

Welcome to Greater Atlanta Christian School. The Early Childhood Village family of faculty, students, parents and volunteers are glad you are here!

This book was developed to help your transition into your new school go smoothly. Please use it as a reference for answers to questions you might have. It is formatted in an easy A, B, C approach. For example, if you are interested in information on parties, simply look under the P section. This is just the beginning of information that will be available from GAC. It is our desire that you stay well informed. **Please Note:**

The following forms are required to be on file in the school office as of the first day of school. Now is a good time to make sure your child's file is complete:

- **Birth Certificate**
- **Current 3300 Ear/Eye/Dental Certificate**
- **Current 3231 Immunization Certificate**
- **GAC Emergency Form (summer packet)**
- **GAC Carpool Authorization Form (online)**

The following forms are optional; however, it is helpful to have as much paperwork completed as early as possible. A description of the purpose of each form is provided on the page referenced and most are available on the Early Childhood Website:

- Background Check Form (page 2)
- Nametag Form (page 9)
- Parking Sticker form (page 10)

Again, welcome to your new school!

A

Absent - If your child will be absent, please inform the Village office by 10:00am (770-243-2303).

After School Care - See Kids' Time

Ambassador Program - A group of GAC parents that are excited about welcoming new parents and hope to help answer questions. Any questions, please contact Neely Musgrave or Marie Castleberry.

Annual Fund - You guessed it, "annually" GAC families are given an opportunity to provide some "extras" which are not included in the annual budget. If you have questions, Contact the Development Office at 770-243-2208.

Arrival - Morning carpool entrance for Village students is via the Village Blacktop through the Civic Center (Cafeteria) doors. This entrance is for the safety of the children during carpool. Drop offs begin at 7:30am. Students remain in the Civic Center with supervised care and activities until they are dismissed to their classrooms at 7:55am. Students should be in the classroom by 8:00am and are tardy at 8:10am.

B

Back-to-School Night - for parents of Village students is Monday, August 25 at 7:00pm. Our meeting will begin in the Williams Fine Arts Center/Clifton Jones Theatre. Please plan to have at least one parent attend this important meeting. Children are not to attend this parent night. You will hear important details from your child's teacher and have an opportunity to volunteer for special events.

Background Check - This form is required for any adult involved with GAC students in any capacity. The form is available online at the Early Childhood website or you can pick one up from Steffanie Garner at the switchboard in the Student Family Center. The form can be sent in during the summer for processing. You will be notified via a note in your child's take-home folder when it has been approved and you can begin volunteering.

Backpacks - Each child needs one. You are free to choose any style, however, no

roller back packs are allowed. Please make sure the opening is big enough for the take-home folder. A change of clothes to keep in the backpack is recommended. **Bible** - Every Village student will need a specific Bible. Bibles are available at the Spartan Store. Purchase this when you get your uniforms.

Bible Study - Mens' and Ladies' Bible studies are a great way to meet other parents. Look for information regarding times at the beginning of the school year.

Birthdays - Birthdays are celebrated during lunch. Cookies or ice-cream parties are available for purchase through the cafeteria or may be brought in by a parent. Please plan to serve at your child's party. Party invitations for birthdays cannot be sent through the school unless every child in the class is invited.

Black Top - Refers to the black top area located directly behind the Village Civic Center (Cafeteria). This area is used for Village carpool both for morning arrival and afternoon dismissal. Please do not park in this area. During the day, this area is used for PE, access to the Village playground and other activities.

Book Fair - Sponsored by LACE and held twice a year. Volunteers are always needed.

Book Week - A week to celebrate reading. This week concludes with a book character dress-up day.

Box Tops & Campbell's Soup Labels - When you see the *Box Tops for Education* logo on General Mills packaging, or the Labels for Education on Campbell's Soup products, please start clipping and turn them into the Village office! The logos can be found on the outer packaging of a variety of products from breakfast bars and cereals, to soups and pasta sauces. Both of these programs give us funds that can be used to purchase items for GAC.

Bus - Beth Christian is Director of Transportation and can help with any bus questions. Call Beth at 770-243-2243. Options include round trip, one-way, or transportation as needed if prearranged.

C

Calendar - The 2008-09 school calendar is available online. From the GAC

homepage, click on the Early Childhood button, then select the Village News and Activities tab. On the left side of the Village Office webpage, you will see the link to the Village Calendar. **Please note the GAC website will be upgraded during the summer and these directions may be changed at that time.*

Capital Campaign - Held periodically, parents along with other donors are given the opportunity to be a part of making large capital improvements on the campus of GAC.

Carpool - Many parents take advantage of a system that allows parents to stay in their car during student arrival and dismissal. Each school level (Village, Elementary, Junior High and Senior High) has a specific traffic flow that is designed to limit campus traffic jams. Please adhere to the Village Carpool Traffic flow as outlined on the website. (Also see Arrival/Dismissal)

Carpool Authorization Forms - These designate pre-authorized adults who can take your student off campus (dismissal/illnesses). Forms are available in the office or on the website.

Carpool Tags - Carpool tags are given out at Registration Day (in the classroom) and will be needed each day at walk-up as well as the drive-through line.

Carpool Volunteers - In the mornings, GAC parents greet our students and help them out of the car. A great way to volunteer!

Celebration Dinner - Held the first week of May. This dinner is a recap of the year's accomplishments and provides insight into great things to come. (Parents only event)

Cell Phones - For the safety of all our children, please do not use your cell phone during carpool. Also, the office will normally call the cell phone number in the event of an emergency - please always let the office know if it or any of your contact information changes.

Chapel - Held every Friday in the Village. Chapel lasts approximately 15 minutes and includes singing and a Christian message. Parents are welcome; however, children remain seated with their class.

Contact Information - If your contact information changes, please inform the Village office immediately and it will be changed throughout the school. Contact information includes home, work, and cell phone numbers as well as home address.

Conferences - Conferences will be held in mid-October. These will be early release days for students and is a great time to arrange "play dates" with classmates! Your teacher will have a sign-up sheet for you to schedule your conference time. You are welcome to schedule a conference with your child's teacher at other times of the year as you feel necessary. Please email the teacher to arrange the time.

D

Dance - After school dance lessons are offered through the GAC School of Ballet. Contact Regan Elmore at 770-243-2302.

Discovery Activities - Discovery Activities are designed for parents who want their children to have an enrichment activity after school. Activities include drama, sports, art, science, and more. Children do not need to be part of the Kids' Time After School Program to enjoy the many classes offered. Contact Missy Doris at 770-243-2306.

Dismissal - A student may only be dismissed to a parent or individual designated on the Emergency Contact Form, Carpool form, or a note sent to the Village office in the student's folder with identifying information about the adult who is picking up your student. Please always have identification available. Last minute dismissal changes can be called or emailed to the Village Office. (Please make arrangements for booster/car seats, as the school does not have extra ones to loan) For more information see "Carpool."

Dr. Fincher - President of GAC. Never miss an opportunity to hear him speak! Always informative, inspirational and entertaining. His enthusiasm and love for our children and school is overwhelming.

Drop Off - See Arrival

E

Early Release Days - Half days built into the school calendar. (See the calendar)

for the dates.

E-mail Address - Village announcements and updates are sent out approximately every 7-10 days. Please make sure the Village office has your correct email address for these announcements and the GAC ePC.

E-mails to Teachers - Teachers typically prefer parents to contact them via email if they have questions. Most teachers have limited time to reply during the day, but will do so as soon as possible after the students are dismissed.

Emergency Form - One of the main contact forms to be completed for the school to help care for your child. Please keep the form updated if any changes during the school year. (sent home in summer packet)

Emergencies - If you have an emergency and need to contact the school, call the office at 770-243-2303. Always remember that a PARENT NEEDS TO BE AVAILABLE FOR THE SCHOOL TO CONTACT IN CASE YOUR CHILD HAS AN EMERGENCY or is sick.

ePC - (a.k.a "Electronic Parent Connection Newsletter") Log on to the GAC website and sign up for the monthly ePC, a helpful tool for the parent who wants to stay connected.

F

Field Day - Held in April or May, this is a fun outdoor day filled with games and exercise. Plan to join your child; volunteers and spectators are always welcome!

First Day of School - Expect heavy traffic and parking challenges. Allow plenty of time to walk your child to class and take your photos. The PTO hosts a first day of school coffee in the Student-Family Center immediately following drop-off. Come and join us.

Forms - Please turn requested forms into the Village office prior to the first day of school if possible: Emergency Form, 3231 Immunization Certificate (current), 3300 Eye, Ear, Dental Certificate, Birth Certificate and the Carpool Authorization Form (this form is not required for those who ride the bus everyday)

Forum - This new facility will open in early 2009 and be used for school-wide gatherings, indoor sports games, grandparents day and many other functions.

Frog Hollow - Annual fall festival extravaganza organized by LACE (Ladies Association for Christian Education) on the first Saturday in October. Each parent is asked to volunteer for a 30-minute time slot in the booth or game being run by their child's class. The day starts with a Fun Run, followed by a Country Breakfast, Antique Sale, Book Nook, Silent Auction, Used Uniform Sale and more fun and games than children can imagine! LACE works extremely hard on this great fund-raiser. Come prepared to have a family fun filled day.

G

Grading Periods - K4's grading period is simply each semester. K5 & K6 grading periods are every 9 weeks.

Grandparent's Day - Usually the Friday before spring break. The day honors all grandparents whether they can attend or not. Students enjoy hosting their special guests for the day. (make sure development has grandparents' addresses for an invitation)

H

Handbook - The Parent/Student handbook is available every year at Registration Day and is posted to each school-level webpage. Use it as a reference resource for general school information and policies.

Health - See Medical & Forms

Higher Ground - The current capital campaign.

Hours - Classroom time begins at 8:00am, so most students arrive earlier. Tardy at 8:10am and school dismissal begins at 2:40pm.

I

ID Cards - Student ID cards are not issued to Village students.

Ice Cream Social - There is an ice cream social on the Wednesday before Registration Day. All new students and parents are invited. It will be held on the black top or the cafeteria if the weather is inclement.

J

Jump Rope for Heart - Each child is encouraged to participate in this event sponsored by the American Heart Association and can jump in honor or memory of anyone they choose.

K

Kids' Time - A before and after school program designed to provide care of students in a safe, fun Christian environment. For more information contact Missy Doris at 770-243-2306.

L

LACE - Ladies Association for Christian Education. A great way to meet other moms and get involved. This group sponsors many events around campus - including Frog Hollow, Book Fairs and an annual Faculty Appreciation Lunch.

Lunch - Children may bring their own, purchase lunch for the entire year, or participate in the Friday plan (pizza day each Friday). Lunch schedules are posted on the website.

Lunch with Children - You are welcome to come and have lunch with your child. If you would like to order lunch for yourself from the Cafeteria, please call the Village office by 9:30am to place your order. Tables are available outside the cafeteria that you can enjoy if the weather is nice.

M

Magazine Sale - Prepare to sell, prepare to read! This is a huge fund raiser held in

early September. Start selling early. Prizes are awarded daily and the children are very excited. Many volunteer opportunities exist as orders must be processed daily. This is the only school-wide fundraiser in which students are requested to participate. Last year GAC students raised over \$500K.

Map - A campus map is available online at www.greateratlantachristian.org. Three different maps of the village are available through the Early Childhood webpage.

Medicine/Medical Info - If your child requires medicine be given at school, you must complete the Medical Authorization form available online or in the Village office. GAC has a full time registered nurse, Annabelle Townsend on staff. Please also remember that you need to be available (via phone) during school hours in case your child gets sick. A child cannot stay at the clinic for more than 30/45 minutes. Once a child has had a fever of 100.5+, vomited, had diarrhea, etc. they need to stay at home for at least 24 hours AFTER THE LAST "incident of illness." Please do your part as a parent to avoid transmitting illness by adhering to these rules.

Music Lessons - Available through the GAC School of Music, please contact Jeanne Giager at 770-243-2396.

N

Name Tags - All visitors must sign in at the Village office and wear a name tag while on campus. Permanent volunteers are encouraged to order a name tag. Order forms are available through the Village website. (After your background check has been submitted/approved.)

New Family Social - See Ice Cream Social.

O

Online - www.greateratlantachristian.org/Early_Childhood. Tons of good information! Including: school calendar, class schedules, lunch menu, e-news announcements and more!

P

Parking - Parking for "drop off/pickup" is available at the front of the Village.

Other parking is available around campus if you are staying longer.

Parking Stickers - Parents are encouraged to complete a "Parking Sticker Form" to receive a "cling" sticker for vehicle identity/security on campus.

Parties - Class parties are planned for Christmas, Valentines and End of Year. These parties are planned by our Room Moms.

Perfect Attendance Award - Given to students with perfect attendance.

Photos - The package of individual school pictures is included in the fees paid with your tuition, class photos may be purchased separately. Individual pictures are taken in the fall and class pictures are taken in the spring. Students wear uniforms for school photos, preferably not white.

Playground - Children on the playground when school is not in session must be supervised by a parent. After 3:30pm the playground is used for Kids' Time.

P.T.O. - Parent Teacher Organization. Committed to partner parents and teachers to enhance the learning environment of all students. A great organization of volunteers that serves each school. Some programs include: annual mini-grants to faculty, teen driving seminars, parent enrichment programs and the Ambassador Program.

Q

Questions - Don't hesitate to contact the school office. The Village is a place where many new families begin their school experience at GAC and everyone is happy to answer your questions. Email is normally the way to get a quick answer from the office.

R

Rain Coat - All students will need a raincoat to keep at school. This item does **not** have to be uniform.

Re-Enrollment - Each year the school invites current GAC families to "re-enroll" to identify openings for new families for the next year. Please re-enroll promptly

when the time comes in February as it is easily accomplished online.

Registration Day - Thursday, August 7th. New families register in the morning according to the schedule provided in the summer registration packet. Expect a trade show environment. Come prepared to learn about various school organizations and volunteer opportunities. Also a great opportunity to visit your child's classroom. Expect to be on campus a couple of hours.

Rest Mat - Each Village student needs a mat. The mats cost approximately \$25 and are available for purchase on Registration Day in the Village.

Room Moms - Each class will have a Room Mom and Assistant. When possible, experienced room mom takes the lead. Talk to the Village Office or your teacher to sign up.

S

Schedules - Many different schedules are available on the web.

Security on Campus - The security of our students is a high priority on campus. Please always sign in at the Village Office when you are visiting or volunteering. Have your ID available until everyone gets to know each other. Each visitor must have a name tag to indicate they have signed in. All volunteers must have an approved background check on file with the school prior to volunteering.

Share & Prayer - A group of Village parents who voluntarily meet every 2 weeks in the Student-Family Center to pray for the school and specific needs within the classes.

Shoes - Only Velcro or slip on shoes are to be worn by students in the Village; no tie shoes. Non-marking rubber sole shoes are preferred due to the gym floor. It is a good idea to have two pairs as sometimes they can get wet. Puddles are magnets for little feet!

Snacks - Think Healthy! Each parent is responsible for their own child. Some teachers will give you a list of acceptable snacks. No sharing allowed. Not all classes have snack times due to lunch times.

Spartan Store - Located in the Student-Family Center. The store is open from 7:30am to 4:00pm each day during the school year. The Spartan Store is closed the month of June for inventory. The store opens July 1st for general sales with uniform sales beginning July 14th. Summer hours are 9am-3pm. In addition to uniforms and Bibles, the store also sells snacks and great gift items. You can call the store at 770-243-2370. Village students are not issued student ID cards but they do automatically have a store account set up and items can easily be charged to the account with payment on the bill expected monthly.

Spirit Wear - On Fridays and special events children are allowed to wear a GAC spirit wear t-shirt with jeans, uniform pants or uniform shorts. The spirit wear t-shirts are available at the Spartan Store.

Spring Celebration - Usually right before Grandparent's Day. All Village students present a musical performance that is not to be missed!

Student-Family Center - The Spartan Store is located in this building along with the Administrative offices, and the Wista Worthen Meeting Room. The "common area" outside the Spartan Store is wireless so it is a great place to get a little work done if you have a few extra minutes. You will see many family members around this area before and after school.

Summer Camp- Fun, age-appropriate and on-campus. Registration begins in early spring.

T

Take Home Folders - The school provides these plastic folders for each child. In the Village, the folders are sent home daily, so please check them each day.

Tardy - Students who arrive at 8:10am will be considered tardy and need to be signed in by a parent at the Village Post Office.

Teacher Appreciation - A special week each spring to honor our great teachers. Room moms usually help coordinate this week.

Traffic Flow - Village parents are asked to use the carpool information/map as designed each year. If you have children in the Village and Elementary, you may

drop both off at the Village Civic Center doors and allow the Elementary child(ren) to walk on the sidewalk to the Elementary building. Elementary Children may not be dropped off at the blacktop Elementary outside stairs. Please keep all crosswalks clear when traffic backs up. Always pay attention to pedestrians, security, and administrators directing traffic. Please only park in designated parking areas, the Village Blacktop is NOT a parking lot.

U

Uniforms - Uniforms are available in the Spartan Store. Uniforms are available for sale through the end of the school year and will also be available for sale beginning July 14th. Just remember your child may grow over the summer! See Spartan Store for more information.

Used Uniforms - LACE organizes 2 "used uniform" sales each year. The fall sale is coordinated with Frog Hollow. The spring sale is usually in mid-March. Please do not send uniforms to other charities as it could compromise our campus security.

U

Volunteer Background Check - See Background Check.

Volunteer Opportunities - Endless! Parents make this a great school! When you volunteer you can make friends, have fun and most importantly your child will be so glad you did! Talk to the Village Office or your Ambassador family for more information.

Volunteer/Room Parent Meeting - This meeting is mandatory for volunteers in the Village.

W

Walk Ups - Parents gather in the Village Civic Center (Cafeteria) at 2:40 for children to be dismissed, prior to carpool starting at 2:45pm. To be a "Permanent Walkup" you must commit to being at school each day at 2:40. You can also just bring your carpool tag into the "Civic Center" on an occasional basis and your student will be brought to you after "Permanent Walkups" have been dismissed.

Water Bottle - Each student needs to bring a water bottle daily. (If reusable, please wash it often!) We prefer "water only" for daily hydration.

Weather Information - Our official first TV and radio contacts for winter weather closings or delayed openings are 11Alive TV (NBC affiliate) and WSB radio (750 AM). You may also check the school website or call the main switchboard at 770-243-2000.

Web Site - www.greateratlantachristian.org Visit the Early Childhood site for beneficial information. *Please note the GAC website will be upgraded during the summer and may look different when you logon at the start of the school year.*

Weekly Class Newsletter - One of the best ways to know what is going on. Please read this top to bottom. The newsletter is usually sent home in your child's folder on Fridays.

Y

Yearbook - Your student will receive a yearbook at Registration Day following their first full year of enrollment. There is no additional charge for the yearbook.