable diseases are present and we ask that you notify the teachers when your child is out sick.

Children with the following may NOT be brought to preschool:

- Chicken Pox
- Conjunctivitis ("pink eye)
- Whooping Cough
- Lice
- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever



Unusual behaviors will be monitored closely and parent(s) will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- Cranky or less active behavior than usual
- Crying more than usual
- Feeling general discomfort or seeming unwell
- Loss of appetite

Children developing any symptoms that require dismissal or injured during the day, they shall be picked up by a parent since school does not have adequate isolation facilities. If we cannot contact a parent, we will call the emergency contact. Your emergency contact must be someone who can be available in case of mild illness, which would be available to provide temporary care for a sick child, and has transportation to the preschool.

If your child is well enough to come to school, they must be able to participate in the regular program, including indoor and outdoor activities.

Children may remain at preschool after an illness has been evaluated by a doctor, medication has been prescribed and any period of being contagious has passed as determined by the doctor.

Children with one or more of the following symptoms may NOT be brought to preschool or will be sent home:

- Diarrhea: More than one abnormally loose stool
- Headache or stiff neck
- Severe Coughing
- Unusually dark, tea colored urine
- Difficult or rapid breathing
- Gray or white stool
- Severe itching of the body or scalp, or scratching of the scalp (may be symptoms of lice or scabies)
- Fever over one 100 degrees by mouth or 99 degrees under the arm
- Pink eye, tears, and redness of eyelid lining, irritation, followed by swelling or discharge of pus
- An infected skin patch(es) - crusty, bright yellow, dry or gummy areas of skin
- Unusual spots or rashes
- Vomiting
- Sore throat or trouble swallowing
- Yellowish skin or eyes

Children may return to school 24 hours after free of fever and symptoms. Children returning with any of the previous symptoms will be sent

home. When your child is ready to return and medication is required, a "Medication Authorization" form must be completed, signed by the parent so the office can administer the medication.



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SAFETY POLICY

Grace Christian Academy has monthly practice fire drills and regular tornado drills. In the event of an actual weather alert, children will be kept in the building.

Threats: In the case of a threatening phone call or written message, the Director will be notified and they will evaluate the threat, and if thought necessary, the police will be notified and the center will follow their directions.



General Safety Practices:

- Children are supervised at all times and teacher/child ratios maintained
- All staff members are mandated to report any suspicion of child abuse/neglect
- Parent emergency information on file
- Authorized pick-up information on file-if we are not familiar with the authorized pick-up person we will ask to see identification and will match the person's ID with the emergency information on file provided by the parent.
- Emergency numbers are posted by phones
- Emergency evacuation plans are posted in each room

LIABILITY INSURANCE COVERAGE

Grace Christian Academy has the proper liability insurance for the preschool center. Parents are responsible for individual medical insurance.

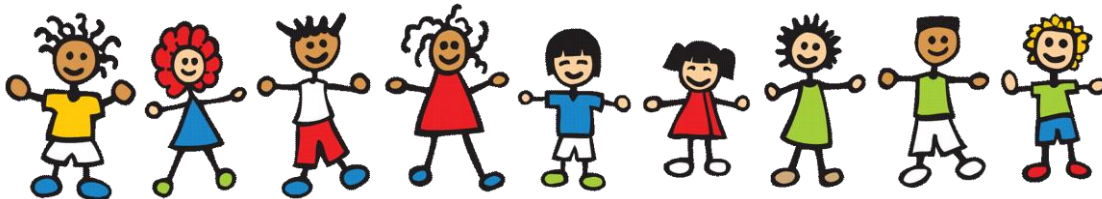
LUNCH AND SNACKS

Parents provide lunch. We ask that you provide a well-balanced nutritious meal. Please do not send candy in your child's lunch. Gummies are allowed if they are made from 100% fruit juice. The center will provide a nutritious morning and afternoon snack. Parents are welcome to come and have lunch with their child.



SERVICES OFFERED BY STAFF

Grace Christian Academy has an open door policy and you are welcome to visit the center at any time. Please feel free to set up a conference time with the Director or the teachers if you have any concerns. Our teachers will keep you up-to-date with your child's behavior and progress. Our center will communicate with our families by newsletters, telephone calls, special notes and email.



FIELD TRIPS/OFF PREMISE ACTIVITIES

Off premise activities refer to any activity which takes place away from the licensed and approved space in the Child Care Center.

When children participate in off premise activities, the following apply:

1. Written consent must be rendered by the parent or legal guardian
2. A schedule of all off premise activities will be posted in each participating classroom on the parent information board
3. Staff will have a list of all children participating in the activity and check attendance:
 - a. Before leaving the Center
 - b. During the activity
 - c. Before leaving the activity
 - d. Upon returning to the Center
4. A list of all children participating in the off premise activity will also be at the Center.



If transportation is required for the field trip, the following applies:

1. Emergency and identifying information for each child being transported must be in the vehicle
2. The driver of the vehicle must be at least 21 years of age
3. The vehicle will contain a First Aid Kit
4. A staff member will carry a cell phone to be used for emergency purposes only!

Children may not remain at the Center while their class goes on a field trip. If you do not want your child to participate, you must make alternative arrangements for your child during the time the class is away from the Child Care Center. Parents may be invited to attend field trips. If you do attend you will be responsible for your child. No parent will be permitted to transport any child other than your own without written permission from the child's parent or guardian or unless accompanied by that child's parent. Payment for all field trips must be made prior to the trip. A blanket permission slip is included in the enrollment packet and is required to allow your child to go outside the fenced area for nature walks and to play with sidewalk Chalk.

Parent Involvement and Visitation Policy

Your involvement early in your child's life sets their course to succeed academically, it gives you a greater understanding of what goes into and occurs in our program, as well as, a better understanding of your child's growth and development. Grace Christian Academy Child Care Center has an open door policy and we encourage families to participate in their child's learning.



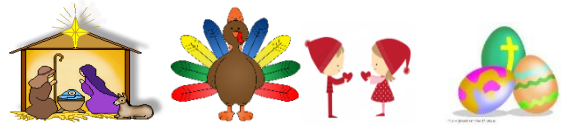
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Birthdays and Holidays

The most important occasion is a child's own birthday. We want to celebrate birthdays!! We encourage parents to bring in commercially baked cupcakes, cake, cookies and juice. The baked items must be in the original container showing ingredients used.



We celebrate Thanksgiving, Christmas, Valentine's Day and Easter. We will have class parties and ask parents to send items for the parties, as always parents are encouraged to attend. If you do not celebrate any of the above holidays, you will need to make other arrangements for your child, as we will be unable to provide other accommodations.



Items from Home

We understand some children have comfort blankets or bears that make them feel safe. They may bring one each of these items to have at naptime. We ask you not to allow your child to bring toys from home except on designated show and tell days. Please do not send in sip cups. We provide cups at snack and lunch.

Change of Clothing

Children are active and as a result accidents sometimes happen. Please label and send a complete change of clothing for your child to use in the event of an accident. When used, please bring a replacement change of clothing. Your child's required change of clothing should include shirt, pants, underwear, socks and shoes. Be sure their clothes are easy to fasten and unfasten, as these are best for children learning self-help skills. Be aware of concerns if you allow your child to wear jellies, flip-flops, or any slide-on shoes, which could slip off when running or climbing. If your child needs a change of clothes and none are on site, you will be called to bring the clothes or pick up your child. The child care center will not be responsible for damaged or lost clothing.

Discipline Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of "time-out"
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.

3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

“Time-Out” “Time-out” is the removal of a child for a short period of time (generally 1 minute per year of age) from a situation in which the child is



misbehaving and has not responded to other discipline techniques. The “timeout” space, usually a chair, is located away from classroom activity but within the teacher's sight. During “time-out,” the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the

child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Grace Christian Academy does not use corporal punishment as part of its disciplinary policy. Corporal punishment will not be administered at any time by the director or teacher/staff.

Biting Policy

Biting is very common in group settings of preschool age children. Yet, invariably, when it occurs, it is always disturbing to parents and caregivers alike. As with temper tantrums, we find that it is best to focus on prevention rather than waiting for the action to take place.

The following are some reasons a child may bite:

- A strong need for independence and control
- Feelings of frustration and anger
- Seeking attention
- Imitating other children's behavior
- Self-defense when feeling possibly threatened by another child.

The staff of Grace Christian Academy Child Care Center will be loving yet firm with children who bite. We will use some of the following procedures to work with a child who has a biting tendencies, in addition to those disciplinary actions listed previously:

- Giving choices throughout the day that reinforce positive social behavior
- Giving children many opportunities to interact with each other along with special guidance to insure positive interactions
- Watching for signs of rising frustration and anger
- Giving children lots of attention throughout the day
- Modeling loving, supportive behavior
- Offering positive alternatives for negative behavior
- Providing support and assurance so that the child recognizes that they and their possessions are safe

A Final Word and Thank You

We are a Christian Education Program and we want the children to know that God loves them. Our Christian staff will be teaching the children all about Jesus and how He teaches us through the Bible to know and serve Him. It is our prayer that each child in our program will come to know Jesus Christ as his or her Lord and Savior at a young age.

We invite you to visit our church and would welcome the opportunity to share with you our beliefs concerning God's word.

Thank you in advance for your interest and cooperation with our program. We hope you will find our Center to be a warm and caring place for your child.