

Gospel of Grace Christian School

Student Handbook 2012-2013

**315 Central Avenue
Cheltenham, PA 19012
ggchristianschool.org**

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**Office Hours: Monday through Friday
8:00 a.m. until 4:00 p.m.**

Campuses:

Cheltenham, Pennsylvania

The Cheltenham, Pennsylvania Campus of Gospel of Grace Christian School is registered with the Commonwealth of Pennsylvania Department of Education as a Nonpublic, Non-licensed Day School operated by a bona fide church: Gospel of Grace Ministries.

Linwood, New Jersey

The Linwood, New Jersey Campus of Gospel of Grace Christian School is registered with the State of New Jersey Department of Education as a Nonpublic, Non-licensed Day School operated by a bona fide church: Gospel of Grace Ministries.

Notice of Nondiscriminatory Policy Regarding Students

The Gospel of Grace Christian School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its admission policies, scholarships and loan programs, and athletic and other school-administered programs.

Students must bathe regularly. Clothing and overall appearance should be neat and clean. Continual failure to maintain personal hygiene may result in suspension or even expulsion, since lack of hygiene may put others at risk.

ENFORCEMENT

The dress code will be strictly enforced. When a student is found to be in violation of the dress code, the parents will receive a “Note Home” to be signed and returned to the school the following day. The student will serve detention. The third time the student is out of dress code, he/she will be sent home to change clothes, a “Note Home” will be issued, and detention will be served after school. Ten infractions will warrant suspension.

HYGIENE

Personal hygiene is an important factor pertaining to every interactive group of people, as one person’s condition might affect many others. Any student with a contagious condition should be kept at home and the condition reported to the school administration (any such information will be kept confidential, if at all possible.)

If a faculty member discovers a contagious condition on a student (including lice), the student with such a condition will be sent home at the discretion of the administration. The school administration has the right to determine what is to be considered a contagious condition.

Chapter 1

Purpose & Statement of Faith

Purpose

GOSPEL of Grace Christian School exists to equip students with an intimate, personal knowledge of Jesus Christ, along with the highest standards in academics. Jesus Christ is the focal point of all learning, since all things were created by Him and for His glory, Colossians 1:16: *“For by him were all things created, that are in heaven, and that are in earth, visible and invisible, whether they be thrones, or dominions, or principalities, or powers: all things were created by him, and for him:”* Academics cannot thus be separated from Jesus Christ, but are inherently bound to a knowledge of Him.

VISION

Our vision is for students to grow spiritually, cognitively, emotionally, socially, and physically. Ultimately, we hope that students will come to a saving relationship with Jesus Christ. Students must be armed with a full knowledge of Jesus Christ and His word so that they are not spoiled by the deceptions so prevalent in the world today. To this end, students shall be given a Biblical worldview in Creationism (which is the only true and Biblical view of the existence of the universe and all that is in it), as well as a Biblical worldview in many other disciplines.

Jesus Christ in His fullness as Savior, Lord, Healer, and coming King shall be taught to all students. Students shall be taught the value and importance of accepting God's free gift of salvation through Christ, and the fact that they are **saved by grace alone through faith, Eph. 2:8-9.** They shall also learn to present their bodies as living sacrifices for Christ to live in and through them to perform His good work, and to continue His ministry for the salvation of precious souls through their spirits and bodies which are His, Romans 12:1-2.

Excessive jewelry is not permitted (one bracelet per arm, one ring per hand—no thumb rings). It is acceptable for girls to wear a **single stud** in each ear in the **lobe only**. Hoops or dangling earrings are not allowed. No other piercings are allowed, nor are tattoos permitted. Nail polish should not be a dark color. No bold, unnatural looking makeup is allowed (such as gothic, etc.)

Gym clothes and sports shoes may be worn at Physical Education, recess, or sports activities times. Specific uniforms may be required for basketball, baseball, or other sports. See the coach for details.

For safety, no jewelry is permitted during Physical Education or sports activities.

DRESS DOWN

Each Friday students may pay \$2 and dress down. If the student does not bring \$2, he/she will be treated according to "Enforcement" below. When students dress down, the jewelry rules still apply, as well as the modesty portions of the dress code, such as no see-through clothing, no cleavage showing, no midsections showing, etc. Clothing may have manufacturers' trademarks, but no other pictures or words, except for Christian tee-shirts/sweatshirts.

Socks and shoes must be worn at all times. No necklaces are allowed on boys. Boys should have no extreme hairstyles or unnatural hair colors. Boys in grades K – 6 may wear uniform shorts during the months of August, September, May, and June. The shorts must be no more than three inches above the knee.

Girls' attire consists of a plaid jumper and white blouse for elementary grades. Skirts, white blouses, and black sweaters will be worn by girls in high school (grades 7-12). All jumpers and skirts must be at least knee-length. Girls will also wear black knee-socks and black uniform shoes. All clothing must fit properly (i.e. no tight, form-fitting clothing, or see-through clothing). All girls must wear spandex shorts under their jumpers and skirts, and a white undershirt. **Girls may wear khaki pants:** *(white polos may be worn in August, September, and June.)*

No student may dress in a manner that exposes parts of the body not normally seen, such as the midsection, cleavage, etc. Tops must be long enough to remain tucked in.

Girls should have no extreme hairstyles or unnatural hair colors. Uniform shoes must be worn at all times. No hats, scarves, or hair coverings of

Statement of Faith

We believe that the Holy Scriptures of the Old and New Testaments (66 books) are divinely inspired and have been provided by God as our final authority in faith and life. These scriptures are infallible and inerrant. We believe in God the Father, Son, and Holy Spirit as one, yet three distinct persons. We believe Jesus Christ was virgin-born, lived without sin, and died and rose again to obtain salvation for those who will trust Him alone by faith.

We believe that we, as mankind, are dead in sin, incapable of earning any favor of God. Romans 3:10-12: *“As it is written, There is none righteous, no, not one: There is none that understandeth, there is none that seeketh after God. They are all gone out of the way, they are together become unprofitable; there is none that doeth good, no, not one.”*

We believe that salvation comes as a free gift from God to those who trust Him; that they are kept by His promise and power, Ephesians 2:8-10: *“For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”*

And in 1 Peter 1:3-5 we read: *“Blessed be the God and Father of our Lord Jesus Christ, which according to his abundant mercy hath begotten us again unto a lively hope by the resurrection of Jesus Christ from the dead, To an inheritance incorruptible, and undefiled, and that fadeth not away, reserved in heaven for you, Who are kept by the power of God through faith unto salvation ready to be revealed in the last time.”*

We believe that those truly born again will not use God’s gift as a liberty to continue in sin, but will be yielded to separate from worldly and sinful practices out of love for Him.

Rom 6:1-4: *“What shall we say then? Shall we continue in sin, that grace may abound? God forbid. How shall we, that are dead to sin, live any longer therein? Know ye not, that so many of us as were baptized into Jesus Christ were baptized into his death? Therefore we are buried with him by baptism into death: that like as Christ was raised up from the dead by the glory of the Father, even so we also should walk in newness of life.”*

We believe in the eternal, blissful estate of those who are saved, and the eternal punishment of those who are lost.

Chapter 7

Dress Code and Hygiene

SCHOOL uniforms are mandatory at Gospel of Grace Christian School. Students must enter school in uniform and according to dress code, and leave in uniform and in accordance to dress code. The uniforms must be purchased from Flynn & O’hara. All the following items for boys and girls are from Flynn & O’hara:

Boys’ attire—A white dress shirt will be worn with uniform necktie in October through April, along with a black sweater vest. No other jackets or sweaters may be worn in class. Boys may choose to wear a white polo shirt in August, September, May, and June. Khaki pants will be worn with black belt, black socks, and black uniform shoes. Shirts must be buttoned up and tucked in (when wearing polos the top button may be open). All clothing must fit properly and pants must be worn at the waistline.

Chapter 2

Enrollment Requirements and Fees

GOSPEL of Grace Christian School is operated under the auspices of Gospel of Grace Ministries. Enrollment is for children who, along with their parents, fully agree that the purpose, vision, and Statement of Faith contained in this handbook will be taught to students. Families who do not agree with Christian values and who do not want to be in this school should not be.

Parents of students enrolling at Gospel of Grace Christian School must submit an application for enrollment along with a \$50 non-refundable application fee. The parents must sign the application, acknowledging their obligations and promising to support the staff. (Of course, grievances may be presented to the administration by parents, but after due process is given the matter

and a decision is reached, the parents should back the decision).

After the application is submitted with fee and supporting documents (e.g. school records, recommendation letter, etc.), the student and his/her parent(s) (both parents where applicable) will be interviewed at the school. Depending upon the time of year, the student will normally attend for a short period of one to three days as a trial period. After prayerful consideration and review of school records from the previous school (if applicable) the administration will notify the parents of its decision. **Each student who enrolls has a 90-day probation period.**

Students who are already enrolled must register for the next school term by April 15th in order to reserve a spot before new applicants are considered for their particular grade.

Students must have all the items on the supply list and all books before starting school. A letter from your pastor, or youth pastor, is required one time each marking period; otherwise, the report card will not be issued to the parents. Possible further action will be taken if the letter is not received within 15 days of the marking period's end.

GRADING

The following grade scale is used in grading all classwork and homework and will be used on report cards:

A=	90-100	Excellent Work
B=	80-89	Above Average Work
C=	70-79	Average Work
D=	60-69	Below Average Work
F=	0-59	Failure

HONOR ROLL/AWARDS

Each marking period, students who attain a 3.5 GPA are awarded an Honor Roll certificate. Their names are posted at the main entrance of the school. At the end of each semester, an awards ceremony is held at a general assembly of the school. Students are honored with various awards, including Honor Roll, Perfect Attendance, Citizenship, Christian Testimony, etc.

At the ELEMENTARY LEVEL, the following courses are taught: English, to include Spelling, Reading and Writing; Arithmetic; Science; Geography; History of the United States and Pennsylvania; Civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; Health and Physiology; Physical Education; Music; and Art.

At the SECONDARY LEVEL, the following courses are offered: English, to include Language, Literature, Speech and Composition; Science, to include Biology and Chemistry; Geography; Social Studies, to include Civics, Economics, World History, History of the United States and Pennsylvania; a foreign language; Mathematics, to include general mathematics and statistics, Algebra and Geometry; Art; Music; Physical Education; Health and Physiology; and safety education, including regular and continuous instruction in the dangers and prevention of fires.

Students in Kindergarten through Grade 11 are tested annually. Elementary grades use the *Iowa Tests of Basic Skills*® and the *Cognitive Abilities Test*™. Students in high school use the *Iowa Tests of Educational Development*® (*ITED*®) high school achievement battery, and the *Iowa Algebra Aptitude Test*™

Tuition & Fees

The cost to educate one student for one school term at Gospel of Grace Christian School is considerable. Those who wish to enroll their child in Gospel of Grace Christian School must assume responsibility for their child's education. Tuition is paid August 1st through June 1st. The following terms have been outlined for payment:

<u>Grade</u>	<u>(s)</u>	<u>Tuition</u>	<u>Monthly Payment</u>
PreSch	(3 Yr)	\$4,125	\$375 x 11
Pre-K	(4 Yr)	\$4,125	\$375 x 11
Kindergarten		\$3,960	\$360 x 11
Gr. 1-6		\$3,685	\$335 x 11
Gr. 7-12		\$3,960	\$360 x 11

Family discounts apply as follows: If you have two children enrolled, you may deduct \$880 off the annual combined tuition (i.e. \$80 per month). If you have three children enrolled, you may deduct \$1,870 off the annual combined tuition (i.e. \$170 per month). The fourth child is free in the same immediate family (not cousins, etc.).

Parents must purchase their children's books each year. The school will order the books at the

school's discounted prices and then charge the parents via Smart Tuition.

Certain other fees apply as follows, depending upon grade level and classes elected:

<u>Grade or Class</u>	<u>Subject</u>	<u>Amount</u>
Elementary	Art	\$20
Elementary	Technology	\$20
<u>Electives:</u>		
Elementary	Music	\$10 Weekly
Elementary	Dance	\$10 Weekly
Grades 7-8	Science Lab	\$25
Grade 9	Phys. Sc. Lab	\$35
Grade 10	Chem. Lab	\$45
Grade 11	Biology Lab	\$45
Grades 7-12	Technology	\$50
<u>Electives:</u>		
Grades 7-12	Music	\$10-20 Wk
Grades 7-12	Dance	\$10 Weekly
Grades 9-12	Basketball	\$225

(BB Uniforms supplied by school—If a student loses or damages a uniform, the student will be charged \$60)

Chapter 6

Curriculum, Grading, and Awards

THE curriculum used at Gospel of Grace Christian School is Christian-based (i.e. all subjects are presented from a Biblical, Christian worldview). Christ is acknowledged in every subject since He is the Creator of all things. Even the laws of math and science were created by Him and glorify His name.

Abeka Book (of Pensacola Christian College, Pensacola, Florida) is the primary provider of our text books. We continue in our effort to provide the most effective curriculum and the highest standards possible with the help and guidance of the Lord.

Gospel of Grace teaches all State-mandated courses on both the high school and elementary levels. These courses are listed below:

a student has a cell phone during the school day (whether turned on or off), the phone will be held until the parent comes to meet with the principal. The second offense will warrant the phone being held for one week and a meeting with the principal to retrieve the phone. The third incident will warrant suspension and the holding of the phone for two weeks.

Following is a list of **FIVE DUTIES** that parents should consider seriously to increase their child’s learning capability and to assist the faculty:

- 1) Make sure your child’s homework is completed before bedtime.
- 2) Make sure your child goes to bed early so that he/she gets sufficient rest.
- 3) Your child should have breakfast to stimulate the mind and body upon waking in the mornings. You must provide a lunch also, or money to purchase lunch at school.
- 4) Make sure your child is on time.
- 5) Ensure that your child is dressed properly, in accordance with the dress code found in Chapter 7.

Grades 7-12	Locker Deposit	\$20
	(Locker deposit returned at year end if lock is returned to school and there is no damage to lock or locker)	

All Grades	School trips	Paid per trip
All Grades	Supply List	Varies
K – 11	Standardized Tests	\$45

Grads (Gr. 12) Cap, Gown, Diploma	\$30
Grads (Kinder) Cap, Gown, Diploma	\$25

No student will be allowed to attend school unless fees are paid, tuition is paid, and books and supplies are in the possession of the student.

All tuition payments and fees (except for application fees) are paid to Smart Tuition. Payments may be made 24 hours per day, 7 days per week using various payment methods online or by telephone. All invoices must be paid by the 10th day of each month to avoid late fees. Balances not paid by the 20th of the month will warrant further action, including suspension until payment.

The State of Pennsylvania has allowed a program called the EITC so that students may have school choice. EITC stands for Educational Improvement Tax Credit, and it is through this

program that scholarship foundations exist, so that you may receive financial assistance in paying tuition. Following is a list of foundations with their contact information. Please take advantage:

ACSI Children's Tuition Fund of PA
845 Silver Spring Plaza, Suite B
Lancaster, PA 17601

Futuro Scholarship Organization
(215) 561-1655

Black Alliance for Educational Options (BAEO)
1207 Chestnut St (2nd Floor)
Philadelphia, PA 19107

Bravo Foundation
20 N. 2nd Street
Harrisburg, PA 17101
(717) 214-2200
www.thebravofoundation.org

Bridge Foundation, Inc.
PO Box 222
Harrisburg, PA 17108-0222
(717) 214-6792
info@bridgeedu.org

PRESCRIPTION DRUGS

All prescription medications must be turned in at the office in the morning and must be accompanied by a doctor's written prescription. All medications will be administered in the office. Any person who distributes prescription drugs to another student (for whom the medication is not prescribed) will be guilty of drug distribution.

INTERNET AND SOCIAL MEDIA

God desires that Christians be transformed into the image of His dear Son. Often Christianity is mocked because teens display images or text about alcohol use, drug use, violence, flash mob involvement, foul language, sexual insinuation, or character defamation and bullying on Facebook, etc. Alcohol use before the age of 21 is illegal, and drunkenness is illegal by God's law at any age.

Misuse of the internet or other media will warrant disciplinary action, including possible suspension or expulsion.

CELL PHONES

All cell phones must be turned in before the first class and retrieved at the end of the day. Cell phones are not permitted in class for many reasons, including cheating by texting others for answers. If

suspension. Fighting, bullying, racial slurs, cheating, plagiarism, lying, stealing, cursing, defiance, AWOL, etc. are examples of infractions warranting suspension. Acts of Aggression and Sexual harassment may warrant suspension or expulsion.

Suspensions will be served at home, and high school students will return to school with a ten-page-per-day essay, including pertinent scriptures, and elementary students will return with a five-page-per-day essay, including pertinent scriptures.

EXPULSION

On rare occasions a student's actions may warrant expulsion. Drug possession, weapon possession, usage of items as a weapon, etc. are serious matters that will involve police and will warrant expulsion. A student who is suspended three times warrants expulsion. Due process will be given the situation and the Lord's guidance will be sought through prayer in all such situations.

Also, if the general behavior and attitude of a student is determined to be detrimental to the educational process or to the spiritual interests of other students, that student may be expelled from the school.

Children's Scholarship Fund of Philadelphia
PO Box 22463
Philadelphia, PA 19110
(215) 670-8411
www.csphiladelphia.org

Faith First Educational Assistance Corp.
Dr. Alberta Wilson
(215) 870-9454
www.faithschoice.org

Family Choice Scholarship Program
23 North Front Street
Harrisburg, PA 17101 (800) family1

Gospel of Grace reserves the right to search lockers, desks, etc. We may also search school bags, pocket books, etc. if there is reasonable cause.

NOTICE: Surveillance Cameras with audio (visible and hidden) are in use on premises along with recording devices. These recordings are available to administration only, except where required by law enforcement agencies.

DISCIPLINE

When a child's actions are not conducive to a fruitful learning environment and are not Christ-honoring, a note will be sent home to the parent informing the parent of the behavior. Certain types of behavior may warrant discipline beyond verbal correction or sending a note to the parent.

DETENTION

A Student who does not hand in COMPLETED homework assignments will serve detention the same day for a minimum of 30 minutes, at which time the assignment will be completed. Disturbing the classroom setting may also warrant detention. Parents will be called and informed of the detention.

SUSPENSION

Students who fail to respond to "Notes Home" and detentions may be suspended. Ten infractions of dress code, ten tardies, or other actions may warrant

- **Keep hands to yourself and speak positively about others**
- **Avoid all physical contact; kissing, hugging, etc. on school property and at school events**
- **Keep your assigned areas neat and clean**
- **Dress modestly in accordance with policy**
- **Complete all homework assigned**
- **Arrive on time**
- **Come to class fully prepared and equipped, but do not bring personal electronic devices or books/magazines that have not been approved.**
- **Occupy free time by working wisely**
- **Raise your hand and wait to be called upon before speaking in class**
- **Remain at school and in scheduled classes until dismissed.**
- **Respect the rights of others by conducting yourself in a quiet and orderly manner in all parts of the building and yard.**

Chapter 3

Absence And Tardiness

Absence

ABSENCE from school interrupts student learning, smooth classroom flow, teacher lesson planning, and many other aspects of education; therefore, students should be at school every day that school is in session, if at all possible and feasible. School begins each day at 8:10 a.m. and ends at 3:30 p.m.

Students should not attend school when physically incapable, or when their condition will create disturbances to others. Parents should trust God for wisdom in deciding whether their child should attend, James 1:5. Also, **parents should call the school** before starting time and inform the administration that his/her child will be absent **and why** (otherwise, the absence might be considered unexcused).

The student must return to school after absence with an excuse note signed **by the parent**, (24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan) “All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three calendar days of the absence and should be informed that if they fail to provide a written excuse within three days of the absence, the absence would be permanently counted as unlawful.”

Make-up work is the responsibility of the student if in grades 7-12. The due date is equal to the number of days absent (i.e. if a student is absent one day, his/her work is due one day after returning to school. If the student is absent two days, the work is due two days after returning to school).

Excused absences include sickness, death in the immediate family, and possibly some other situations that will be determined upon their own merits by the school administration.

Unexcused absences: The administration may deem an absence to be unexcused. By law, the equivalent of three unexcused absences accumulated during the school year **must be reported**.

Vacation: A parent may remove a student for educational travel if a **written request** is submitted **one month prior** to the vacation. The student

Chapter 5

Behavioral Rules and Guidelines

STUDENTS who appreciate God’s great gift of salvation through Christ and who are allowing Christ to live in and through them each day will enjoy a wonderful transformation. The very life and character of Christ will shine forth in their lives and the fruit of the Spirit will be borne by His indwelling.

As a school, we do find it necessary to establish some very basic biblical guidelines for behavior. These are written to ensure the rights of those around us, as well as a safe and harmonious environment that is conducive to learning:

- **Honor and respect all teachers & staff**
- **Respect buildings, grounds, & equipment; (no chewing gum); Destroying/defacing property will warrant payment for damages & other disciplinary actions.**

not on the list, then you must call the school before pickup time, give your password, and inform us of the identity of the person who will be picking up your child. The person, upon arriving at the school to pick up your child, will be asked to show valid photo ID (e.g. State Driver's License).

If a parent is going to be later than 6:00 p.m. when picking up a child from after care, than he/she should call the school to report the emergency circumstance. If a student is not picked up from after care by 6:00 p.m., the parent will charged \$1 per minute for every minute after 6:00 p.m. If the child is not picked up by 7:00 p.m., police will be called.

VISITORS

All visitors must come to the office and obtain a visitor's badge. A visitor is anyone other than a student, teacher, or staff member. Persons in the building without a badge will be viewed as intruders and will be reported to police.

RE-ENTRY INTO CLASSROOMS

Classrooms will be closed at 3:45 p.m. each day unless a parent schedules a meeting with a teacher ahead of time. If a student forgets books or other items, he must retrieve them the following day.

should return with a one-page written report concerning the educational value of the trip.

In any case, absences are accumulated throughout the year (excused and unexcused). (24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan)
D. Cumulative Lawful Absences: A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician. Students who exceed the 10 days will be retained in their grade level, unless the days in excess of the 10 allowed days are made up in the summer. (The cost of the summer days will be paid in advance by the parents. Also, the student must attend during the scheduled summer school days.)

TARDINESS

Gospel of Grace Christian School considers the teaching of basic disciplines very important in the education of a child. Being punctual is one of these basic disciplines, which is a lifelong desirable attribute for a child to possess. Employers expect employees to be punctual and students should learn this from the first day of school.

Parents should set an example by making sure that their children arrive at school on time and by making sure they are able to leave school on time. If a child is going to be tardy, the parent

should call the school. Students must be picked up by 3:45 p.m., even if one child is in detention. If a parent is not able to pick up children on time after school, he/she should inform the school administration. The child will go to aftercare at 3:45 p.m. and the parents will be billed \$2.50 per hour for aftercare.

When a student is tardy, he/she will receive a “note home” that must be signed by the parent and returned to school the next day. **The amount of time that a student is tardy must be made up in detention the day of the tardy. Minimum detention time is 30 minutes high school; 15 minutes elementary. Ten tardy notes will warrant suspension.**

Students who arrive very late or leave early may be considered ½ day absent, according to the principal’s judgment. A student must have a written note from the parents/guardians in order to leave school early, except in the case of the onset of sickness during school, at which time the parent/guardian will be called by the administration.

Chapter 4

Before & After Care; Visitors

SCHOOL begins each morning, Monday through Friday, at 8:10 a.m. School ends at 3:30 p.m. Before and after care are provided at a cost of only \$2.50 per hour. Before care begins at 7:00 a.m. and ends at 8:00 a.m. After care begins at 3:45 p.m. and ends at 6:00 p.m. Parents will be billed for before and after care through SmartTuition, the company that collects tuition for our school.

Parents must bring their children into the school for before care and sign them in. Likewise, parents must come into the school to sign their children out of after care. No child will be released to any person who is not on the pick-up list. The pick-up list is a list that you provide of persons who may pick up your child. The person will be asked to produce photo ID until well acquainted with staff. If you must have someone pick up your child who is