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The Learning Pad Christian Preschool

Gila Mountain Christian Academy

2022-2023 School Year

Welcome all; the staff and I are so glad you're here. We could not thank you enough for choosing and entrusting The Learning Pad Christian Preschool & Gila Mountain Christian Academy with your child's education.

It is our mission, to work with our families as a team, instilling a respect and love for God, the Bible, for self and others and last but not least, for study and work. We desire to promote a healthy balance between school and play and to build a strong biblical and educational foundation for each child that walks through our doors. We acknowledge our God above, as the one who has enabled us with the strength and abilities to do so.

The staff and I look forward to working hand in hand with each parent, grandparent or caregiver this upcoming school year so that we can best meet the needs of every student.

Again, welcome.

Mrs. Henderson

Director- The Learning Pad Christian Preschool &
Gila Mountain Christian Academy

"The fear of the LORD is the beginning of knowledge ..." (Proverbs 1:7)

STAFF

David J. Harriss	Pastor
Marilyn Hohnstein	Church Admin Assistant
Lorna Hafliger	TLP/GMCA Admin Assistant
Melissa Henderson	Director
Janelle Peevler	Assistant Director
Janelle Peevler	Social Media & Marketing
Ms. Armstrong	Pre-k 3 Teacher
Mrs. House	Pre-k 4 Teacher
Mrs. Gordy	Pre-k 4 Teacher
Mrs. Garcia	Kindergarten Teacher
Mrs. Brawley	Kindergarten Teacher
Mrs. Raquel	TA
Mrs. Amy	TA
Mrs. Hadley	TA
Ms. Aubrey	TA
Mrs. Melanie	TA

Mission Statement

Working with our families as a team, we desire to instill a respect and love for God, for the Bible, for authority, for self, for others, for study, and for work. We desire to promote a healthy balance between work and play. We desire to lay a strong biblical and educational foundation which can be built upon for years to come.

School Philosophy

"The fear of the LORD is the beginning of knowledge ... "(Proverbs 1:7) The Learning Pad Christian Preschool and 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.

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

The Learning Pad Christian Preschool and Kindergarten 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.

Activities and Programs

The Learning Pad Christian Preschool and Gila Mountain Christian Academy offer 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 3- Student is required by the State of AZ to be 3 years of age and potty trained (Diapers and Pull-ups are not allowed).

Pre-K 4- Student is required by the State of AZ 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.

Arrival & Dismissal

Students will be admitted to their respective classrooms depending on their class schedule.

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 for a period of time, please speak with your students teacher.

Birthday Celebration

Birthdays are celebrated the last fifteen minutes of class; teacher approval. Parents will need to make prior arrangements before bringing in treats.

Campus (NO PEANUTS)

We Are a Peanut Free Campus

Chapel

Chapel is held each Wednesday in the Gila Mountain United Methodist Sanctuary. Pastor Harriss and staff lead students in prayer, worship and chapel music and dancing.

Child Abuse

A licensee shall ensure that the licensee or a staff member documents and reports all suspected or alleged cases of child abuse or neglect.

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.

Communication

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

Teacher Conferences

At designated times throughout the year, a report of your child's progress is provided. Dates and times are scheduled with your student's teacher.

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 with the director; the director will then make the final decision based upon the best interests of the child and the preschool.

Dress Code

We require that your child wear their school uniform Monday through Friday; one uniform t-shirt (TLP) and is included in your registration fee

The Learning Pad Christian Preschool:

All Students: School T-shirt and/or crewneck school sweatshirt, uniform khaki or tan short, pant or skirt.

Gila Mountain Christian Academy:

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.

Safety is our number one concern. For this reason, we ask that your child wear closed-toe shoes daily.

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.

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

In accordance with AZ State law we have one fire drill per month.

Fundraising

Families are invited and encouraged to participate in school fundraisers.

Hours of Operation

During the school year, The Learning Pad Christian Preschool & Gila Mountain Christian Academy will be open from 7:30-3:30pm. 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.

The school can be reached at (928)345 -1520 or 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.

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 The Learning Pad Christian Preschool & Gila Mountain Christian Academy is inspected by the Arizona Department of Health Services. Inspection reports are available on-site and, on the AZDHS website www.azdhs.gov.

Lesson Plans

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.

Liability Insurance

The Learning Pad Christian Preschool and Gila Mountain Christian Academy has liability insurance covered under American Church Group of Arizona, LLC.

Lunch Club

Lunch Club is held Monday thru Thursday, 1pm-3pm. Sign-up and Activities will be posted at the beginning of the school year. Cost is \$7 per hour with a minimum of, 2 hours each day.

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.

Year Book

Year Books are included in the Registration Fee and will be handed out at the end of the academic school year.

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 facility is licensed by the State of AZ for the care of three, four & five year old child care, FULL-DAY Care, Part-Day Care and School-Age Child Care. 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 bookkeeper, lastly any other questions, concerns or issues can be directly answered by stopping into the director's office, or by phone, 928-345-1520 and/or email thelearningpad@live.com.

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. 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.

Valuables

We recommend that students not bring costly or valuable items to school. TLP/ 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.

Water

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

Water bottles are highly encouraged and should be clearly marked with the child's first and last name.

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

Please contact the school director, Mrs. Henderson for any additional questions or concerns.