

ready...set...let's grow!

**Ginghamsburg
Christian Preschool
and Childcare Center**

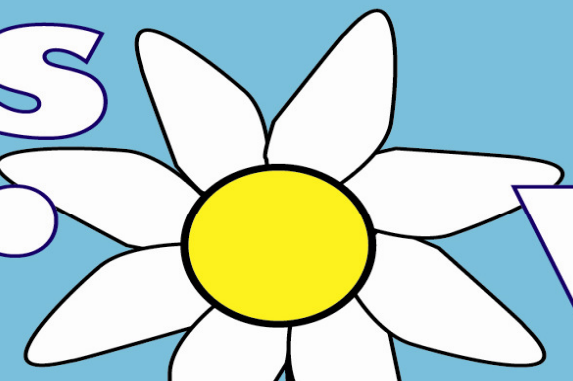
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Tipp City, OH 45371
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www.ginghamsburg.org

**Growing families through faith
and academic excellence!**

ginghamsburg
Christian Preschool & Childcare Center

ready, set...

**let's
gr*w!**

**growing
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and academic
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2011-2012



GROW



Dear Parents,

Welcome to Ginghamburg Christian Preschool and Childcare Center. We are so excited to be partnering with you to nurture your children in becoming a community of believers for Jesus Christ as well as competent individuals in society. This Christ-centered atmosphere and staff will foster your child's spiritual, social, emotional, physical and cognitive developmental needs with love.

We are here to offer the finest care possible for your child. One of the ways that we fulfill this mission is through our accreditation with ACSI. The Association of Christian Schools International strives to enable and equip Christian educators and schools worldwide to effectively educate children and young people with the mind of Christ. Centers achieving accreditation must not only maintain the requirements for state licensing, but must consistently meet national standards regarding the early care and education of young children. As part of that commitment, our center will offer your child a wide variety of learning experiences that will help develop their independence and problem solving skills, building a foundation for life-long learning. The classroom and playgrounds are designed to also provide optimum growth and development for young minds and bodies.

Our teachers have taken professionalism to a new level. Many completed a long training program and received their Child Development Associate (CDA). In addition, many teachers also hold a degree in Early Childhood Education or related field. Your child's teacher is trained to meet the specific needs of children and to work with parents and other adults to nurture children's overall growth in a child development framework.

Ginghamburg Christian Preschool and Childcare Center has made the commitment to a new quality initiative in the state of Ohio, Step Up to Quality. With this initiative, the teachers will have many opportunities to receive specialized trainings, curriculum enhancement ideas and learning tools to step our quality up one more level.

If you have any questions about your child's progress, please feel free to contact your child's teacher or stop by the office at any time. Welcome to our program!

In God's Love,

Jennifer Hopper
Center Director



INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in the Preschool/Childcare office for review.

A toll-free number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports for the current licensing period are posted in the Preschool/Childcare office for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is <http://ifs.ohio.gov/cdc>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq.

This information must be given in writing to all parents, guardians and employees as required in rule 5101:2-12-3 of the Ohio Administrative Code.

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● ● ● ● ● **CENTER LOCATION** ● ● ● ● ●

6759 S. County Rd. 25A
Tipp City, Ohio 45371
Phone: 937.667.5285 ~ Fax: 937.667.5677
www.ginghamsburg.org/preschool

● ● ● ● ● **Tax ID Number** ● ● ● ● ●

31-0808339

● ● ● ● ● **DAYS AND HOURS OF OPERATION** ● ● ● ● ●

Monday through Friday
7 a.m. to 6 p.m.
12 months a year

● ● ● ● ● **OUR MISSION** ● ● ● ● ●

Partnering with parents in connecting children to Jesus Christ.

● ● ● ● ● **OUR VISION** ● ● ● ● ●

Growing Families through faith and academic excellence.

● ● ● ● ● **OUR VALUES** ● ● ● ● ●

All aspects of Ginghamsburg Christian Preschool and Childcare Center are measured to ensure that the needs of all children are being met. Godly values guide our decisions and behaviors and are prevalent within our curriculum and throughout our programming. Our Children's Ministry strives to be: Bible-Based, Child-Centered, Life Applicable, Relational, Safe, Fun, Servant-Minded and Creative.

● ● ● ● ● **OUR PHILOSOPHY** ● ● ● ● ●

We believe that children learn through *meaningful experiences* (John 6:45) that enhance their social, emotional, cognitive, physical and *spiritual developmental* (1 Peter 2:2) stages. Learning is a process that is always taking place as children make new discoveries about our world each day.

We believe in the *potential of children* (John 1:12) and strive to create an environment that promotes adventurous exploration. As teachers support children in their exploration, significant learning takes place.

We value families (Romans 13:10) and strive to provide opportunities to build a sense of community within our program.

We endeavor to inspire student development that encompasses all biblical truths and inspires life long discipleship. (Luke 3:4)

● ● ● ● OUR GOALS ● ● ● ●

- **Social/emotional:** To help children develop independence, self-confidence and self-control, follow rules and routines, make friends and learn what it means to be part of a group.
- **Physical:** To increase children's large muscle skills—balancing, running, jumping, throwing and catching—and use small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing and writing.
- **Cognitive:** To acquire thinking skills such as the ability to solve problems, to ask questions and to think logically—sorting, classifying, comparing, counting and making patterns—and to use materials and their imagination to show what they have learned.
- **Language:** To use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words and begin writing for a purpose.
- **Spiritual:** To increase children's knowledge of Bible basics, introduce them to Scripture, share the love of Jesus, encourage prayer and develop a foundation of Christianity that can be built upon year after year to help children grow into leaders for our Lord.

*"Grow in the grace and knowledge of our Lord and Savior, Jesus Christ."
2 Peter 3:11*



● ● ● ● ● GINGHAMSBURG CHURCH STATEMENT OF FAITH ● ● ● ● ●

THE BIBLE

We believe the scriptures of both the Old and New Testaments are the inspired word of God. (2 Timothy 3:16-17) We believe the Holy Spirit guided and directed human authors to create God's written means of communication with us, which reveals God's love and plan to be in relationship with all of humanity. The Bible is God's blueprint for living the Christian life and is our source for faith and practice.

GOD

We believe in one God, who exists in three distinct persons...the Father, Son and Holy Spirit. Each person of the Trinity is equally the one God in being, essence, character, power and eternal qualities.

JESUS

We believe that Jesus is the Christ, the Savior who came to earth in the flesh to reveal God to humans and to restore all of fallen humanity to a personal relationship with God. We believe Jesus was conceived of the Holy Spirit and born of the virgin Mary; he is both fully human and fully God. Jesus lived a perfect, sinless life and embodies the truth about God and the truth of God. Jesus willingly died on the cross to demonstrate God's love for sinful humans and to provide salvation for all humanity. His sacrifice in our place provides all humans the means to be reconnected with their loving Creator. We believe in the physical resurrection of Jesus from the dead. Jesus ascended into heaven, where he rules as our Lord (absolute authority) and advocate. Jesus will return to earth in the future to establish God's perfect peace and justice for all time.

THE HOLY SPIRIT

We believe in the divine personhood of the Holy Spirit as an equal part of the Trinity. The Holy Spirit is God present with each follower of Jesus today, living within each follower to empower a life that reflects the lifestyle, values and character of Jesus. The Holy Spirit is the change agent in the lives of Jesus' followers, illuminating God's word for understanding and application in the life of each. The Spirit is involved in progressively transforming each follower into the image of Christ and is actively working within the Christian community and world at large to bring about God's plan of redemption for individuals, societies and the world.

THE CHURCH

We believe the Church (also known as the Body or Bride of Christ in scripture) is a spiritual organism made up of all those in a personal relationship with God through Jesus Christ, who are called to live in fellowship and worship together. We believe in the priesthood of all believers: everyone in relationship with Christ is gifted, empowered and called to serve within God's mission to reach the world. The Church is God's vehicle on earth to bring about God's justice and mercy for all people.

PROGRAMS

Ginghamsburg Christian Preschool and Childcare Center serves children ages 6 weeks to 12 years with four separate programs: Infant and Toddler Childcare, Academic Childcare, Before and After School-Age Program with Summer Care and Half-Day Preschool.

Our various programs are designed to provide quality care in an environment that stimulates learning and discovery while helping to connect children to Jesus Christ. Our dedication to children, our facility, qualified staff, curriculum and quality materials work together to create a wonderful community for children to develop and grow. All programs reflect our commitment to excellence.



PROGRAM FEES

- Infant and Toddler Program
 - Infant 1: Full-time only; approximately 6 weeks-9 months of age....\$178 per week
 - Infant 2: Full-time only; approximately 10 months-18 months of age....\$172 per week
 - Toddlers: Full-time only; 18 months-30 months of age....\$166 per week
- Academic Childcare (2 1/2-5 year olds)
 - Part-time: 0-24 hours a week....\$96 per week
 - Full-time: 25-55 hours a week....\$146 per week
- Before and After School-Age Program and Summer Care (Kindergarten-Grade 6)
 - 0-12 hours a week....\$57 per week
 - 12-24 hours a week....\$92 per week
 - 24-55 hours a week....\$141 per week
- Half Day Preschool (3-5 year olds)
 - 2 day class....\$114 per month
 - 3 day class....\$152 per month
 - 5 day class....\$199 per month
 - Supply Fee....\$30 (Due October 31, 2011)

Tuition fees are evaluated annually and based on a calendar year. Rates are subject to change at the discretion of the center, at such time parents will receive written notification.

FINANCIAL INFORMATION

Registration Fees

- \$50 Annual Registration Fee

Program Deposit Fee

A program deposit is due for the **last week** of care that your child attends and is required when initially registering for any of our programs. The deposit can be credited toward the last week of tuition or refunded if billing is a zero balance.

FINANCIAL INFORMATION

Security Card Deposit

Our security system requires you to have a keycard that electronically unlocks our two interior doors on the first and second floor. A \$15 deposit is required for each keycard received. Deposits are refunded at the end of the program if keycards are returned promptly in reusable condition.

Making Payments

Please make payments by placing your checks in the payment box hanging on the wall outside the office.

- **Payments for childcare are due on Friday for the upcoming week.** A \$20 late fee will be assessed to accounts that do not have a zero balance as of 10 a.m. on Tuesdays.
- **Payments for Half-Day Preschool are due by the first day of each month.** A \$20 late fee will be assessed to accounts that do not have a zero balance on the fifth day of each month.

Financial Assistance

Those requiring financial assistance should contact the Ohio Department of Job and Family Services. Our Center accepts Title XX through this agency for qualifying families. We are contracted with the State of Ohio. All qualified clients are responsible for co-payment requirements. Co-payments are due on the first day of the month. A \$20 late fee will be assessed to accounts that do not have a zero balance on the fifth day of each month.

Tuition Agreement

Childcare hours are based on the registered hours indicated on your registration form. **Parents are responsible to pay for their registered hours whether or not their child attends our center.** If the parent takes the child home early, the fee remains the same. We do not refund fees for scheduled center closings, weather or holiday closings as these days are taken into consideration when evaluating and setting fees each year.

Registered Hours

When registering, you have the opportunity to indicate which program and the anticipated days and hours in which you will be enrolling your child. ***It is important that you do not bring your child to our program on days for which they are not registered.*** If you need to change your child's schedule, please stop by the office to verify availability and update your child's registration form and tuition agreement.



Childcare Prepaid Discount

Parents with children enrolled in our childcare program may choose to prepay their bill for the upcoming month and will receive a 5% discount off of their monthly bill. Payments are due by the first of the month. A monthly bill will be based on the number of Mondays in a month; therefore, your monthly bill may vary.

Weekly Childcare Payments

Weekly childcare payments are due on Friday by 6 p.m. for the upcoming week. If the account has an outstanding balance of two weeks and payment arrangements have not been made with the center, your child may be temporarily withdrawn from the program until the account is brought current.

Monthly Preschool Payments

The preschool program fee is prorated in August and divided into nine equal payments paid September through May. Fees will not be refunded for scheduled center closings, weather or holiday closings as these days are taken into consideration when evaluating and setting fees each year.

Unpaid Tuition Bills

If you are having difficulty making your payments, please contact Ginghamburg's Chief Financial Officer to discuss possible payment arrangements.

Childcare Free Days

Parents of children enrolled in our childcare program are eligible for free days throughout the year (September to May). The free days are equivalent to a two-week period which is based upon the number of days your child is enrolled for one week. (If your child is enrolled for 5 days a week, you receive 10 free days. If your child is enrolled for 3 days a week, you receive 6 free days, etc.) During the Summer Program, the free days are equivalent to a one-week period which is based upon the number of days your child is enrolled for one week. (If your child is enrolled for 5 days a week, you will receive 5 free days. If your child is enrolled for 2 days a week, you will receive 2 free days, etc.)

Free days can be used in lieu of payment during center closings, holidays, vacations or sick days. Please notify the office one week in advance for planned vacations and as soon as possible for sick days to enable us to prorate your bill accordingly.

Late Pick-Up Fees

A late fee of \$1 per minute will be charged for every minute your child remains in our care after 6:00 p.m. or 12 p.m. for half day preschool students. *Please call if you are going to be late. This does not waive the late fee; however, it allows us to reassure your child that you are on your way to get them.*

Holiday and Snow Day Fees

In the event that Tipp City Schools are closed due to weather or holidays, full time childcare will be available for School-Age children. If Ginghamburg Church closes, then the preschool/childcare will also close. When children are at our center longer than their registered hours, the fee will go to an hourly rate or to the next fee bracket, whichever is the least amount.

CENTER PROGRAMS PARENT INFORMATION

INFANT AND TODDLER PROGRAMS

These programs provide a nurturing environment for children to explore and make discoveries about the world around them. Our infant program serves children ages 6 weeks to 18 months. Our toddler program serves children ages 18 to 30 months.

Teacher to Child Ratios

State licensing through the Ohio Department of Job and Family Services (ODJFS) requires that the following ratios be followed in our classrooms:

- Infants (6 weeks and under 12 months): One teacher per 5 children or two teachers per 12 children
- Infants (12 months and under 18 months): One teacher per 6 children
- Toddlers (18 months and under 2 ½ years): One teacher per 7 children

Infant and Toddler Nutrition

Our center is partnering with the Child and Adult Care Food Program (CACFP). We supply Parents Choice Advantage formula for all infants and whole milk for toddlers. In addition, the center supplies cereal and baby food at all stages until the child is able to eat table food.

If your child requires a different formula or breast milk, the following guidelines are required for parents by ODJFS:

1. All prepared formula and food must be labeled with the child's name and date of preparation. The date of preparation should not exceed 24 hours before the teachers receive the food.
2. All bottled breast milk must be labeled with the child's name and the date it was brought to the center.
3. Parents should keep a supply of formula that is clearly labeled with the child's name at the center. If your child is breast-fed, please bring in extra breast milk that can be stored in our freezer.
4. Parents should take all bottles home each day.



Infant Schedule

Children ages 6 weeks to 18 months have needs that vary. We make every effort to accommodate each child's unique schedule. The teachers work with each individual families to establish daily routines.

Toddler Schedule

Our toddler program is designed to provide a consistent schedule for children ages 18 to 30 months. A schedule is posted outside the classroom with a sample included on the next page. In addition, parents receive the lesson plan with the weekly activities.

Toddler Daily Schedule Sample

- 7:00 – 7:30 Arrive
- 7:30 – 8:30 Free Play in Learning Centers
- 8:30 – 9:00 Breakfast
- 9:00 – 9:30 Circle Time
- 9:30 – 10:15 Small Group Activities
- 10:15 – 11:15 Gross Motor Activities
- 11:15 – 11:45 Praise and Worship
- 11:45 – 12:15 Lunch
- 12:15 – 12:30 Quiet Activities
- 12:30 – 2:30 Nap Time
- 2:30 – 3:00 Free Play in Learning Centers
- 3:00 – 3:30 Snack
- 3:30 – 4:00 Circle Time
- 4:00 – 4:30 Small Group Activities
- 4:30 – 5:15 Gross Motor Activities
- 5:15 – 6:00 Combine with Infant 2 in Pod

Diapers are changed every 2 hours or as needed

Nap Time

Each infant has his or her own crib with a sheet and blanket. Sheets are changed and washed weekly or as needed. Parents may bring a special blanket from home and leave it at the center for their child to use. Please be sure to label all belongings with your child's name.

Each toddler sleeps on a labeled cot. Cots and bedding are cleaned on a weekly basis or as needed. Parents are encouraged to bring in a special blanket or small pillow or stuffed animal for nap time. These items will be sent home each Friday for laundering.

Daily Information Sheets

Daily Information Sheets are used to communicate important information between parents and teachers. Each morning when your child is dropped off at our center, we ask that you fill in the information sheet telling the teachers the details of your child's evening and morning (when and what they ate, when and how long they slept, etc.). At the end of the day when parents pick up their children, an information sheet is completely filled out for their child, giving them information on the details of their child's day. The journal entry includes feeding times and quantities, when and how long your child slept, when his or her diapers were changed, whether they were wet or soiled and special moments that happened throughout the day.



Potty Training

Our toddler room includes a potty training area for children who are learning to use the restroom independently. Children who are potty training are assisted by their teachers while in this process. It is best to begin potty training when your child exhibits signs of readiness. During this time several changes of clothes may be necessary. All soiled clothing will be placed in a plastic bag to be sent home.

Signs of readiness may include:

1. Your child becomes aware of elimination.
2. Your child can stay dry for two or three hours at a time.
3. Your child can dress and undress to use the toilet.
4. Your child is able to understand and follow directions.

When parents and teachers begin to observe these behaviors, a team plan should be put into place so that the child will have similar toilet training experiences whether at home or at the center. Communication is important to provide consistency in helping your child "master" this developmental marker.

..... **ACADEMIC CHILDCARE**

Our Academic Childcare program is designed for children ages 2 1/2 to 5 years. We offer full-time and part-time care. This unique childcare program offers quality care that includes a full preschool academic curriculum. Our program provides the opportunity for children to develop to their fullest potential. They are encouraged to value the gift of learning as we value the significance that each child brings to our program.

Teacher to Child Ratios

State licensing through the Ohio Department of Job and Family Services (ODJFS) requires the following ratios to be followed in our classrooms:

- 2 1/2 year olds: One teacher per 8 children
- 3 year olds: One teacher per 12 children
- 4 year olds: One teacher per 14 children
- 5 year olds: One teacher per 14 children

Cot Time

All children at the center who are attending more than 5 hours a day are required to have a quiet rest time in the afternoon. Children have their own individual labeled cot which they use each day. Music is played at the beginning of cot time to help the children relax. Children are not required to sleep, but they must rest quietly. Parents may provide a blanket or small stuffed animal or pillow for their child to be used during cot time. These items will be sent home each Friday for laundering. After 30 minutes of rest, non-sleeping children will be able to do quiet activities on their cots until cot time is over.

Schedule

Our Academic Childcare program is designed to provide learning opportunities to encourage children's social/emotional, cognitive, physical, language and spiritual development. A schedule is posted inside the classroom with a sample included on the next page. In addition, parents receive the lesson plan with the weekly activities.



Academic Childcare Daily Schedule Sample

- 7:00-8:15 Child Selected Activities in Learning Centers
- 8:15-8:30 Praise and Worship
- 8:30-9:15 Breakfast
- 9:15-10:15 Gross Motor / Outside Time
- 10:15-10:35 Circle Time
- Calendar
 - Weather
 - Bible story and verse
 - Question of the Week
 - Letter Review
 - Sign Language/Spanish
- 10:35-11:20 Teacher-directed Activities in Learning Centers
- Art
 - Science
 - Writing
 - Math
- 11:20-11:30 Praise and Worship
- 11:30-12:00 Lunch
- 12:00–1:00 Child Selected Activities in Learning Centers
- 1:00-3:00 Cot Time
- 3:00-3:30 Afternoon Snack
- 3:30-4:30 Outside Time
- 4:30-4:45 Circle Time
- Story
 - Reflection
- 4:45-6:00 Child Selected Activities in Learning Centers

..... BEFORE AND AFTER SCHOOL-AGE PROGRAM AND SUMMER CARE

Our School-Age program provides quality before and after school care for children in Kindergarten to 12 years of age. We offer a summer School-Age program that provides full time care while including lots of fun summertime activities. Children enrolled in our School-Age program enjoy spending time in the Treehouse, the Avenue and on our School-Age playground. Our teachers also look for opportunities to take learning off-site in real life experiences through planned field trips. Our focus is fun, faith and serving.



Teacher to Child Ratios

State licensing through the Ohio Department of Job and Family Services (ODJFS) requires the following ratios to be followed in our classrooms:

- Children Kindergarten through grade 6: One teacher per 18 children

Bussing to Our Center

Tipp City Public Schools bus children to and from the local schools. We ask that parents list our center on the transportation request. Parents should notify the childcare office if their child will not be transported to our center due to illness, appointments or alternative care plans.

Homework Support

Children may request homework support after school from the teachers. Children may have access to the internet for specific research assignments but are supervised by a teacher while online.

Swimming

School-Age children occasionally participate in a swimming field trip during the summer months. Public swimming pools are used with an adequate number of trained lifeguards to meet licensing requirements. All parents will be notified regarding upcoming swimming trips and are required to sign a field trip permission form, indicating if their child is a swimmer or non-swimmer. One staff member will always be in the pool with the children while another staff member moves throughout the area, ensuring all children are present and accounted for.

Schedule

A schedule is posted outside the classroom and a sample is included on the next page. In addition, parents receive the lesson plan with the weekly activities.

School-Age Daily Schedule Sample (September through May)

- 7:00-7:45 Self Selected Activities in Learning Centers
- 7:45-8:15 Group Time
- Devotion/Bible Story
 - Story
- 8:15-8:30 Bus Activities
- 12:15-12:30 Kindergarten Students Arrive
- 12:30-1:00 Lunch
- 1:00-1:15 Praise and Worship
- 1:15-2:00 Self Selected Activities in Learning Centers
- 2:00-2:15 Circle Time
- Weather
 - Calendar
 - Story
 - Sign Language/Spanish
- 2:15- 4:00 Teacher Directed Activities in Learning Centers
- Art
 - Science
 - Social Studies
 - Math
 - Language and Literacy
- 1st to 6th grade students arrive
- 4:00-4:15 Group Time
- Devotion/Bible Story
 - Praise and Worship
- 4:15-4:30 Snack
- 4:30-5:00 Teacher Directed Activities in Learning Centers
- Homework Support
 - Art
 - Science
- 5:00-5:30 Avenue or Outside Time
- 5:30-6:00 Self Selected Activities in Learning Centers

..... HALF DAY PRESCHOOL PROGRAM

This program is designed to support early childhood children in their development as they grow in their knowledge about themselves and the world around them. Children are encouraged to explore and discover together as teachers plan activities that support all areas of development. We recognize and value the spiritual development of each child and include Christian principles in all areas of curriculum.

Teacher to Child Ratios

State licensing through the Ohio Department of Job and Family Services (ODJFS) requires the following ratios to be followed in our classrooms:

3 year olds: One teacher per 12 children

4 year olds: One teacher per 14 children

5 year olds: One teacher per 14 children



Preschool Class Times

9:30 a.m. – 12 p.m.

Preschool Class Drop Off and Pick Up

Morning preschool classes open at 9:25 a.m. Children are welcome into the classroom at that time. Please be prompt in picking your child up between 11:55 a.m. and 12 p.m. A late fee of \$1 per minute will be charged for every minute your child remains in our care after 12 p.m.

Eligibility

In order for a child to be eligible to attend Ginghamburg Christian Preschool, they must meet the specific age requirements for the program in which they are enrolling.

- Half day preschool children must be at least 3 years old. Children must be fully potty trained and able to take care of all bathroom needs independently. Children who need to wear Pull-Ups are not considered fully potty trained.

Schedule

A schedule is posted outside the classroom and a sample is included below. In addition, parents receive the lesson plan with the weekly activities.

Half Day Preschool Daily Schedule

9:25-9:40	Self Selected Activities in Learning Centers
9:40-9:50	Circle Time <ul style="list-style-type: none">• Calendar• Bible story and verse• Sign Language/Spanish• Weather• Letter Review
9:50-10:30	Teacher Directed Activities in Learning Centers <ul style="list-style-type: none">• Art• Science• Writing• Math
10:30-10:45	Praise and Worship
10:45-11:00	Snack
11:00-11:30	Gross Motor/Outside Time
11:30-12:00	Circle Time <ul style="list-style-type: none">• Story• Music

CENTER PROCEDURES AND POLICIES

Drop Off and Pick Up Policies

Children must be escorted at all times by an adult. Please DO NOT drop off your child outside and let them walk into the building alone.

Parents are required to sign their child in and sign their child out each day. Be sure the teachers are aware of your child's presence as they will add them to the classroom headcount form. Children will only be released to parents and/or authorized adults. If you receive Title XX funding your attendance will be tracked by the state through the use of the Electronic Child Care System. You must use this everyday.

Persons authorized to pick up children must be able to show a picture identification before the child is released into their custody and the center will match the name on the license to the authorized pick-up list on the registration form. Please notify all emergency contacts regarding this policy.

Our Center closes at 6 p.m. All children must vacate the premises in order for preparation of evening classes to take place.

***In lieu of custody agreements, the center takes a neutral stance. Copies of legal court documents are required for the child's file and the center will only release children according to the custody agreement.**

Security Procedures

Security is everyone's responsibility! The safety and security of your children is something that we take very seriously. We need your cooperation to be a safe and secure place for children. Please be sure all doors are tightly closed as you leave an area and do not allow an unknown person to follow you into a secured area.

Our center has implemented security procedures to create a secure and safe environment in which your children can learn and grow. Listed below are the daily security procedures that we use.

- Each room uses a single door access to prevent unannounced people from entering.
- Each room has interior locks so that individual rooms can be made secure.
- Each room is equipped with a phone.
- Preschool playground exterior gates are locked.
- Teachers utilize a two-way radio system or cell phones when on the playgrounds or in the Avenue.
- All parents are required to escort children in and out of their classrooms.
- Parents are required to sign their children in and out of their program.
- Only authorized adults with proper identification are allowed to pick up children.
- If a child who is scheduled to arrive at the center via bus does not come, the parent (and/or school) is contacted regarding the child's status and then appropriate action is taken.
- An electronic security system secures the two main areas where children are located.

Safety Policies

1. Children are never left unattended or unsupervised.
2. Teachers complete name to face headcounts every 30 minutes throughout the day.
3. Fire drills are held each month.
4. Emergency plans are posted in each room.
5. If an injury occurs or an incident requires emergency transportation of a child, the center completes a report in accordance with Rule 51202:2 12-49 of the Administrative Code.
6. Use of spray or aerosol is prohibited when children are present.
7. Staff are trained and required by Rule 2151:421 to notify the local public children's service agency if they suspect a child has been abused or neglected.
8. First aid kits are available in all classrooms and the office.
9. A communicable disease chart is posted in the office.

Electronic Security System

The center’s security system secures the first and second floor area where the children are present. Two of the interior doors, one on the first floor and one on the second floor, have an electronic keypad installed as well as an intercom system. The doors are programmed to open daily at pick-up and drop-off to facilitate entry for families of half-day preschool children. Other than the programmed times, the preschool and childcare areas are accessible only to approved persons with keycards.



Children and Vehicles

Please do not leave ANY children unattended in cars. For the safety of all children, please do not leave an unattended car while it is running. We are mandated by law to report such incidents to the local public children’s service agency.

Incident/Injury Reports

The center is required to fill out an Incident/Injury Report if your child incurs an injury while in our care. Parents read the Incident/Injury Report and sign and date the form. They will receive a copy of the report and the original will be kept on file in the office.

Medical Emergencies

Parents must provide current emergency information to the center. If your contact information changes, please notify the office. In the event of an emergency, parents are notified immediately. If parents or those authorized to act on their behalf cannot be reached, the signed emergency medical release form is used to secure the necessary medical treatment at the hospital. Children will be transported by emergency squad if hospital care is needed.

Emergency Evacuation Plan

The center will use the Avenue for immediate evacuation as needed. Should a long-term evacuation be required, the South Campus Discipleship Center will be used. Ginghamburg church vans with proper current safety checks will be used for transportation.

Child and Classroom Transitions

Transitioning from room to room during the school year will require a transition plan to be completed by the center according to Rule 5101:2-12-30 (v) and may be initiated by the parent/guardian or the center. The written agreement will state the beginning and ending date for the transition. The transitioning schedule will also include the date and times for each day that the child will be transitioning into the new classroom. The parent or guardian and the center administrator will sign the agreement.

..... **CENTER STAFF**

Our staff plays a very important role in providing quality care and education to children and their families. Many of our teachers at Ginghamburg Christian Preschool and Childcare Center have a Child Development Associate, a two year degree or higher in Early Childhood Education or related field and/or significant experience working with children. Many are trained in CPR, First Aid, Child Abuse and Recognition of Communicable Diseases and all participate in at least 15 hours of In-Service training each year. In addition, teachers meet and model all leadership expectations that are established by the Ginghamburg Church Senior Management Team. Our staff is committed to children as they build relationships, encourage development and help connect children to Jesus Christ.

CURRICULUM

Ginghamsburg Christian Preschool and Childcare Center strives to provide an environment and experiences that enhance all the developmental areas. We have implemented an accredited curriculum in all classes. Each teacher writes a detailed lesson plan that includes age appropriate activities and materials, goals and objectives and evaluation tools. Parents receive a copy of the weekly lesson plan. Each classroom is designed to encourage a sense of learning, discovery and community. This is accomplished by planning and providing a variety of learning centers as well as experiences and activities that support children's learning. Listed below are the centers that are set up in each classroom.

Art Center: This center is an outlet for children to express their creative ideas about life through various media. Whether they are painting, drawing, cutting, molding or sculpting, children are able to express creativity while they develop motor and problem solving skills.

Dramatic Play Center: This center allows children to develop social skills as they role play and communicate with one another. As children pretend together, great opportunities for identification of adult-child roles and interpretations of various experiences take place.

Block Center: This center offers great opportunities for children to work in a group or individually to create structures. Problem solving skills, fine and gross motor skills, visual memory skills, negotiating skills and social skills are developed during block play.

Manipulative Center: This center encourages the development of fine motor skills and eye-hand coordination. Children are given opportunities to identify, classify and sequence various materials.

Science and Math Center: This center encourages exploration and experimentation with a variety of materials, objects and tools. As children observe, predict and make their own conclusions, they develop skills in predicting and problem solving. The science center also encourages discovery as children plant, mix, weigh, stir, pour, scoop, measure and arrange.

Library Center: This center helps develop an appreciation and a love for books. As children enjoy quality literature, they develop pre-literacy skills that enable them to see and hear words, develop comprehension, interpret signs, symbols and pictures and become familiar with letter form.

Computer Center: This center helps develop a critical foundation to build on and add to all through school. Software is the key to using the computer as an effective learning tool. Through the use of appropriate software, children can solve meaningful, real-life problems, express themselves in writing and drawing, experience math problems and discover solutions. Each classroom is equipped with a computer.

Language Arts: This center helps develop written and oral language development through hands-on activities. Tracing letters or words helps to transition children from letter forms to invented spelling. Children begin to understand that letters relate to sounds. Journaling is also a tool that is used in language development. As students dictate sentences and stories, they begin to hear and articulate. They are acquiring the rules of grammar for sophisticated words heard in adult conversation.

Field Trips: Several off site learning opportunities are scheduled on an individual classroom basis as appropriate to enhance the lesson plans, learning themes and curriculum. Parent permission forms must be signed prior to children attending the trip. Ginghamsburg church vans with proper current safety checks are used for transportation. Name to face headcounts are taken on the van before leaving, when arriving at the field trip location, every 30 minutes during the field trip, when everyone is back on the van and upon arrival at the center.

Water Play: During the summer months, children are able to experience the joy of water through the use of small wading pools and sprinklers located on the fenced playgrounds. Parents are asked to provide a swimsuit, towel, sunscreen and water shoes for their child as well as sign a permission form to participate. Teachers closely supervise the water play to ensure children's safety.

..... GENERAL CENTER INFORMATION

License Information

Ginghamsburg Christian Preschool and Childcare Center is licensed through the State of Ohio Department of Job and Family Services (ODJFS). A copy of the childcare center licensing rules is available in the office and assigned classrooms. Parents and teachers can review it at any time. Our license and copies of all current year state inspections are organized in a notebook and posted in the hallway by the preschool and childcare office for review.

Center Accreditation

Ginghamsburg Christian Preschool and Childcare Center received accreditation through the Association of Christian Schools International (ACSI). Our center is accredited from January 2006 through October 2011 and will be reaccredited to offer the highest quality programming available to your child and family. In the fall of 2008, Ginghamsburg Christian Preschool and Childcare Center received an Exemplary School Program Award for educational programs that provide opportunities beyond the traditional ACSI honors.

Eligibility

In order for a child to be eligible to attend Ginghamsburg Christian Preschool and Childcare Center, they must:

1. Meet the specific age requirements for the program they are enrolling in.
 - Half day preschool children must be at least 3 years old. Children must be fully potty trained and able to take care of all bathroom needs independently. Children who need to wear Pull-Ups are not considered fully potty trained.
 - School-Age children may be up to 12 years old.
2. Provide a complete health record and child's medical statement signed by a physician (the appropriate forms are provided in your registration packet). The child's medical statement is a form that must be updated and signed by a physician annually.
3. Visit the center with a parent/guardian for a tour and interview with the Administrative Staff. If your child has a special need, please bring in a copy of an IFSP or IEP and share specific needs with the Administrators before enrolling.

Please note that all children regardless of race, color, religion, sex, disability or national origin are welcome to attend the center. We are a non-denominational preschool and childcare center teaching Bible truths. Children with special needs must visit the center with their family prior to enrollment to determine if the center can meet their needs. If your child has an IFSP or IEP, please bring it in to review with the Center Director.

Enrollment

The following items must be completed and submitted in order to enroll your child:

1. Registration and tuition agreement with parent signature.
2. Immunization Records (must be submitted by the first day or your child will not be eligible to attend).
3. Health record signed and dated by a physician (must be submitted within 2 weeks of enrollment or your child will not be eligible to attend).
4. Signed permission to transport your child in case of emergency.
5. Signed emergency medical care release form.
6. Paid registration fee and for childcare students the last week of tuition as a deposit.
7. Deposit for security cards.

Voluntary Withdrawal

Parents are required to submit a written notice at least two weeks prior to removing their child from our program. If a two week written notice is **not** given, parents are still responsible for the fees for the remaining two weeks.

Calendar

Our calendar is based on the Tipp City Schools calendar, although there are some exceptions. The specifics of each year's calendar may change. If a holiday falls on a weekend, the holiday will be observed on either a Friday or Monday as determined by the Ginghamburg Church Senior Management Team. The center will also close two days a year for teacher In-Service training in August. The director will notify parents of these dates at least one month in advance.

The center will be closed on the following holidays:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- New Year's Eve
- Martin Luther King, Jr. Day
- Memorial Day
- Fourth of July
- August Teacher In-Service Days (dates to be announced)

NOTE: No fees are refunded for scheduled center closings, inclement weather or holiday closings as these days are taken into consideration when evaluating and setting fees each year.

August Open House

An annual open house is scheduled in August prior to the start of the fall program. The open house gives parents, children and friends an opportunity to meet our staff, tour our facility and meet other families. Invitations are sent out mid-summer.

Family Events

Our family events are a celebration of our partnership with the children and families that attend our center. They are hosted throughout the year and are announced in the Parent Pages monthly newsletter.

Parent Visitation

We encourage you to be a part of your child's preschool and childcare experience. You are welcome to visit your child's classroom at any time. We only ask that you stop by our office to let us know that you are visiting. No appointment is necessary to visit; however, if a conference is desired with your child's teacher, please schedule a time that is convenient for all.



Parent Volunteers

Parents interested in volunteering at our center are encouraged to contact the office. The State of Ohio requires all volunteers to be fingerprinted and have a medical statement on file. Based on your interests, abilities and availability, we will collaborate with your child's teacher to provide suggestions on how you can be involved with your child's experience in our program. Special events are always a great opportunity to get involved and we welcome your participation in our program. If you are unable to help throughout the daytime hours, there are also some great opportunities to support us from home. Please check with your child's teacher to learn more about assistance needed with teacher-made games and other behind-the-scenes roles.

Parent-Teacher Conferences

Parent/Teacher conferences are scheduled during the school year. These times will be communicated to you through correspondence with your child's teacher. During the conferences, your child's teacher will review your child's assessment. Parents are asked to sign up for their scheduled conference time. The director and teachers are willing to meet with parents to address concerns at any time throughout the year. Please stop by the office or contact your child's teacher to set up a special meeting.

Communication

We view communication as an important piece in our success. Daily activities and experiences will be posted in your child's classroom. You will have the opportunity to communicate with your child's teacher on a daily basis as well. Monthly newsletters are sent home to announce upcoming events and share where we are in the curriculum. Confidentiality is important in our service to you as we strive to meet the individual needs of each family.

Daily Routine

A daily schedule is a valuable part of your child's experience. Children need to follow a daily routine that is predictable for them. A class schedule will be posted outside each classroom to ensure that you are aware of your child's schedule while in our care.

Birthdays

We encourage you to allow your child to celebrate birthdays with their friends at school. If you would like to bring a special party bag for your child's birthday, please make prior arrangements with your child's teacher. We ask that treats be store bought and individually wrapped due to possible severe food allergies.

Food Allergies

If your child has any specific food allergies or is on a special diet, you will need a physician's signature on the Special Diet Form. A copy of this form will be given to the cook and your child's teacher to ensure proper administration of food and a copy will also be kept in the office for safety purposes.

Clothing

Children should be dressed in comfortable play clothes. Each child should bring an extra change of clothing clearly marked with their name. These clothes are stored at school in the event of any type of accident that would require a change of clothes. Parents will be requested to change the clothes appropriately when the seasons change. All coats, mittens, hats and boots should also be clearly marked with the child's name. We are not responsible for the loss of unmarked items left at the school over night

Please bring your child to school suitably dressed for outdoor play such as cool clothing for warm weather, a light jacket for cooler weather and a heavy coat, mittens, boots and a hat for cold and snowy weather.

Personal Belongings

We ask that children not bring toys, money or food to school. It is acceptable for children in our childcare program to bring a blanket, a small stuffed animal or small pillow for cot time. Your child's personal belongings for cot time should be able to be stored in your child's book bag or cubby. Please label ALL children's belongings. The center is not responsible for lost or stolen items.

Outdoor Play

Weather permitting, we provide the opportunity for children to play outside in the morning and the afternoon on a daily basis throughout the entire year. If it is raining, air quality warning or the wind chill is below 20 degrees, the children will play inside in our large motor room or Avenue. The playground area is evaluated before children enter and will not be used if deemed unsafe for any reason.

Weather Related Closings

Our center strives to remain open for all childcare classes. In extreme cases, our center may close and parents will be notified through radio, TV announcements and our "One Call" telephone notification system. Please tune to Channel 7 for school closings and delay announcements concerning our preschool and childcare program. Our center is listed under "G" for Ginghamburg Christian Preschool and Childcare Center. Also listen to 1290 WHIO-AM and K99.1 FM for school closings and delay announcements.

However, if Tipp City Schools close due to bad weather, the half day preschool classes will automatically be canceled. The rest of the center will remain open unless notified otherwise.

- If Tipp City schools are on a delay preschool will remain open.

Center Concerns

Classroom concerns should first be addressed with your child's teacher. If you feel the problem has not been appropriately handled or you need further follow up, please follow the chain of command listed below. Concerns not related to the classroom should be immediately brought to the Center Director's attention. As we partner together, we want you to know we're here for you and will do our best to reach a satisfactory resolution.

- Jennifer Hopper – Center Director
- RaNae Street– Children's Ministry Director

..... FOOD PROGRAM

Civil Rights Compliance

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

All children enrolled at our center receive meals free of charge. This is because we participate in the Child and Adult Care Food Program (CACFP). CACFP is a child nutrition program of the United States Department of Agriculture.

Childcare Food Policies

We have implemented the CACFP food program into our center routines. Each day, we serve a breakfast, hot lunch and afternoon snack that meet the USDA nutritional requirements. Half day preschool students receive breakfast each day. Menus are posted near the downstairs entrance way, including substitutions when needed. Outside food is not permitted. Have your child finish all of their food before entering the center. **We are peanut free.**

Food Program Components

Below are the food components of our snacks and lunches.

Breakfast

- Milk-1 serving, fluid milk
- Fruit/vegetable-1 serving juice, fruit and/or vegetable
- Grains/Bread-1 serving bread, cold or cooked cereal

Snacks (children are served 2 of the 4 components)

- Milk-1 serving, fluid milk
- Fruit/vegetable-1 serving juice, fruit and/or vegetable
- Grains/Bread-1 serving bread, pasta or noodles
- Meat/Meat Alternative-1 serving meat, poultry or fish, cheese, egg, nuts or yogurt

Lunches (children are served all 4 components)

- Milk-1 serving, fluid milk
- Fruit/vegetable-2 servings equal to juice, fruit and/or vegetable
- Grains/Bread-1 serving bread, cold or cooked cereal, pasta or noodles
- Meat/Meat Alternative-1 serving meat, poultry or fish, cheese, egg, nuts or yogurt



Food Program Serving Sizes

In accordance with the Ohio CACFP guidelines, the minimum serving sizes are as follows:

For children ages one (1) and two (2) years:

Milk, fluid	1/2 cup
Meat or Meat Alternative	1 oz.
Grains/Breads/Pasta/Noodles	1/2 slice, 1/4 cup
Fruit and/or Vegetable and/or Juice	1/2 cup total

For children ages three (3) to five (5) years:

Milk, fluid	3/4 cup
Meat or Meat Alternative	1 1/2 oz.
Grains/Breads/Pasta/Noodles	1/2 slice, 1/4 cup
Fruit and/or Vegetable and/or Juice	1/2 cup total

For children ages six (6) to twelve (12) years:

Milk, fluid	1 cup
Meat or Meat Alternative	2 oz.
Grains/Breads/Pasta/Noodles	1 slice, 1/2 cup
Fruit and/or Vegetable and/or Juice	1 cup total



Constructive, developmentally appropriate child guidance and management techniques are used at all times. These age appropriate techniques include redirection, guidance in problem solving techniques, separation from a specific area or situation, distraction from the problem and supervised “alone time”.

***All guidance techniques apply to everyone on site, including staff and parents.**

Non-Violence Policy

Any action that includes violence towards another individual is not permitted. If guidance techniques have been utilized and the child continues to speak or act violently towards other people, a parent conference will be scheduled with the Center Director and teacher to help resolve the issue. Acts of violence could result in suspension and/or removal from the center.

Biting Policy

If a child bites another classmate, the teachers will use developmentally appropriate child guidance techniques and methods. They will work with the parents on suggestions to implement in the classroom. If the child continues to bite, parents may be asked to contact their physician to evaluate and provide additional strategies to prevent and/or stop the biting. After a record of 12 bites, the parents are notified that their child may be suspended for up to five days or the child may be removed from the center.

Incident/Injury Reports

If a child acts violently toward another individual, an Incident Report will be filled out. This report is to be reviewed and signed by the parent or guardian. A copy will be made for the parent to take and the original will be filed in the office.

Suspension Policy

A child who intentionally physically hurts another individual may be suspended and/or removed from our center’s program. A child who steals from the center or another individual may also be suspended and/or removed. The following are the guidelines for suspension:

1. If a child intentionally physically hurts another individual, immediate and appropriate guidance will take place. An Incident/Injury Report will be completed, the Center Director is notified and the parents are contacted to discuss the situation.
2. If a second incident of violence occurs, the above actions take place. The child may be suspended from our center’s program for up to five days and will not be permitted to return until a meeting has taken place with the parents, teacher and the Center Director to develop a Behavior Improvement Plan. Parents will still be responsible to pay for the scheduled hours of service.
3. If a third incident of violence occurs and the above actions have taken place, the parent and child may be required to seek professional counseling in order to remain enrolled in our center.

We reserve the right to remove a child from our center at any time if he or she is perceived to be a threat to others or exhibits unmanageable behavior.

HEALTH POLICIES



Our teachers receive training in recognition of communicable diseases that enables them to recognize signs and symptoms of illness. They practice procedures that prevent the spread of contagious diseases and illnesses and encourage the children to practice these procedures as well. Our goal is to maintain a healthy environment for all children and staff. If a child becomes ill while in our care, he or she is removed from the classroom and a parent or authorized person is notified. A form is sent home that is signed by the classroom teacher, the Center Director and the parent stating when the child may return to care. *We require that sick children be picked up in less than one hour from the time the parent is contacted.* Parents of children in a classroom with a diagnosed communicable disease will receive written notification from the teacher.

Daily Health Check

Upon arrival each morning, a childcare staff member with current valid training of communicable diseases will observe each child at the center. The center will immediately notify the parent or guardian of the child's condition when signs or symptoms of illness have been observed. A child with any of the following signs or symptoms will be immediately isolated and discharged to his parent, guardian or person designated by the parent or guardian:

- Fever (100 degrees F or more) in conjunction with another symptom of illness~ per the Miami County Health Department, axillary (under the arm) temperatures are taken and then 1 degree is added
- Diarrhea (3 or more loose stools within a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

The child may return to the center after he or she is fever free for 24 hours and/or all symptoms have ceased unless the parents can provide a written statement from the child's physician stating that the child's condition is not contagious. A sick-policy letter is sent home with all children who leave the center ill with a specific return date.

Prescription Medication Policy

The staff will administer medication to children only when specific procedures are followed.

1. Parents must complete a Medication Request Form indicating the child's name, medication name, prescribed dosage (matching the prescription label), length of time to administer the medication (1 day, 1 week, etc.), time of dosage, method of administration and possible side effects. This form and medication must be given directly to someone in the office. Medication is then placed in a locked box in the refrigerator or in a locked file cabinet in the business office.
2. Medication must be in the original container with the prescription label stating:
 - The child's name
 - Prescription date (It must have been prescribed within the last six months.)
 - Exact dosage to be given
 - Number of doses given daily
 - Method of administration (by mouth, in the ear, etc.)
3. Parents should provide a dosing medicine dropper to be used for dispensing liquid medication.

Inhalers will be permitted to be carried by School-Age children only when a Medication Request Form is complete.

Non-Prescription Medication Policy

Non-prescription drugs and medications such as sunscreen, Tylenol, Benadryl, etc. can be administered if the following procedures are followed:

1. The item must be in the original container with the original manufacturer's label attached. The label must specify appropriate dosages based on the child's age or weight. **The center may not give any dosages that are not specified on the original label unless there is a doctor's note permitting quantities that exceed the manufacturers recommended dosages.** If dosages are not listed for your child's age or weight, a doctor must complete the Medication Request Form indicating the appropriate dosage.
2. Section II on the request form must contain the child's name, date of birth, weight (to be verified by the center), current date, name of medication, dosage, time to be given and parent's signature.
3. Tylenol or non-codeine cold medications are given for no more than 3 consecutive days.
4. Items used for skin irritations are used for no more than 14 consecutive days.
5. Other lotions and creams such as sunscreen to be used for non-irritations are administered for no longer than 3 months.



CENTER BENEFITS

Family Discounts

Families with multiple children enrolled in the center will receive 15% off the second and third children's fees. Parents pay the highest tuition fee in full and discounts are applied to lesser tuition fees.

Ginghamsburg United Methodist Church

Ginghamsburg United Methodist Church offers six opportunities on the weekends and worship venues offered throughout the week for you to worship. Parents are also encouraged to participate in various classes and support groups. All classes are listed in the seasonal class guides available at the Welcome Center and in all children's classrooms. Quality, free childcare is provided for infants and toddlers on the weekends during service times and during the week as well. Classes are also available to children who are 2 years old through grade 5. Families are welcome to enjoy our community playground if not in use by classes. Feel free to contact the church's main office for more details at 937.667.1069.

H.U.G.S. (Hope Using God's Support) Ministry

This group meets on a monthly basis and provides the opportunity for parents or caregivers of children with special needs to offer support to one another. For additional information, contact the church's main office at 937.667.1069.

Mom2Mom - Mothers of all age children

This program offers all mothers a regular meeting for fellowship, sharing and growth. For additional information, contact the church's main office at 937.667.1069.

The Vine Bookstore

The Vine is Ginghamsburg's bookstore that is located right across the hall from the childcare area on the first floor. The Vine offers an array of children's, teen and adult literature, music and gifts and is open daily, Tuesday through Friday.





Receipt of Parent Handbook Document

CENTER COPY

The parent/guardian acknowledges receipt of the
Ginghamburg Christian Preschool and Childcare Center
Parent Handbook 2011-2012
on the date shown below.

Parents will be notified in writing
if changes are made to this handbook.

ACKNOWLEDGED

Enrolled Children's Names _____

Signature of Parent/Guardian

Print Name

Date ____/____/____





Receipt of Parent Handbook Document

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