

A LITTLE HISTORY OF OUR SCHOOL!

Guilford Center for Children was started in 1971 by a group of Guilford residents concerned that children were being left home alone or under the supervision of siblings while parents were at work. We operated in the building near the library for 39 years, with renovation work and the addition of some square footage in 1989.

For the past 20+years we have maintained an extremely long waiting list and were delighted to move into our lovely new school at 47 Stone House Lane in 2010, where we have the additional space to accommodate more families.

The Town of Guilford has been extremely supportive of GCC Early Education since its inception and continued that support by leasing us the land and barns we renovated into the current school. It was our goal to preserve the character of the barns as an acknowledgement of Guilford's agricultural past. Funds for the playground were raised in early 2011, and the playground was dedicated in May 2011. The second floor opened in January 2012 and contains a children's kitchen, an atelier, and a very large multipurpose space, in addition to offices. In 2019 we added a classroom as well to the upstairs to further serve and support the families in our community.

We have been accredited by the National Association for the Education of Young Children since 1995, which means that our staff and program have demonstrated the highest degree of quality.

We are a registered non-profit organization and are governed by a Board of Directors. Board Meetings take place on the third Tuesday of every month and are open to the public.

We look forward to a wonderful future of providing quality early care and education to some of Guilford's youngest residents. We remain grounded in providing our school to working families and



are dedicated to having our families become part of our GCC family in our school community.

We receive funding from the Guilford Community Fund, The Human Services Council of the Town of Guilford, Guilford Foundation, Youth Advisory Group, and The Guilford Fund for Education. Please help us in support and thanks to these critical groups!



We are accredited by the National Association for the Education of Young Children.

Dear Families,

Thank you for choosing GCC Early Education!

We are thrilled to welcome you and your child to Guilford Center for Children. We are a professionally-staffed early education center serving children from three through five years of age. We are open year-round from 7:15AM to 5:30 PM.

Our program strives to provide quality opportunities for the social-emotional, physical, language, and cognitive development of each child in a safe, positive, nurturing, and consistent atmosphere that includes language arts, gross and fine motor activities, creative arts, science, cooking, music, movement, Spanish and multicultural awareness, and much time for free play. Ongoing assessments help us plan our curriculum and individual and small group time with your child. We encourage each child in the development of conflict resolution skills and in the appropriate expression of feelings and frustrations. Children moving on to Kindergarten have had the opportunity to develop those skills and abilities which are necessary for a successful transition to Kindergarten.

We are thrilled to be part of the wonderful Guilford community and frequently walk to places around our town. We also enjoy field trips to some more distant locations in the community. We firmly believe in the home and school collaboration as an integral part of our program. We have set aside time for frequent interactions with parents and families. In addition, parents and families are welcome to visit GCC at any time. Formal parent/teacher conferences take place twice a year and informal discussions between staff and parents take place on an ongoing basis. We keep parents informed about daily activities, policy changes, and our everyday life at GCC through daily message boards on Class Dojo, and through information in GCC Notes each Friday from Lisa. Our Facebook page is also a great place to hear great school and community news!

We are looking forward to sharing this year with you and your child!

Sincerely,

Lisa Jones and the GCC Early Education Staff

Mission Statement

Guilford Center for Children is a nonprofit organization offering high quality early education and before and after school programs for working families in Guilford and surrounding towns.

GCC is TWO fantastic programs! Our Early Education Program and Before and After School care located in Leete, Cox, and Lakes Elementary Schools. The directors of the Before and After School and Early Education work together to create the best learning and growing environments and communities for families and staff. Together, we are GCC!

Philosophy

Guilford Center for Children, Inc. Early Education Center recognizes the importance of a safe, positive, nurturing, inclusive, and consistent atmosphere as the foundation for the social-emotional, physical, language, and cognitive development of each child. A curriculum that supports the standards set forth in The Connecticut Framework, Preschool Curricular Goals and Benchmarks is supported. The importance of fostering the development of self-awareness, self-expression, independence, and appropriate conflict resolution skills in each child is endorsed. The Guilford Center for Children further acknowledges that each child's family is of primary importance. We acknowledge that open and supportive relationships with these families are essential.

Goals

Maintain a licensed hi-quality program so parents may continue employment.
Maintain a balance between families who need the sliding scale and those who do not.
Maintain accreditation by NAEYC.
Maintain open and supportive relationships with each child's family.
Working together to establish goals for each child.
Communicate progress of each child to his/her family.
Support curriculum approach that supports The Connecticut Preschool Framework as well as Second Step Curriculum.
Provide a program that fosters growth in all areas of development: social/ emotional, physical, cognitive, and language.
Provide a safe, positive, nurturing, responsive and consistent atmosphere
Provide for health and nutrition of each child
Provide referrals to appropriate local agencies whenever necessary Support positive conflict resolution
Support appropriate expression of feelings and frustrations
Model appropriate ways of listening, reacting, and setting limits for young children
Meet individual needs of each child
Encourage staff members' continued professional growth
Educate the public about the need for and traits of quality early childhood programs.
Maintain an ADA-compliant facility and program.

We are accredited by the
National Association for the Education of Young Children



ABOUT OUR EARLY EDUCATION PROGRAM

HOURS OF OPERATION

GCC Early Education is open from 7:15 AM until 5:30 PM year-round, except as noted below.

ENROLLMENT

Children who enroll at GCC Early Education must need care because their parents are working or searching for work. If a parent becomes unemployed, we will allow the child to stay, while paying tuition, for six weeks, or possibly longer, while the parent seeks employment. Children of Guilford residents are given priority. We then enroll children whose parents work in Guilford and then those who live along the shoreline.

The application fee of \$100 must be paid at the time of applying. In addition, the following paperwork must be in place before attendance: application, current health form, income verification if applicable, permission slips, emergency contact and authorized pick-up forms, the first week's deposit, insurance information and the eligibility application for the CACFP food program. This information must be updated annually.

Guilford Center for Children, Inc. does not discriminate against any child or family based on race, color, religious creed, civil union status, national origin, ancestry, sex orientation, sex, age, and/or disability.

CONTRACT YEAR

As we are a year-round program, the contract signed for a child's care goes from late August (or the date of enrollment if starting at a time other than the beginning of the "school year") until approximately the end of the third full week of the following August. The weekly fee for tuition is due each week except for the week in December and August that the school is closed.

Each spring, parents will be asked about plans for summer enrollment. At this time, parents may opt to reduce the number of days their child attends during the "summer weeks." Our "summer weeks" are determined each spring and generally are the Monday after graduation in June until approximately the end of the third full week in August. If a parent opts to withdraw his/her child from the program entirely during the summer, the weekly tuition for these weeks will still be due. If a parent opts to withdraw his/her child from the program entirely during the summer and does not make the payments for these weeks in full, the child will be removed from the enrollment list and will be placed on the waiting list for the following school year. Should a spot for the upcoming school year become available, a \$100 enrollment fee will have to be paid again.

INFORMATION SHARING

The parent with whom the child resides the majority of the time will be the contact parent when setting up parent/teacher conferences, for issuing written reports on the child's progress, and for all other written communication. Requests that the second parent receive similar contacts will be honored unless prohibited by law.

If your child shares the week equally between both parents, we will put duplicates of all notices on the child's Parent Shelf. At conference time, we will discuss with the parents whether joint or separate conferences would be best.

COMPLAINT PROCEDURE

We hope that this parent handbook, along with staff efforts will make the Early Education experience an exciting, warm, and loving one for you and your child. If, at any time, you have a concern, it needs to be discussed and resolved as quickly as possible. Please take the following steps in this sequence:

- Discuss your concern with the staff member with whom it is associated
- Discuss your concern with the Director
- Discuss your concern with the Board of Directors
- Discuss your concern with the Office of Early Childhood in Hartford

FIELD TRIPS

If we are taking a field trip using Specialty Transportation for transportation, you will also have to sign a permission slip. We do "counts" of the children before boarding, after boarding, before loading for departure and after loading for departure. Children are assigned to specific staff members for most trips. A first aid kit, emergency medications for those children who have them and a telephone are always taken on field trips. Specialty Transportation will send another bus should we ever have bus trouble.

REST TIME

After lunch every day, the children have a quiet time. Each child will need a blanket to be used during this rest period. Label it well and take it home for laundering at least weekly. Some children like to nap with a stuffed animal. Sheets are provided by GCC.

Children who do not fall asleep may get up after resting. The staff will wake those children who have not awakened on their own. If your child is getting too much sleep at school, please talk to a staff member about this as we are happy to wake your child a little earlier.

TOYS

Because we offer a wide variety of toys and equipment for your child to use while at GCC, and because it is easier for preschool children to share the school's toys, we ask that your child not bring toys from home other than on days of "Show and Tell." Transitional objects, like soft dolls or stuffed animals, which are used at nap time, are encouraged. We do not allow guns, war toys, or other toys of destruction at GCC.

ASSESSMENTS

We assess your child's growth and development throughout the year through informal written observations and a systematic informal evaluation of specific goals and objectives. This assists us in planning for your child's continued growth and in identifying your child's interests and needs. We share this information with you at parent conferences.

CHILDREN WITH SPECIAL NEEDS

If your child has a special need, we will make a plan with you to address it at GCC. After documentation and explanation for concern with the family, we may request next steps. If we feel it would be helpful to have additional input, we will assist the family in using local community resources.

CLOTHING

Each child must have two sets of extra clothing (appropriate for the time of year) in his/her cubby to start each day. Please label all clothing. Be sure to check your child's teacher for any clothing needing laundering or extra replacements.

Provide simple clothing, free of complicated fasteners. Send your child in play clothes as we use messy art materials, sit in the sandbox, and play hard! Please make sure your child has outer clothing in keeping with the weather and time of year. In the winter, children need warm jackets or snowsuits, as well as boots, mittens, and hats.

During the rest of the year, please make sure a warm jacket or sweatshirt and long pants are available for the days that turn cold.

We ask that children limit their footwear to sneakers as they provide the best traction on our floors, blacktop, and outdoor equipment. Please also have your child wear socks each day or have them available. We do not let the children wear open-toed sandals, Crocs, or flip-flops.

OUTSIDE PLAY

We play outside every day unless it is raining with lightning or extremely cold or there is a high heat index. The amount of time spent outside may decrease if it is very hot or very cold, but outside play is a part of our program. If your child is not well enough to play outside, please keep your child at home for the day.

MEALS AND SNACK

The importance of good nutrition is emphasized by our healthy meals and snack. Our cook follows the FDA and CACFP guidelines when planning menus. The current menus are emailed so you can be aware of what we are serving each day. All meals are provided, well balanced, nutritious, delicious, and beautifully presented! Mealtime is a time for connection and social skill building.

GROUPING

We take many things into consideration when placing children into their groups. One component is chronological age. We strive to place them where they will meet with success as well as be challenged. The placement of children in their groups is something discussed by staff members and the director on an ongoing basis. At any time of the year, if we feel it would be in your child's best interest to move to another group, we will discuss this with you. This does not happen often but would if warranted.

BIRTHDAYS

We will provide a celebratory snack at snack time to mark your child's birthday! No food comes in from home.

ABOUT OUR WAITING LIST

- . We take children off the waiting list according to the date submitted, but we reserve the right to take certain situations into consideration as well. Among these are: Guilford residency, whether or not a family needs a sliding fee scale slot, and the age of the child.

Drop-off and Pick-up Procedures

MORNING ARRIVAL

To enable us to keep accurate attendance records for the state, upon arrival a staff member must sign each child in. We ask that all children arrive by 9:30AM. This allows time to play before Large Group time begins.

DEPARTURES

A staff member will sign your child out upon departure.

Please note that as long as the child's parent is on the Guilford Center for Children premises, the parent is responsible for the child.

AUTHORIZED PICK-UP LIST

At the time of enrollment, you will be asked to complete and sign an Authorized Pick-Up List form, naming those people to whom we may release your child.

If you want to give permission on a specific date for your child to leave with someone not on the list, please send in written permission. Telephone requests to release your child to someone for whom we do not have written permission will not be honored unless the pick-up person is on the list.

COMMUNICATION

We recognize that the family is of primary importance to our children. Our goal is to work in the spirit of collaboration with the families of children at GCC. All of us want you to be satisfied with all the different aspects of the program in which your child spends a great deal of his/her day. Please don't hesitate to initiate communication or ask for a conference with your child's teacher (s) or the director about topics of interest/concern. Please try not to discuss in depth issues at drop-off or pick-up time as staff members need to continue to spend time with the children.

Whenever requested or felt it might be helpful, we will offer translations of all written documents that are distributed to families.

PARENT INVOLVEMENT

Prior to enrollment we will ask that you fill out a Family Data sheet, which will give us information about your family traditions and celebrations, your hobbies, interests, and job skills. Staff will consult with you about your willingness and availability to offer specific assistance at particular times.

VOLUNTEER HOURS

Each family is required to volunteer a minimum of seven (7) hours during each program year for fundraisers, house and grounds projects, committee work for the Board of Directors, or activities for which you will be emailed about.

CONFERENCES

Conferences will be scheduled at least two times each year. If you would like conferences at other times, please see your child's teacher(s).

STAFF

We are proud of our excellent professional staff. Our Director, Teachers, and Teacher Assistants have degrees in Early Childhood Education or related fields. All staff members attend classes, conferences, and workshops pertaining to children of preschool age. All have quality Early Education teaching experience and are First Aid and CPR certified. In addition to these staff members, we have wonderful Teacher Aides, a great cook and marvelous substitutes. Each classroom has at least 2 full time teachers at all times that remain the same throughout the year, or 2 years your child is with us. Classroom aides typically share time in two different classrooms. Many of our staff have been with us for over 10 years! GCC places great importance in retaining the best teachers for our school to provide continuity and create the very best learning environment possible. Our staff meets together monthly, and teaching teams meet together weekly, often with the director present. Communication is key for a healthy school community.

MANDATED REPORTERS

All Early Education staff members are Mandated Reporters for the Department of Children and Families (DCF). Our own policy states that all staff members have a responsibility to prevent child abuse and to report abuse or neglect of any children involved in our school. This means that in cases of abuse or neglect or suspected abuse or neglect, we are required to call DCF about our concerns. DCF determines if any action needs to be taken. GCC staff receive annual trainings on this matter.

STAFF BABYSITTING

Guilford Center for Children, Inc. has a policy that prohibits staff members from babysitting for the children enrolled in its programs. Please do not ask staff to babysit.

CONFIDENTIALITY

Matters of confidentiality are serious to everyone at GCC. Information about children/families obtained by any staff member as a result of employment will be kept confidential at all times.

HOLIDAYS

GCC is closed for one week in August, five non-holiday days in December at holiday time, and the following holidays: New Year's Day, Presidents' Day Good Friday, Memorial Day, Fourth of July Labor Day Columbus Day, Thanksgiving Day, and the Friday after Thanksgiving Day. Any other days observed for state or Federal Holiday will be announced weeks prior to the date of closure.

WEEKLY FEES

Weekly fees for income-eligible families are set by the state and based on family income and size. Our Board of Directors sets competitive fees for other families. Any increase in these fees most commonly takes place at the beginning of a new contract year (usually late August).

Fees are due during the week in which care is given. Fees paid late will be assessed a \$10 Late Payment fee. Statements are emailed weekly. If you pay for more than one week at a time, you must pay for future weeks, not past weeks. If an account is overdue by two weeks, the child will not be allowed to attend until the account is paid. Families in state-subsidized slots must report any change of income to the Director as these changes occur. Fee charges will be re-determined at least annually.

We accept payment in the form of personal checks and bank checks. You may opt to have your

bank automatically mail payments to us weekly. We also highly suggest enrolling in Tuition Express.

LATE PICK UP CHARGES

If your child is picked up after our 5:30 PM closing time, a Late Pick-Up fee of \$15 for each 15 minutes or part thereof will be assessed. The Late Pick-Up fee will increase to \$30 for each 15 minutes or part thereof after you have been assessed the \$15 fee twice in a contract year.

We appreciate your consideration in respecting the fact that staff members have family obligations at the end of the day. If your child is "reluctant leaver" please allow time for departure routines by arriving prior to 5:30 PM for pick-up.

ABSENCES

Please call or email GCC as early as possible on those mornings that your child is scheduled to attend but will not for any reason (illness, vacation, etc.) More than seven unverified absences during the course of the program year is a cause for dismissal from the program.

STORM DAYS

If Early Education will not open because of seriously inclement weather, a weather-related closing will be emailed and posted on Facebook. If we must close early because of the weather, we will call you or an Emergency Contact and request that your child be picked up by a specific time.

TERMINATION OF ENROLLMENT

Four weeks prior to withdrawing your child from GCC Early Education for any reason or reducing the number of days your child attends you must notify the Director. The regular tuition will be charged for this four-week period whether or not your child attends. All outstanding balances are due prior to the last day of your child's attendance.

DISCOUNT FOR ADDITIONAL CHILDREN

It is the policy of Guilford Center for Children, Inc., Early Education Program that the first child from a family attending be charged the scheduled rate as determined by GCC. The second child and any subsequent children from the same family attending GCC at the same time will pay 85% of the first child's fee. Discount does not apply to children on the sliding fee scale. Registration fees will not be discounted.

HEALTH

CT Office of Early Childhood regulations require that your child have a

physical examination each year, and that GCC has a health form on file to verify this. The health form must include all 3 parts of the CT Health Assessment including the Immunization Record. If an under immunized child is present at the time of a vaccine preventable illness occurring in the program, they will be promptly asked to be picked up by a parent and will be excluded from the class while waiting for transportation home.

The Director will notify you when your child's physical must be updated. Your child's continued attendance is contingent upon keeping the health records current.

Our effort toward protecting your child as well as others from contagious illnesses can sometimes be an inconvenience for parents, but we trust that you will understand that we have strictly enforced standards regarding the exclusion of ill children. We need your cooperation for this.

If your child has a fever of 100+ degrees and/or other symptoms and is unable to keep up with the daily activities, we will contact you so that you may pick your child up from GCC. If we are unable to reach a parent, we will call one of your two Emergency Contacts. Your child will be placed in isolation under a staff member's supervision. The ill child must be removed immediately.

Please keep your child home if he/she has a cough that is excessive or a cold with excessive discharge from the nose or eyes. In addition, please note the guidelines for the following common childhood illnesses:

Now that the COVID-19 public health emergency declaration has ended, Guilford Center for Children is no longer requiring children or staff to stay home for five days due to a positive COVID test. Instead, we are focusing on when to stay home sick from school regardless of the illness. These students may return to school when their symptoms subside. Children and staff do not need to wear masks upon return to GCC.

Staying Home Due to Illness

For the welfare of our children, families, and staff, we will enforce that your child stay home if they have any one of the following conditions:

- Have a **fever** over 100
- **Until fever free** for 24 hours without use of Tylenol/Ibuprofen
- Undiagnosed **rash**
- Have **vomited** in the past 24 hours
- Have more than one episode of **diarrhea** in the past 24 hours
- Have copious yellow/green **mucus discharge** from nose
- **Have excessive coughing and sneezing that is disruptive to their day**
- Complain of severe **earache**, with or without fever, ear infections with fever clear for 48 hours
- Until initial treatment for **conjunctivitis**- 2 doses
- Have a **severe sore throat** with symptoms indicating possible strep throat
- A confirmed case of **strep** (Child may return after 48 hours after taking antibiotics and are feeling well)
- Have a **communicable illness**

- Until initial treatment for **scabies or lice**

TOILET TRAINING

All children attending GCC Early Education **MUST** be toilet trained before enrollment. Children need to be independent about using the bathroom. They must be independent about handling their own clothing at bathroom time, as much as is age-appropriate. If a child demonstrates over a period of time that he/she is not yet toilet trained and independent about using the bathroom, we will ask that the/ she takes a two-week "toilet training leave." Upon return, if there continues to be a problem, we will not be able to keep your child enrolled at GCC. This is also talked about on the enrollment application so there is clear communication from day one about this expectation. Our school is not physically set up for diapers and our teachers have a busy day of teaching your children planned each day that doesn't allow for potty training.

MEDICATION

Trained staff members will administer medication with the proper documentation from your child's physician and on the approved forms and with your signature. Medications must be in their original containers and have a prescription label attached. This is a state rule and is non-negotiable. Medication is stored in each classroom in a medication lock box unless refrigeration is required.

BUILDING SECURITY

All doors at our Center are locked during operating hours. Anyone entering the building must enter through the front entrance door which is locked. Identity and reason for entering the building are checked.

FIRE DRILLS

We conduct fire drills on a regular monthly schedule. All children are escorted from the school to the dispersal area by the fence around the playground. Attendance is taken to ensure all children are present.

EMERGENCY DISMISSAL

Should it ever become necessary to evacuate GCC, we will walk to the Henry Whitfield Museum and call you or one of your two Emergency Contacts to pick your child up from there.

CLEANLINESS

We have a cleaning service that does a thorough cleaning and disinfecting of the school each evening. In

addition, floors are swept after lunch, and tables are cleaned after each meal. Each child is assigned to his/her own cot and cubby, and sheets are laundered weekly. Each classroom is responsible for cleaning and disinfecting throughout the day.

Guidance and Discipline Policy

In working with young children, the role of the caregiver is to provide a safe nurturing environment in which all people are respected, and learning is celebrated. This can best be achieved by providing clear and consistent expectations and the opportunities for all children to realize their full potential.

It is our belief that a caregiver has the responsibility to his/her children to provide an environment in which students respect themselves and each other.

We believe that cognitive growth and emotional development are inseparable. Therefore, rules and limits must be upheld in order to protect the physical and emotional wellbeing of the group. While a nurturing and enriching environment is typically an environment in which minimal behavioral difficulties arise, there are still incidences for which behavioral intervention is necessary. In these cases, the caregiver may do the following;

1. Ask the child to evaluate his/her own choices.
2. Allow the children opportunities to settle differences.'
3. Provide mediation for children who cannot independently resolve conflicts.
4. Remind children of rules and expectations.

In extreme cases the above interventions may not be effective. Children will then be separated from the group in an effort to maintain group decorum and assist the individual child. When separation is necessary the caregiver will:

1. Calmly escort the child from the group to a private but not isolated area of the classroom.
2. Provide the child with the opportunity to verbalize his/her conflict and/or feelings.
3. Allow the child time to settle.
4. Assist the child in returning to the group.
5. Separate the child from the group for a period of time appropriate to the child's age.

The child will always be monitored by the caregiver in the classroom. If additional assistance is needed the Director will be called to help supervise.

Child Behavior Management Policy

It is the policy of the Guilford Center for Children, Inc. Early Education Center that the children receive consistent positive and corrective feedback that is developmentally and situationally appropriate and non-threatening. Any punishment that can be construed to be abusive (either physical or psychological, including coercion), neglectful, corporal (including hitting, and shaking), humiliating or frightening is expressly prohibited. Physical restraint shall be used only as necessary to protect children, staff, or the environment from harm or abuse. In addition, withholding food or drink, or threatening to withhold food or drink, are prohibited. The program reserves the right to dismiss a child whose behavior consistently puts other children, adults or the environment at risk. We hope to catch problems and develop intervention strategies long before a behavior becomes a chronic problem, therefore alleviating the potential for suspension, expulsion and other exclusionary measures.

Procedures:

1. Consistent and positive feedback to the children for their efforts and successes in one of the foundations of our Center.
2. Discussion of accepted behaviors and/or redirection are two techniques that may be that may be used by staff members with children whose behavior is unacceptable.
3. Brief breaks from a current activity under staff supervision followed by discussion may be used after discussion and redirection (see step 2 above) have been used.
4. Behaviors in need of consistent correction will be documented, including any noted antecedents, for the purpose of planning and parent communication.
5. A program of controlling or adapting the child's environment for success may be implemented.
6. A formal program of positive feedback may be implemented.
7. Continuing concerns will necessitate a staff/parent conference to work out a manually acceptable plan to diminish the unacceptable behavior.
8. Parents must be willing to utilize outside resources if the Director requests.
9. If behaviors continue with no change after the plan has been put into place, the child may be dismissed.
10. If parents do not follow through on the plan, the child may be dismissed.
11. If the child does not have the control necessary to allow for the time necessary to implement the plan, the child may be dismissed.
12. If a child is dismissed by the program for any reason, the Director will assist the family in finding alternate care.
13. Our center complies with federal and state civil right laws. Federal and state civil rights laws exist to protect individuals from being discriminated against on the basis of being a

member of some legally protected groups, including discrimination based on age, race, color, or gender.

Definition:

Physical restraint: In this policy, the term “physical restraint” signifies a staff member putting his/her arms around a child’s upper body in order to carry or hold an out-of- control child. If the child is also kicking, a second staff member may encircle the legs with his/her arms in order to control the kicking. When the child has been removed from the other children, a staff member will sit with him/her, continuing to encircle the child’s upper body until the child is calm enough to sit without being held.

Guilford Center for Children Parent/Guardian Code of Conduct Policy

Guilford Center for Children (GCC) is a supportive environment that models how we hope our children will learn and succeed in the world around them. This Code of Conduct must be reflected by our teachers, staff, administration, board members, and parents/guardians.

GCC teachers, staff and administration make time to discuss children's development and needs throughout the day and as scheduled by parents, teachers, and the directors. Parents should not contact a GCC teacher or staff member outside of school or on social media.

The expectation is that parents/guardians will show respect for all GCC staff; past, present and potential, as well as other families. Public criticism and comments are strictly prohibited. GCC has a duty of care to protect all staff and every family from disrespect.

All communication, whether written or verbal, will show respect and consideration. This includes Class Dojo, emails, and group texts. If a parent/guardian fails to comply with this code of conduct after a written reminder of the policy by the Director, GCC may terminate enrollment.

GCC is a welcoming, caring community of educators and families. We strive to maintain an environment that is conducive to supporting and growing the well-being of all members that contribute to our programs.

Lisa Jones, Director, GCC Early Education Program

Jessica Catlin, Director, GCC Before and After School Care GCC Board of Directors

3/23/2023

GCC Early Education is thrilled to welcome your child and your whole family to our school community! We believe in a strong home-school connection and can't wait to share these amazing preschool years with you!