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## *Gila Mountain Christian Academy*

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Welcome to Gila Mountain Christian Academy! We are a ministry outreach of the church to the children and families of our community for over 24 years. We are a Christian weekday Academy for ages 4 years old (Pre-K4) to 5<sup>th</sup> grade. All GMCA staff are vital team members in developing the spiritual, academic, social, emotional and physical growth of our children.

GMCA is an advocate for the family. We want to partner with you in developing your child's faith and intellectual development. It is our goal to give your child the best educational experience, teach them to love learning, provide them with ample opportunities to find and use their talents and strengths, and to prepare them to be life-long learners. We want our students to know how greatly they are loved by the Lord our God, and to desire to share their faith with others, and to serve Him with their lives. We look forward to supporting you and your child during these important years!

Blessing,

Gila Mountain Christian Academy

**\*\* Please read the handbook as it has been updated.\*\*** Thank you!

## **STAFF**

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<b>Edgar Vergara Millan</b>	<b>Pastor</b>
<b>Hadley Mallahan</b>	<b>Director/Principal</b>
<b>Jeniya Brawley</b>	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Grade Teacher/Relief Director</b>
<b>Maricela Hernandez</b>	<b>Pre-K4 Teacher</b>
<b>Leann Crist</b>	<b>Kindergarten Teacher</b>

## ***Mission Statement***

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*It is our mission to work with our families as a team. Instilling a respect and love for GOD, the Bible, for self and for others and for the study of work. We acknowledge our God above, as The One who has enabled us with the strength and abilities to do so.*

## ***School Philosophy***

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*"If God is for us, who can be against us." Romans 8:31 Gila Mountain Christian Academy is a Christ centered school.*

*Children are taught the basic truths from God's Word, using both formal and informal methods.*

*The content of the schools teachings is summarized by the following affirmation of faith:*

*We believe in the one God, creator and sustainer of all things, father of all nations, the source of all goodness and beauty, truth and love.*

# *Parent Handbook*

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## **Accidents and Emergencies**

If while attending a facility an enrolled child has an accident, injury, or emergency that, based on an evaluation by a staff member, requires medical treatment by a health care provider, a licensee shall ensure that a staff member:

1. Notify the enrolled child's parent immediately after the accident, injury, or emergency.
2. Documents:
  - a. A description of the accident, injury, or emergency, including the date, time, and location of the accident, injury, or emergency;
  - b. The method used to notify the enrolled child's parent.
  - c. The time the enrolled child's parent was notified.

## **Accountability and Access**

Gila Mountain Christian Academy has met the licensing requirements of the AZDHS.

A parent has access to the facility premises where their student is attending school. All visitors, including parents, relatives, and community visitors shall make their way to the administrative offices upon entering the school. Our school is fully secured and the doors remain closed and locked during the hours of 8:00am-3:00pm.

## **Activities and Programs**

Gila Mountain Christian Academy offers programs and activities that are age appropriate in the classroom. Throughout the year additional activities, fundraisers and programs will be scheduled.

## **Age Requirements**

Pre-K 4: Student is required to be 4 years of age before September 1 of the new school year for which they are enrolling.

Kindergarten: Student is 5 years of age before September 1 of the school year for which the student is enrolling.

First Grade: Student is 6 years of age before September 1 of the school year for which the student is enrolling.

Second Grade: Student is 7 years of age before September 1 of the school year for which the student is enrolling.

Third Grade: Student is 8 years of age before September 1 of the school year for which the student is enrolling.

Fourth Grade: Student is 9 years of age before September 1 of the school year for which the student is enrolling.

Fifth Grade: Student is 10 years of age before September 1 of the school year for which the student is enrolling.

## **Arrival & Dismissal**

Each family will be given a windshield tag with the students name and grade. Please have these up for drop off and pickup. This allows us to quickly and properly identify you when dropping off or picking up your child. If you are not picking up your child, the person picking them up must be on the Emergency Contact Form and have a photo ID available upon request.

Parents can drop off students as early as 7:45am in the designated spot for their grade.

Dismissal will start at 2:50pm. After 3:05pm, the child will be taken to the office for pick up. Students, who have not been picked up by 3:05pm, will result in a late pick-up fee being assessed to your FACTS account. The late fee is \$1.00 per minute per child you are picking up late. We please ask that you keep us informed of any problems preventing you from being on time by calling the school office.

**Pre-K4 pickup and drop off:** Arizona state licensing guidelines require that Pre-K4 children must be signed in and out of their classroom. A full legible signature is also required. Pre-K4 can be dropped off and picked up where the cross and flag are located on the frontage road side of the building. We will have the sign in/out binder available for you to sign. The designated staff member on duty will take students into the school building to be dropped off at their classroom.

**Kindergarten pick up and drop off:** can be dropped off and picked up where the cross and flag are located on the frontage road side of the building. The designated staff member on duty will take students into the school building to be dropped off at their classroom.

**1<sup>st</sup> grade – 5<sup>th</sup> grade pick and drop off:** can be dropped off and picked up in front of the playground. The designated staff member on duty will take students into the school building to be dropped off at their classrooms.

We please ask that if you need to exit your vehicle's driver seat that you park your vehicle in a safe place. The drive through areas must keep moving.

Signing students in and out will not be required for Kindergarten – 5<sup>th</sup> grade unless student is tardy or being picked-up prior to scheduled dismissal.

### **Attendance**

Regular attendance is one of the greatest contributing factors to a student's success in the classroom. If your student is going to be absent, please call the school office. Absences and tardiness should be limited. Regular attendance is a critical component for success in school. It is the position of GMCA, that students are expected to be present every day classes are in session. Parents will be contacted if a negative pattern of absences is noted. If tardy, students will need to come to the office with their parent/guardian to get an admit slip to enter class.

If a student is attending school on a scholarship, it is very important to be mindful of absences and tardiness. Surpassing a scholarships limit of absences, may disqualify the student from maintaining that scholarship. \*For questions regarding this matter, please reach out to your students scholarship program\*

### **Birthday Celebration**

Birthdays are celebrated with teacher approval. Parents will need to make prior arrangements before bringing in treats. These treats will need to be store bought. Please be mindful of your child's classroom allergies that will be posted.

### **Bullying Policy**

At GMCA our goal is to provide a safe and secure environment for our students. Bullying and harassment will not be tolerated. Reported or observed instances of behavior determined to be bullying or harassment will immediately be dealt with. Any situations that occur in the classroom or on the playground will be dealt with accordingly and noted with the teacher. If these offenses continue to occur, a conference with the student, teacher, principal and parent/guardians will be held to discuss the seriousness of these actions. If the behavior continues, a second meeting will be held to discuss the student's enrollment status.

### **Campus (NO NUTS)**

We are a Nut Free Campus. This includes peanut and all other nut butters.

### **Chapel**

Chapel is held each Monday at 8:30am-9:00am. Chapel is conducted in the Gila Mountain United Methodist Sanctuary. School staff leads students in prayer, song and worship. A Bible story/lesson is then given by Pastor Edgar Vergara Millan.

### **Child Abuse Reporting Policy**

Mandated reports are required by law, as defined by A.R.S. § 13-3620 to report all concerns of child abuse or neglect. All staff members of GMCA are mandated reporters.

The licensee or staff member shall report the suspected or alleged child abuse or neglect to the Arizona Department of Child Safety or to a local law enforcement agency as prescribed in A.R.S. § 13-3620.

The licensee or staff member shall also send documentation to the Arizona Department of Child Safety and any local law enforcement agency previously notified within three calendar days of the initial report and maintains documentation of a child abuse or neglect report on facility premises for 12 months after the date of a report.

The licensee or staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed in A.R.S. § 13-3620. A licensee or staff member shall also send documentation to the Department and to any law enforcement agency previously notified within three calendar days of the initial report, and maintain documentation of a child abuse report on facility premises for 12 months after the date of a report.

### **Class Dojo**

Class Dojo is a form of communication used by GMCA. It is used by GMCA staff and parents to communicate with your child's teacher about your child as well as the school informing you about events and/or happenings around the school. Please note that Class Dojo is a privilege. It is not a platform for gossip or slander. If it is discovered that a parent is abusing Class Dojo, said parent will be removed from Class Dojo and will no longer be allowed to participate in Class Dojo.

### **Communication**

Parents are welcomed to voice their concerns. Please communicate with your student's teacher. If you feel that your concerns/questions need further attention; please communicate with the school principal.

### **Teacher Conferences**

Teacher conferences are held in the 1<sup>st</sup> and 3<sup>rd</sup> quarters of the school year. Dates and times are scheduled with your student's teacher. Pre-K4 progress reports are twice a year in the fall and the spring. Kindergarten – 5<sup>th</sup> grade report cards are quarterly.

## **Curriculum**

At GMCA we use Abeka. It is a comprehensive, biblically-based curriculum, with a proven spiral learning approach. To learn more visit [abeka.com](http://abeka.com).

## **Discipline**

Each student is a gift from God and will be treated with respect at all times. Positive guidance, re-direction, and teacher modeling will be used in and out of the classroom. If a student becomes disruptive where the teacher is unable to perform their duties, a parent will be called for pick up. Incidents will be evaluated case by case; the director/principal will then make the final decision based upon the best interests of the child and the school.

## **Dress Code**

We require that your child wear their school uniform Monday through Thursday. Uniforms may be purchased at:

Z Trendz  
773 S. Orange Ave.  
Yuma, AZ 85364  
928-783-3370

Girls: Collar Button down Shirt, Khaki or Navy uniform skirt, short or pant.

Boys: Collar Button down Shirt, Khaki or Navy Uniform short or pant.

Every Friday will be a free dress day, uniform will not be required.

Shoes: ALL shoes or sandals worn by students must have straps on the back. Shower type sandals or flip flops are prohibited. Croc style shoes cannot be worn to school. No skate shoes or shoes with heels higher than one inch.

## **Enrollment and Disenrollment Procedure**

Enrollment Packets are available at our Administrative Offices. If for any reason disenrollment is necessary, our school will need a letter on file notating disenrollment and all tuition will need to be paid current. Tuition is non-refundable if for any reason disenrollment happens.

## **FACTS Account**

A FACTS Management account is required for each family. This is where tuition, incidentals and all other fees will be charged. Please see the FACTS Management document provided to you with registration for further details.

## **Field trips**

Fieldtrips and coordinated events for students off campus will require parents to transport their own children to and from; parents are to remain with their child/children at all times.



### **Fire Drills/Lock Down Drills**

In accordance with AZ State law we have one fire drill per month. We will also have a lock down drill quarterly.

### **Fundraising**

Families are invited and encouraged to participate in school fundraisers.

Fry's Food Store: Please help support us by linking your rewards card to our Fry's community organization account. Account Number AY161. Our Community Rewards program makes fund-raising easy. All you have to do is shop online or at your local store and swipe your Loyalty Card and funds will be donated to GMCA at no added cost to you.

### **Hours of Operation**

During the school year, Gila Mountain Christian Academy will be open from Mon –Thurs 8:00am-3:00pm and Friday 8:00am -1:00pm. The office may be closed during all scheduled school breaks determined by the school calendar. Our school calendar coincides with Yuma District One.

Summer Hours are by appointment only. Summer office hours are Mon – Thurs 9:00am- 3:00pm and Friday from 9:00am-1:00pm. **The school can be reached at (928)345 -1520 or [thelearningpad@live.com](mailto:thelearningpad@live.com)**

### **Illness**

We ask that you please have your child stay home if sick. Please notify the school immediately in the event of exposure to any contagious disease.(i.e. pink eye, flu) Child must be fever free for at least 24 hours prior to returning to school. This also includes vomiting and diarrhea.

### **Immunization**

The State of AZ requires a complete copy of the immunization records for each student to be on file at his or her school. Required AZ immunization information can be found in the administrative offices. Medical & Religious Waivers are available if needed.

### **Inspections**

Each year Gila Mountain Christian Academy Pre-K4 program is inspected by the Arizona Department of Health Services. Inspection reports are available on-site and, on the AZDHS website [www.azdhs.gov](http://www.azdhs.gov).

### **Lesson Plans**

Pre-K4 teachers follow a weekly lesson plan that is required by the State of AZ to be visibly posted; teachers post their lesson plans on the inner side of their classroom door. Kindergarten – 5<sup>th</sup> grade lesson plans are available by making a request to the child's teacher.

### **Liability Insurance**

Gila Mountain Christian Academy has liability insurance covered under American Church Group of Arizona, LLC.

### **Lunch & Snack Time**

Please provide your child with a well balanced lunch that provides them with the proper nutrients they need to make it through the school day. Afternoon snack time will be discussed with you by your child's teacher.

### **Medication**

AZ CCL-302 Medication Consent Form will have to be completed in its entirety and placed in the student's file, prior to any medication administered. All medication will be stored in the Director's office and locked up.

### **Pesticides**

AZDHS requires notification by a posted notice at least 72 hours before a pesticide is applied to the school premises.

### **Photograph Release**

A photograph release is requested for every student. Please see registration packet, as this is where you will sign the release form. Photos for items such as, but not limited to memory books, classroom displays, and school advertisements. Photograph release is voluntary, and not required.

### **Policies**

Policies mandated by the State of AZ must be strictly adhered to. Our Pre-K4 class is licensed by the State of AZ for the care of our student's. We cannot under any circumstance allow an unregistered child in the classroom without a parent present.

### **Prohibitions**

The use of cigarettes, drugs, alcohol and profanity is forbidden on premises. Fighting and bullying is prohibited on our premises. Willful destruction of our building, equipment, and/or furnishings is prohibited. Parents are responsible to replace or repair the damaged items.

### **Questions**

Please direct classroom/curriculum questions to your student's teacher. Tuition or billing questions please see the school director. If you have any other questions, concerns or issues you address them by stopping into the director's office, by phone or by email.

### **Registration**

Registration is due each year for your child and is non-refundable. Registration secures your child's spot in the classroom and pays for the Abeka curriculum needed for your child. At the end of each school year, any remaining curriculum will be sent home with you to keep.

### **Sign In and Out**

A parent or guardian is required by the state to sign their child in and out daily using a full signature, while enrolled in our school. Initials are not accepted by the State of AZ. Please help us fulfill this requirement by completing each blank every day and have ID available upon request.

### **Transportation**

Transportation is not provided at this time.

### **Tuition**

Tuition is billed monthly and due by the 5<sup>th</sup> of each month. If payment has not been received by the 5<sup>th</sup>, a late fee of \$25.00 will be assessed. If tuition is behind by 1 month, the school will have the option to withdraw the student, until account is current, unless parent has communicated arrangements with school director. (This does not pertain to if we have not received payment from the scholarship program you are participating in.)

**Scholarships:** If your child is on a scholarship, the school will need a copy of the scholarship contract agreement. Depending on the scholarship that your child is receiving will determine how you are billed for tuition. For example, with ESA they deposit funds into your class wallet account quarterly, so you will be billed by us quarterly for tuition.

### **Valuables**

We recommend that students not bring costly or valuable items to school. GMCA are not liable for lost or stolen items.

### **Visitors**

All visitors are to make their way to the administrative offices when entering the school premises, where they will sign in and receive a visitor's pass before entering any of our classrooms.

### **Water**

Drinking water is available to students inside and outside of the classroom.

A water bottle with the child's first name is required to be sent with the child daily.

If for any reason the water supply to our campus is disrupted, state law requires us to close until it resumes.

### **Yearbooks**

Yearbooks will be available for purchase before the end of each school year. Parents will be notified when they become available for purchase. Please note that yearbooks are not included in the registration fee or tuition.

### **Handbook Update Policy**

GMCA reserves the right to modify, amend or change all or part of the handbook at any time at our sole and absolute discretion.