



Gateway
Village
CHILDREN'S CENTER

Parent Handbook
School Year 2019-2020

WELCOME TO PARENTS

Dear Families,

Welcome to Gateway Village Children's Center! We are thrilled that you have decided to partner with us in your child's education. As a Christian faith-based facility, our uniquely designed program will inspire critical thinking, spiritual awareness, promote creativity, and create confident learners. Your child will develop a positive sense of awareness of themselves, God, and others within a warm and nurturing environment. We are committed to providing your child with quality early childhood experiences that extend beyond the early years – ones that will be memorable for your entire family!

Thank you for choosing Gateway Village and allowing us to be a part of your child's journey.

Table of Contents

About Gateway Village Children’s Center (GVCC)	5
Vision.....	5
Organization.....	5
Our Beliefs Statement	5
General Information and Procedures	6
Enrollment.....	6
Student Withdrawal Policy	6
Payment Policy	7
Payment Methods.....	8
Forms & Information Required for Enrollment	8
Hours of Operation	9
Inclement Weather	10
Curriculum	10
Health and Medical Policies	11
Illness Policy.....	11
Medication Policy	11
Immunizations.....	12
Allergies.....	12
Daily Life at GVCC.....	13
Arrival, Dismissal, and Late Policy	13
Parental Involvement	13
Saying “Goodbye”	13
Developmental Concerns	14
Discipline Policies	14
Dress	14
Child Security Policies.....	15
Confidentiality	15
Child Protection Policy	15
Reporting Suspected Child Abuse	15
Custody of Child.....	15
Safety/Emergency Drills.....	15
PARENT AGREEMENT Signature Page	16

Appendix A..... 17
 Beliefs Statement for Gateway Community Church & Gateway Village Children’s Center 17
Appendix B..... 19
 PUBLIC DISCLOSURE STATEMENT 19
 RELIGIOUS EXEMPTION 19
Appendix C..... 21
 Tuition and Fee Schedule..... 21

About Gateway Village Children's Center (GVCC)

Vision

Our vision at Gateway Village is to create a nurturing, hands-on learning environment which expresses our foundational belief that life happens and develops best through authentic Christian community, which is consistent with Gateway Community Church's vision statement. We adhere to GCC's governing documents, mission, vision, and Christian statement of faith. At Gateway Village, we strive to craft and hone a program designed to facilitate play-based learning that will inspire a love of learning while promoting the child's social, emotional, physical, spiritual, academic and creative growth. Believing that children flourish in an atmosphere of safety, acceptance, and love, we provide positive guidance with genuine care and concern for each child. We view each child as an infinitely precious creation of God and we are committed to maintaining a developmentally appropriate atmosphere of kindness, support and respect.

Organization

Gateway Village Children's Center is a not-for-profit ministry of Gateway Community Church. Parents should be aware that GVCC is a religiously based learning center and as such is exempt from state licensing. We file information with the Department of Social Services and are held accountable to Virginia's Religiously Exempt Childcare Center Statutes. Standards include but are not limited to health precautions, equipment safety, criminal record checks, and record keeping. While we are exempt, we seek to meet and exceed all applicable state standards. Our requirements for staff qualifications, teacher/student ratios, etc. are available upon request.

GVCC is governed by the GVCC Board of Directors and the day to day affairs are run by the Preschool Director and the GVCC Chancellor.

Our Beliefs Statement

Gateway Village Children's Center is a ministry of Gateway Community Church and embraces the same religious beliefs as the church. See Appendix A.

General Information and Procedures

Enrollment

The 2019-2020 Preschool and Pre-Kindergarten term runs from September 3, 2019 through May 29, 2020. The After-School Care programs run from August 22, 2019 through June 10, 2020. GVCC will not issue refunds for inclement weather days or absences.

For the two-year-old preschool class, students must be 2 ½ by September 30th of the year of enrollment. For the 3's and 4's classes, students must be 3 or 4 respectively by September 30th of the year of enrollment. Enrollment in the program shall be open to children of any race, religion, nationality or ethnicity, provided the school can appropriately meet the needs of the child.

GVCC reserves the right to request the withdrawal of any student who has significant challenges adjusting to school, any student with educational or medical needs for which the school is not equipped or does not have the expertise to manage, or a student whose family is not meeting their financial obligations to the school on a timely basis.

Student Withdrawal Policy

For withdrawals for the subsequent school year prior to the first day of school: Because financial decisions (such as the number of classes, teachers and expenses for curriculum) are made before the start of school based on enrollment, parents should be aware that **the registration fee of \$135.00 is not refundable.**

For withdrawals during the school year: Parents agree to complete and email the GVCC Change of Schedule Form to the School Director at least 30 days before the student's last day. Tuition fees will continue to apply during the child's last 30 days of attendance (full tuition up to the withdrawal date plus the remaining tuition for the month in which the student withdraws). There will be no partial or pro-rated refunds issued for withdrawals. Records or transcripts cannot be forwarded to the students' new school until all fees are paid. Likewise, there will be no pro-rated tuitions for students who enroll mid-year. See the Appendix C: 2019/2020 Tuition and Fee Schedule for details on the amount due for the first month for partial year enrollments.

If the full year's tuition has been paid in advance; a refund will be given based on the number of complete months the child was in attendance (including the required 30-day withdrawal notice period) less any discounts applied for prepayment of the full tuition amount.

As stated above a completed "GVCC Change of Schedule Form" must be completed and emailed to the School Director at least thirty (30) days in advance of the student's last day. In the case of extended absences, the family will not be able to "hold" their place in the program **unless they continue paying monthly tuition** throughout the extended absence. If they decide to give up their place in the program due to an extended absence, the family must understand they will need to re-enroll upon return and pay a non-refundable registration fee of \$135.00. The family also needs to understand that there may not be space available upon their return.

Payment Policy

Listed below are details regarding fees and tuition payments:

REGISTRATION FEE: A registration fee of \$135.00 is charged at the time of enrollment and is not refundable

ANNUAL ACTIVITY FEE: An annual activity fee of \$50.00 is charged at the time of enrollment (regardless of when your child enrolls) and must be paid in full prior to your child's first day of attendance.

TUITION DEPOSIT: A tuition deposit is required to order to confirm and hold your child's selected class placement and schedule. The tuition deposit is equal to one month's tuition payment and must be paid by the dates shown in the chart below. The tuition deposit will be used to pay the LAST Tuition Installment Payment for the 2020 Term (May 2020). However, in the event of early withdrawal (any withdrawal time before the official end of the term) the deposit will be used to pay the Early Withdrawal fee (see details in Withdrawals and Tuition Refunds).

Due Dates for the Tuition Deposit are listed below:

Registration Date	Tuition Deposit Due Date
December 1 – December 31, 2018	June 1, 2019
January 1, 2019 – May 31, 2019	June 1, 2019
June 1 – December 1, 2019	Within 10 calendar days of registration date or child's first day of attendance (whichever comes first)

TUITION PAYMENTS & LATE FEES: Please **Appendix C: Tuition and Fee Schedule** to reference your child's enrolled class and associated tuition. Annual tuition may be paid by a single payment or may be paid in ten (10) installments which are due on the dates specified in the chart below. If you do not submit your payment by the 1st day each month, a \$10.00 late fee will be assessed each day until the amount due is paid in full. If your monthly payment is unpaid by the 10th of the month, your child will be unenrolled from the school.

Payment Description	Payment Due Date
Annual Tuition in Full	June 1, 2019 (5% discount will be applied)
Tuition Deposit (confirm/hold student class placement/schedule)	June 1, 2019 or within 10 calendar days of registration date or child's first day of attendance (whichever comes first). The deposit payment will be used to pay your child's LAST tuition payment.
Tuition Installment Payment #2	August 1, 2019
Tuition Installment Payment #3	September 1, 2019
Tuition Installment Payment #4	October 1, 2019
Tuition Installment Payment #5	November 1, 2019
Tuition Installment Payment #6	December 1, 2019
Tuition Installment Payment #7	January 1, 2020
Tuition Installment Payment #8	February 1, 2020
Tuition Installment Payment #9	March 1, 2020
Tuition Installment Payment #10	April 1, 2020

GVCC will make every effort to communicate with parents regarding missed payments; however, parents are responsible for making payments on time whether they are contacted by GVCC or not.

WITHDRAWALS AND TUITION REFUNDS: Enrollment for Preschool and Pre-K is September 3, 2019 to May 29, 2020. Enrollment for After School Care is August 22, 2019 to June 10, 2020. GVCC will not issue refunds for absences or inclement weather days. GVCC will not issue refunds for partial months attended. For extended absences (30 continuous days or more), the family will not be able to “hold” their place in the program **unless they continue paying monthly tuition** throughout the extended absence. If they decide to give up their place in the program due to an extended absence, the family must understand they will need to re-enroll and pay a new registration fee of \$135.00 upon return and there may not be a spot open for their child(ren) at that time.

For withdrawals during the school year: If you withdraw your child prior to the end of the Preschool, Pre-Kindergarten or After School term; a cancellation fee equal to one-month’s tuition amount will be assessed and will be paid by using the Tuition Deposit described above. Parents agree to complete and email the GVCC Change of Schedule Form to the School Director at least 30 days before the student’s last day. There will be no partial or pro-rated refunds issued for withdrawals. Records or transcripts cannot be forwarded to the students’ new school until all fees are paid. See the Appendix C: 2019/2020 Tuition and Fee Schedule for details.

Every effort will be taken to ensure that invoices are emailed before the 1st day of the month; however, Parents acknowledge that tuition installment payments are due on the 1st of each month and the lack of a generated or emailed invoice will not invalidate or change the set due date. See Appendix C: 2019/2020 Tuition and Fee Schedule.

Payment Methods

Payments may be made by check, credit card, or automatic bank payment. There is a \$50.00 fee for returned checks.

Forms & Information Required for Enrollment

It is our desire to meet and/or exceed State licensing expectations. The following forms must be complete and on file with GVCC **before** your child’s first day of school:

- Virginia School Entrance Health Form and updated immunization records signed by a physician
- Proof of I.D. such as child’s birth certificate
- Signature page from GVCC Parent-Student Handbook (see page 16)
- Medical Authorization Form (needed only if prescription or non-prescription medicines are to be administered by school staff)
- Emergency Care Plan/Allergy Action Plan (needed only if child has severe allergies requiring Epi-pen or Inhaler, etc.)

Hours of Operation

Preschool: Morning Classes 9:00 A.M. - 12:00P.M.
Afternoon Classes 12:30 P.M. – 3:30 P.M.

After-School: Afternoon Classes 2:35 P.M. – 6:30 P.M.

School Holidays: GVCC follows the Loudoun County Public Schools (LCPS) Calendar. Closings are as follows:

Date	Activity
August 30	LCPS Holiday: After School Program Closed
September 2	Labor Day Holiday: All Programs Closed
October 14	Columbus Day Holiday: All Programs Closed
October 28	LCPS In-Service Day: Preschool Closed. After School Program Open for LCPS Service Day Program** 8AM – 6:30PM
November 4 & 5	LCPS In-Service Day: Preschool Parent Teacher Conferences. After School Program Open for LCPS Service Day Program** 8AM – 6:30PM
November 27-29	Thanksgiving Holiday: All Programs Closed
December 23 – January 3	LCPS Winter Break: All Programs Closed
January 20	Martin Luther King Holiday: All Programs Closed
February 17	President’s Day: All Programs Closed
March 3	LCPS In-Service Day: Preschool Closed. After School Program Open for LCPS Service Day Program** 8AM – 6:30PM
March 26 & 27	LCPS In-Service Day: Preschool Parent Teacher Conferences. After School Program Open for LCPS Service Day Program** 8AM – 6:30PM
April 6-10	LCPS Spring Break: All Programs Closed
May 25	Memorial Day Holiday: All Programs Closed

****LCPS In Service Days are not included in the regular After School Tuition but are available as a separate option. Please see Appendix C for pricing.**

Inclement Weather

Gateway Village Children’s Center follows the inclement weather decisions of Loudoun County Public Schools. GVCC will not release delay announcements in the news and media. This is for the safety of staff and students.

Closing Schedule

If Loudoun County Schools declare a:	Then Gateway Village Children’s Center is:
School Closure	Closed
An Early Dismissal	AM: 9:00am – 12:00pm (no change) PM: 12:30 pm – 2:30 pm After School: closes at 3:30 pm

Delay Schedules

If Loudoun County Schools declare a:	Then Gateway Village Children’s Center schedule is:
1 or 2-hour delay	AM: 10:00am – 12:00pm PM: 12:30 pm – 3:30 pm (no change) After School: 2:30 pm – 6:30 pm (no change)

Curriculum

Our curriculum is based on learning through play and is designed to be developmentally appropriate, mentally challenging, spiritually supportive, and differentiated (as much as possible) for each individual child. We want to help your child develop academically, socially, mentally, physically and spiritually. This whole-child approach is reflected in our programs of study, which are designed to support or exceed standards set by the Virginia Department of Education. Student progress will be monitored through informal and formal assessment, anecdotal records, and observation. Parent-teacher conferences for Preschool and PreKindergarten students are held in the fall and spring. If you would like a progress update between conferences, please communicate with your child’s teacher, giving them preparation time.

Students at Gateway Village Children’s Center will take part in prayer during morning message, before snack times and during Worship Time. Kid’s Worship is offered bi-monthly, consisting of a Bible story lesson, activities to illustrate the story, and songs of worship designed for young children.

Health and Medical Policies

Illness Policy

Gateway Village Children's Center strives to provide a healthy environment. We make every effort to include rather than exclude students from our school environment. However, if your child has contracted a communicable illness, such as strep throat, chicken pox, flu, head lice, etc., please inform the school as soon as possible. The following are guidelines that would exclude children from school:

- Fever at or above 100
- Undiagnosed rash or discharge
- Recurring vomiting or diarrhea
- Any other signs of a communicable illness
- Symptoms and signs of possible severe illness (lethargy, uncontrolled coughing, persistent crying, difficulty breathing, wheezing, etc.)

Please keep in mind that children should not be given fever-reducers such as Tylenol just prior to attending Gateway Village. The medicine will wear off and if a child is truly sick, they will lapse quickly. If your child becomes ill at school, you will be notified to pick up your child as soon as possible. We will sometimes give you a call to notify you of a low-grade temperature or an incident of vomiting or diarrhea. If we determine your child is too ill to stay, we require pick-up within one hour (or sooner for a child with a high fever.) Students must be symptom-free for 24 hours without medication before returning to school.

Children showing any sign of a communicable illness will not be allowed to return to school until a physician has treated the symptoms and issued a notice permitting return to school. Please inform the center within 24 hours or the next business day after your child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Medication Policy

Students are encouraged to take medication at home rather than during school hours whenever possible. We recognize this is not always feasible, however, and GVCC will administer medications as needed. Parents must complete the Parent's Request for Administration of Medication form for ANY medicine to be administered during school hours.

All prescription medications require a doctor's signature or a written prescription containing a doctor's signature attached to the medical form. Medicine must be brought to the school office by the parent (not the student) in its pharmacy-labeled bottle and contain the indicated quantity of medication. Any change in the time or dosage of a prescription medication must be verified by the physician in writing. Additionally, our staff is required by law to administer medication according to the instructions on the label.

If a student is prescribed an Epi-pen or inhaler the school strongly recommends the parent provide the medication to the school.

Non-prescription medication requires the parent's signature only. Medicine must be brought to the school office by the parent (not the student) in its original, sealed bottle/box containing the dosage information. Please label the bottle/box with your child's name. Additionally, our staff is required by law to administer medication according to the instructions on the label.

Parents are requested to list all medication prescribed for their child(ren) on the Medical Authorization Form completed at the beginning of each school year including medication taken regularly at home.

Immunizations

Parents are advised that their child's school records, by law, must include documentation verifying their child is current on all required immunizations before the first day of every school year. Students entering K, 1st and 5th grade have specific requirements. Any immunization update documentation must be provided for the student's file.

Allergies

All allergies must be reported clearly as part of the online registration process. Please be aware that because some students have severe allergies, we are a nut-free environment.

If a child has an allergy severe enough to require an EpiPen and/or Benadryl, parents must provide all necessary medications and fill out a Medication Authorization Form and an Emergency Care Plan/Allergy Action Plan (these forms are available on the GVCC website). If your child develops a new allergy, please notify us so the child's records can be updated appropriately.

All topical medications, including sunscreen, bug sprays, etc., should be applied prior to coming to school.

Daily Life at GVCC

Arrival, Dismissal, and Late Policy

Morning Preschool students may arrive no earlier than 8:50 A.M. Afternoon preschool students may arrive no earlier than 12:20 P.M. A member of our staff will escort your child to their classroom.

Teachers and assistants use the time before class begins to prepare for the day. Children will be permitted to enter their classrooms five minutes before the start of their scheduled class.

A child will only be released to individuals listed as, “authorized to pick up” unless the parent submits documented permission ahead of time. However, we still need to be notified (via email) ahead of time even for those authorized to pick up.

Parents are expected to pick up their child on time. In the event a parent is late at dismissal time, the school reserves the right to charge a late fee of \$1.00 for every minute past the scheduled time for your child to be picked up.

Parental Involvement

Gateway Village Children’s Center has an open-door policy and parents are welcome to visit at any time. However, to ensure as smooth a transition as possible, please refrain from visiting your child’s classroom if they are challenged by separation anxiety. It is our desire to work with you to help your child become comfortable in the school environment. While visiting a classroom, please allow the teacher to focus on the class. If you have questions for the teacher, please schedule an appointment.

We are always thrilled to celebrate birthdays. Because we have a number of children with severe food allergies we ask that you do not bring in edible treats. Please see the Front Desk or your child’s teacher for a list of recommended classroom party favor ideas.

Saying “Goodbye”

Especially in the first few weeks of school, it can be difficult for preschool children to separate from a parent, and at times the parent experiences a similar sense of separation anxiety. Rest assured, your child will adjust to the new environment and will quickly learn to love school, but there may be an adjustment period. Here are some tips to help you get to sunny skies!

Before the first day of school, talk to your child about how much fun school will be. Build anticipation. When the day comes, don’t prolong the drop-off, but don’t sneak away, either. Calmly let the child know you are leaving for a little while so they can have fun playing at school, but you will be back shortly. Develop a good-bye routine: a secret handshake, a loving phrase, etc. Or, if the teacher agrees, let your child have something of yours to hang onto for the day: an unbreakable coffee cup, a scarf, or a bangle bracelet, as examples. Tell them to put it in their cubby so they can give it back to you when you return. Resist the urge to go back and check on them. Always stay positive and encouraging even when faced with their distress. If you seem comfortable with the separation it will be noticed and appreciated by your child even if it doesn’t appear to be so. Our staff is on your side and we want to help this transition be as smooth as can be, so enlist our help whenever you feel the need.

Developmental Concerns

Our staff strives to stay current on the many facets of early childhood development. Based on this knowledge, if a teacher has a concern regarding a child's behavior, the teacher will notify the Director who will then communicate with the child's parents. When deemed necessary, the Director and/or teacher will pass on appropriate referrals that may include outside services. The staff will cooperate with an outside service professional who would like to confer about a specific child with parental permission provided in writing. Outside professionals may be accommodated during the school day only with the parents' and the school's approval.

Discipline Policies

It is our philosophy that children learn through modeling, redirection, and positive reinforcement. Children will be guided through structured activities and free play and will be encouraged to demonstrate kind and respectful behaviors. Additional strategies used by staff members include:

- Providing clear expectations
- Giving directions in the affirmative
- Giving children a sense of ownership and responsibility
- Creating an organized classroom environment

Gateway Village Children's Center does not employ time outs or any form of punishment that involves withholding, corporal punishment, or negative verbal commands. In the case of disruptive behavior, teachers and parents may work together to construct an appropriate behavior plan. We ask that parents reinforce classroom rules and expectations at home. We make every effort to work with children as they learn how to successfully navigate the school environment.

Because Gateway Village Children's Center is a group setting, children who consistently demonstrate aggressive behavior, or any other circumstance that requires intensive supervision by staff for extended periods of time, may be dismissed. Gateway Village Children's Center reserves the right at any time to dismiss any student when the health and/or safety of a student or staff member is at risk.

Dress

Children should be dressed comfortably for school each day. In order to fully engage in our activities, play clothes are encouraged. We recommend tennis shoes or sneakers for outdoor play. Please bring appropriate outerwear, particularly during the winter months. Preschool parents are encouraged to bring in an extra set of clothes in a plastic bag labeled with the child's first and last name. Soiled clothes will be bagged and sent home; please make sure to replace clothes the next day. It is strongly encouraged that parents label any extra clothing. Please refrain from long necklaces or drawstrings as they could be a hazard.

Child Security Policies

Confidentiality

Gateway Village Children's Center strives to protect the privacy right of children, their families and our staff members. We will maintain the confidentiality of verbal information and written records. We reveal the identity of children and their families only in absolute necessity. The privacy of our staff is also protected.

Child Protection Policy

We have adopted Gateway Church's child protection policy as applicable to our childcare school and format, which is available upon request.

Reporting Suspected Child Abuse

State law requires all childcare workers to be mandated reporters and to report all suspected cases of child abuse and neglect directly to Child Protective Services. In the event a report is filed, Gateway Village Children's Center is unable to provide information. Further inquiries must be made to Child Protective Services.

Custody of Child

Upon enrollment, parents are to provide three individuals that can serve as emergency contacts. If any of this information changes, please see the front desk to update paperwork. If there is a marital separation or divorce, it is the custodial parent's responsibility to provide specific instructions on drop off, pick up and custody of child, including providing the signed separation agreement and/or court order.

Safety/Emergency Drills

At Gateway Village Children's Center, your child's safety is our utmost priority. Our entrance is locked at all times with a keyless entry system. All visitors, including parent volunteers, must check in at the front desk and present a valid I.D. upon entry. Our students also take part in monthly fire and shelter-in-place drills to help ensure smooth procedures in case of an emergency. In the case of a school-wide emergency, families will be notified via email and/or a phone call from GVCC.

PARENT AGREEMENT Signature Page



My name and signature below indicate my agreement to abide by the policies outlined in this handbook and follow them as appropriate to my involvement with GVCC.

Parent 1 Name (Print):	
Parent 2 Name (Print):	
Signature Parent 1:	
Signature Parent 2:	
Date:	

Appendix A

Beliefs Statement for Gateway Community Church & Gateway Village Children's Center

ABOUT GOD

God is the personal Creator and Ruler of everything. He has eternally existed in perfect community - Father, Son, and Holy Spirit. These three are co-equal and are one God. He is holy, all-powerful, all-knowing, unchanging, and full of mercy and grace. *Genesis 1:1, 26, 27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2 and 2 Corinthians 13:14.*

ABOUT JESUS CHRIST

Jesus Christ, God's Son, became fully human when he was born of the Virgin Mary. He was fully human and fully God. He lived a perfect life in place of our imperfect lives; died, as our substitute, the death we deserved to die because of our self-centeredness; and physically rose from the dead. He offers us full life by the promise of his own resurrection. He then ascended into heaven and today is our representative, intercessor, and advocate with God the Father. *Matthew 1:22, 23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3, 4; Romans 1:3, 4; Acts 1:9-11; 1 Timothy 6:14, 15 and Titus 2:13.*

ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. We experience the full life and presence of God in our relationship with God the Spirit. He is present in the world to make men and women aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift(s). As Christians we seek to live under His control daily. *II Corinthians 3:17; John 16:7-13, 14:16, 17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25 and Ephesians 5:18.*

ABOUT THE BIBLE

The Bible (66 books of the Old and New Testament) is God's completely true story about who He is, what He has done, what He is doing, and what He will do. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. It is our primary and final source of authority. *2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6 and Proverbs 30:5.*

ABOUT HUMAN BEINGS

People are made in the spiritual image of God to be like Him in character and to be in relationship with Him and with one another. People are the pinnacle of God's creative activity and the object of His affection. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life. *Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23 and Isaiah 59:1-2.*

ABOUT REAL LIFE

We are connected to God in only one way – by choosing to accept the offer of forgiveness and reconciliation God offers to us by Christ’s life and resurrection. If we ask Him to, God treats us as if we were Christ, because He treated Christ as if he were us. God’s gift of grace makes us His adopted daughters and sons. There is nothing we can do to deserve this life – it is all a gift of God, and our job is to simply receive it. When we do, God begins the process of changing our hearts and minds from the inside out and making our characters more and more like Jesus. He will continue this process in us until He completes it in heaven.

Because of our relationship with God, we will want our lives to please Him. He will show us how to make this happen. We will also hope for unburdened relationships with all those around us. As we become more and more like Him, this becomes possible in our lives. *Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26, Romans 5: 6-11; John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14 and 1 Peter 1:3-5.*

ABOUT ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

In His own time and in His own way, God will bring the world, as we know it to an end. According to His promise, Christ will return personally and visibly to judge the living and the dead and to begin the new era of God’s universally visible reign that will last forever. *John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15 and 1 Corinthians 2:7-9.*

Appendix B

PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, **Gateway Village Children's Center** is religiously exempt from licensure and is classified as a "religiously exempt child day center."

QUALIFICATIONS OF PERSONNEL (Check appropriate response)

- Attached are position descriptions of staff presently employed with the Center.
- Staff position descriptions are posted for your review.

DESCRIPTION OF FACILITIES

Gateway Village Children's Center (GVCC) is located at 42350 Tall Cedars Parkway, South Riding, VA. The size of the building is 33,000 SF. GVCC uses a total of 6 Preschool Classrooms, 2 After School Classrooms and has full access to the buildings commercial kitchen and indoor gym. Play equipment consist(s) of: 4 swings (2 child size, 2 toddler), climbing helix, ride-ons, raised stepping stones, main climbing structure (consists of steps, large and small slide, with bridge) jungle gym, vertical merry go round, playhouse, and small climbing wall.

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE:

Gateway Village Children's Center has an expansive indoor gym used for recreational and school wide events.

ENROLLMENT/CAPACITY

The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 463.

FOOD SERVICE

Gateway Village Children's Center provides snacks for the morning and afternoon programs. The description of the service consist(s) of the following:

- hot breakfast cold breakfast • combination (hot/cold) breakfast
- mid-morning snack hot lunch cold lunch afternoon snack

HEALTH REQUIREMENTS FOR STAFF

Staff employed at Gateway Village Children's Center (GVCC) MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children.

Documentation is on file at the Center. A staff member trained and certified in first aid and cardiopulmonary resuscitation (CPR) is present at GVCC whenever children are present and at any other location in which children who attend GVCC are present.

PUBLIC LIABILITY INSURANCE

Gateway Village Children's Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

Appendix C

Tuition and Fee Schedule

Tuition and Fee Schedule for 2019/2020 Term

Annual Tuition/Monthly Payments (10)				
Program	Tuition Fees	M-F	M,W, F	T, TH
Preschool	Annual/Monthly Tuition	\$5,410 or \$541 monthly	\$3,410 or \$341 monthly	\$2,670 or \$267 monthly
PreKindergarten	Annual/Monthly Tuition	\$5,410 or \$541 monthly	\$3,410 or \$341 monthly	\$2,670 or \$267 monthly
After School	Annual/Monthly Tuition (LCPS Service Days are not included)	\$5,500 or \$550 monthly	\$3,500 or \$350 monthly	\$2,500 or \$250 monthly
First Month Payment Amount for enrollments after 10/1/2019				
Program	Start Date	M-F	M, W, F	T, TH
Preschool	Between 5th and 15 of Month	\$406	\$256	\$200
Preschool	Between 16th and End of Month	\$271	\$171	\$134
PreKindergarten	Between 5th and 15 of Month	\$406	\$256	\$200
PreKindergarten	Between 16th and End of Month	\$271	\$171	\$134
After School	Between 5th and 15 of Month	\$413	\$263	\$188
After School	Between 16th and End of Month	\$275	\$175	\$125
Tuition Related and Other Fees				
Program	Description	Fee	Due Date(s)	
All	Registration	\$135	At time of registration	
All	Tuition Deposit equal to one month's tuition (applied to last month's tuition)	See chart above	June 1, 2019 or at time of enrollment; tuition deposit must be paid in full before child starts attending classes.	
Preschool & Prekindergarten	Annual Activities Fee	\$50	August 1, 2019	
Preschool & Prekindergarten	Tuition Payments	See chart above	August 1, 2019 and on the first of each subsequent month until May 1, 2020	
After School	Tuition Payments	See chart above	August 1, 2019 and on the first of each subsequent month until May 1, 2020	
After School	LCPS In-Services Days	\$75 per day	Invoiced separately; invoices due upon receipt	
All	Wait-List Fees	\$50	At time of registration	

Tuition and Fee Schedule for 2019/2020 Term - Continued from Previous Page

Tuition Related and Other Fees			
All	Late Payment Fee	\$10 per day	Per day fee; assessed each day for all payments made after the 1st day of each month
All	Late Pickup Fees	\$1 per minute	Per minute fee; assessed for each minute a student is picked up after center closing time.
All	Replacement or Unreturned Key Card/Fob	\$25	Fee is per card/fob; fee due at the time of reissue or on June 15 for all unreturned cards/fobs.
All	Returned Check Fee	\$50	Per returned check

All fees are non-refundable

This page intentionally left blank