

NCA Early Education Center Student Handbook

Mission

At Northside Christian Academy Early Education Center (NCA EEC) we are dedicated to providing your child with a developmentally appropriate environment which will create a thirst for learning in the child, introduce him to the God of the creation, shape his moral integrity, encourage a sense of joy, and build upon his natural curiosity and wonder for the world around him.

Philosophy

We believe each child is fearfully and wonderfully made (Psalm 129:14); therefore, each child begins developing their own unique personality at a very young age. Early experiences at home and in the child care center encourage children to increase their self-awareness as they begin to explore, respond, create, and make choices. We strive to provide a loving, nurturing, and creative environment for children; an environment that allows children to discover their own talents, sense of identity and personality. We provide a physical environment that is safe, clean, healthy, and child friendly.

At NCA EEC, we strive to create an environment that is responsive to their social, emotional, intellectual, physical and spiritual needs; an environment that allows each child the freedom of self-expression. Helping a child to discover and explore the world around him will help him grow mentally. Basics, such as colors, shapes, numbers, and alphabet will be introduced in a way that makes learning fun. We provide developmentally appropriate activities that focus on the process of learning while also allowing the children to enjoy their successful experiences. We encourage not just learning, but the love of learning.

Tuition

Upon acceptance, a non-refundable enrollment/ registration fee is required. Please consult with the Coordinator for tuition information. Tuition is due on Monday of each week. Payment will be required to be made through automatic draft.

A late pick-up fee of \$1 per minute late will be charged to your account if your child is not picked up by 6:00 pm.

Confidentiality

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. All records are kept in a locked file. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the Director for immediate investigation and action with the appropriate authorities. Records may be accessed by authorized parent, staff, DSS, and law enforcement.

Tracking

Staff members will keep an account of children at all times. Class roles will be carried with teachers and role will be taken by name and identity as children enter and exit the building or move to a new location around the Center. Parents will walk children in from their vehicle and sign the child in at his or her classroom.

Withdrawals

Parents may withdraw a child from the program at any time. A two week notice is required. Parents

wishing to withdraw their child who fail to provide a two week notice will be liable for the last week's tuition.

Uniform Policy

Three and Four year olds are required to wear the Northside Christian Academy uniform. Boys will wear NCA T-shirt/NCA polo and any shorts or pants. Girls will wear NCA T-shirt/NCA polo and any skirt, shorts, or pants. NCA T-shirts are available for purchase in the office. NCA polo shirts or NCA polo dresses are also acceptable uniforms and are available for purchase at Dennisuniform.com.

Hours of Operation

The Center is open year round, Monday – Friday from 7:30am to 6:00pm.

Holiday Closings

The Center is closed on the following holidays:

New Year's Day

Good Friday and Easter Monday

Memorial Day

4th of July

3rd Monday in August (Teacher Workday)

Labor Day

Thanksgiving Day and the Friday after Thanksgiving

Christmas Eve and Christmas Day

3rd Friday in January (Professional Development)

Arrival & Departure

Children are to be signed in and out each day upon arrival and departure. Feel free to discuss any information you feel pertinent about your child with his/her teacher each morning. These are our guidelines for arrival and departure:

- When entering the room, please sign your child in and assist him/her with sanitizing hands.
- If someone other than the parent/guardian picks up a child, please inform the office preferably in writing and make sure they can present a valid ID at pickup.
- Inform any authorized person picking up your child of the dismissal policies for your child's classroom in the event of a substitute.

NCA may deny access to an adult whose behavior presents a risk to children present in the facility. If an intoxicated or impaired parent comes to pick up the child, NCA will follow these steps:

- Attempt to delay departure until the other parent or another authorized person is called to pick up the child.
- If the person refuses to cooperate/acts in a threatening manner, the NCA staff will contact the local police.
- If the child is taken by the person, staff will attempt to write down the vehicle type and the license plate number and immediately report the situation to police/and or other parent.

Northside Christian Academy Early Education Center defines a legal parent or legal guardian to be person(s) who enrolled the child and whose signature is found on the enrollment form. An official birth

certificate proving he/she is the legal parent or guardian is also required. In the case where a divorce or legal separation has occurred or is in the process, legal court documentation must be presented as proof that he/she has been awarded temporary or permanent custody of the child in question in order for the non-custodial parent to be denied pick up. We will not hesitate to call 911 immediately if any disruptions or disputes develop on school property. The safety of the minor child in our custody will always take top priority in any situation. This also applies to those allowed to pick up the child from NCA Early Education Center. Official court documents, whose authenticity has been verified, will supersede any other documents received or placed on file.

Toilet Training

We hope that children, from older two year olds on up, will be toilet trained. If they are not, it is not a problem. We are happy to work with them to achieve this important milestone. We focus on positive reinforcement (e.g., praise and stickers.) We feel there is a window of opportunity that comes at approximately 2 ½ years of age. We try to maximize this opportunity. We will do our best to support your at-home initiatives.

Clothing & Supplies

Parents of infants are required to provide an adequate supply of diapers and wipes. Each child should have at least two changes of clothing and appropriate outdoor wear. Additional items include: personal blankets, ointments (with permission form to administer; signed by parent/guardian) and bottles. All personal items must be labeled.

Parents of toddlers and two year olds must provide an adequate supply of diapers and wipes for any child not yet toilet trained. Parents should also provide two complete changes of clothing and appropriate outdoor wear. In the winter, additional appropriate seasonal clothing is required.

Parents of three and four year olds should provide a change of clothing, and appropriate outdoor wear. In the winter, additional seasonal clothing is required.

Please label all of your child's clothing to avoid confusion, and dress children in play clothes suitable for the weather. Recognize that when children play, they get dirty. Please provide us with one set of extra clothes in the event a change is required. Please, no jellies, flip flops, slide on shoes, sandals, or heavy cow- boy boots. For their protection, kids need rubber soled shoes or sneakers. Remember, they LOVE to run, jump and climb.

Toys from Home

To avoid hurt feelings, breakage or loss of children's treasures, toys are not allowed from home. Children may bring in stuffed animals, books or other comfort objects for use at nap time only. The older children may also bring in a "special" toy from home on "Show and Tell" day. These toys will be stored in the child's cubby until it is time to use them. At no time are children permitted to bring in toys associated with violence, including toy guns, knives, swords, etc.

Inclement Weather

Due to inclement weather, it may be necessary for NCA EEC to open late, close early, or close for the entire day. We will make every effort to open the Center; however, safety of our staff, children, and families is of utmost concern. Announcements will be made on local radio and TV stations, as well as the school voicemail and the website.

Outdoor Policy

Children will be outdoors every day that “weather conditions permit”. Weather permitting means almost every day unless there is active precipitation, extremely hot or cold conditions or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollutions, extreme cold or heat that might cause health problems. Weather that poses a significant health risk shall include wind chill at or below 15°F and heat index at or above 90°F, as identified by the National Weather Service.

The following is our policy:

Our teachers provide the children with the opportunity to go outdoors daily. In the winter, we take the children outside if the temperature, including wind chill factor, is above 32°F. When it is between 32-40°F we limit time outdoors to 10-15 minutes maximum. When the temperature is above 40°F, we remain outside for the normal allotted time. If the temperature is below 32°F (including wind chill) we do not go outside. In the winter, we carefully bundle up the children with their coats, hats and mittens or gloves.

In the summer, we take the children outside if the temperature, including heat index, is below 100°F. When the temperature/ heat index is 96-100°F or a Code Red Air Quality, outside time will be limited to fifteen minutes. Also, cold water is provided during outside time.

Sunscreen Policy

As we approach the warm weather season, please be aware that your child will have outdoor recess time for 20-30 minutes in the morning and 20-30 minutes in the afternoon. Our teachers provide all the children with the opportunity to go outdoors daily. We take the children outside if the temperature, including heat index, is below 100F. When the temperature/heat index is 96 - 100F, outside time will be limited to fifteen minutes. If you would like for your child to wear sunscreen while on the playground, please make sure you send in a bottle to keep at school in the classroom. Our teachers are asked to put sunscreen on the children before they go outside. Make sure that the sunscreen is labeled with your child’s name. If you have any questions or concerns please let us know.

Policy on Biting

Biting is a natural development stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty- four months of age. The safety of your child is of primary concern to the staff.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm “No, we don’t bite our friends!” We will remain calm and not overreact.
- The bitten child will be comforted and the biter will be removed from the situation and given something to do that is satisfying.
- The wound of the bitten child will be assessed and cleansed with soap and water and ice will be applied.
- Appropriate forms will be filled out.
- The parents of bitten child will be notified of the biting incident when the skin has been injured.

Confidentiality of all children involved will be maintained at all times.

The following steps will be taken if the biting occurs on a **regular basis**:

- The biter's parents will be notified that their child bit and injured the skin of another child.
- If the biting behavior continues, parents will be asked to remove the child from the center until the biting behavior has passed.

Sometimes a child who bites will benefit from being in a smaller center or in a home setting. Administration will assist the parents in determining when the child should return.

Every child is unique and special. Subsequently, every biting situation will be handled on an individual basis. Administration and staff will stay in close contact with parents and every effort will be made to guide the child through this developmental stage.

Discipline

One of our goals is to help your child develop a positive self-image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. Children are encouraged to be self-directed and exhibit self-control. In order to achieve these goals, we apply principles that build self-esteem and avoid any shaming practices. As such, we accomplish order and thus discipline through close supervision, gentle guidance, and redirection. When all else fails, we will utilize a brief timeout. This practice is rarely employed and never overused. We do not condone or employ corporal punishment as a means of discipline.

Parking

Our parking area can be a busy place at certain times of the day. Please help us in providing a safe environment. We offer the following tips and ask for your cooperation.

- Hold your child's hand in the parking lot.
- Make sure your child does not run ahead or behind you upon arrival and pick up.
- Drive slowly in our parking lot.
- Park in the designated parking area only.

Transportation

NCA does not transport children or take off-campus field trips.

Fire Drills

Monthly fire drills are scheduled to familiarize your child and the staff with evacuation procedures.

Accident Insurance

NCA EEC will make every effort to maintain a safe and healthy environment for your child. Should your child have a serious accident, we will attempt to contact you or another designated person for instructions. If your child incurs medical expenses due to an accident at school, please file your personal health insurance. **NCA EEC does not provide student insurance.**

Grievance

Occasionally there may be questions, problems or grievances that arise. It is our policy to follow the Matthew 18:15-17 principle. The teachers and administration of NCA EEC want to help you resolve any issue that may arise.

Please follow the guidelines below:

- Bring any and all questions and criticisms to the person most directly involved.
- If there are questions or concerns about a specific classroom action or procedure, contact the appropriate teacher.
- If a satisfactory conclusion is not reached, contact the Coordinators.
- If the matter is still unresolved, request a meeting with the Director.

The guidelines and policies of the EEC have been established to insure a peaceful, God honoring Christian school environment for students, faculty and families. The faculty and administration of NCA EEC are intent in helping you resolve any concern you may have. However, we must have your assistance in accomplishing this goal. The problem will go unresolved if the parent voices their complaint to individuals other than the appropriate teacher or administration. Actions such as these do not follow the above stated scriptural principles and could potentially cause harm to relationships and one's personal testimony. These actions may result in dismissal from NCA EEC. Our goal is to honor God in all we do, including honoring one another in word and in deed. Your cooperation is paramount to the success of the ministry of NCA.

Meals

NCA EEC serves one (1) meal per day (lunch) and two (2) healthy snacks (morning and after- noon.) Meals and snacks are prepared in compliance with governing federal and state guidelines to assure nutritional value. A monthly menu is posted for inspection and comment. We recognize that mornings can be very hectic for busy parents and for this reason morning snack consists of breakfast type foods. Morning snack will be served around 8:00am each morning, but not after 9:30am. We strongly encourage that no food be brought in from home unless your child is allergic to what is being served that day. Any food sent from home, will not be heated in a microwave or stored in a refrigerator at school. You may send food in a thermos to keep it warm or with ice packs to keep it cold.

NCA is a nut-free school. Please be aware of ingredients and labels if food from home must be sent to school.

Bottles: All bottles must be prepared at home and clearly labeled with your child's name and the date.

Cups: All cups must be clearly labeled with your child's name and the date.

Birthdays

We love birthday celebrations and look forward to sharing this special day with your child. Parents are encouraged to make this day special by providing a "birthday celebration" for your child and his/her friends. Any treats provided must be approved by the teacher. Suggestions for treats include: cookies, cupcakes, ice cream, fresh fruit, or other such items. Due to health/sanitation regulations, all baked goods must be commercially prepared.

Parent Participation

NCA EEC has an open door policy. We are committed to working with families. We strongly encourage them to participate in every aspect of their child's program. Parents are welcome to visit the Center anytime. Our main focus is your child. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate. Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parent

involvement is valued and therefore encouraged.

Communication

NCA utilizes parent information software. Parents may access calendars, menus, newsletters, student activities, school closings and other pertinent information from this software. Information is updated on a weekly basis. Parents are assigned a username and password upon enrollment that enables access to the above information. This software is a tool to better serve our families.

Illness Policy

We are a Wellness Center. A child who is not well does not benefit from our program and can adversely affect the health of our other children and staff. If you have any doubts about your child's health, please keep your child home and contact your family doctor. Due to the fact that we are a private center, the Center reserves the right to mandate an additional period of recuperation or recovery if deemed necessary.

Because of our concern for the health of your child and all other children in the center, the following guidelines have been created:

- Children who become ill during the day will need to be sent home. In all cases, the Center reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the Director to make that determination based on his/her best judgment.
- Re-admittance is at the discretion of the Director.
- When a child is absent due to illness, the parent is asked to notify the Center as early as possible.
- If your child has experienced a fever, vomiting or diarrhea, the child may not return to the Center unless he/she has been symptom free without any medication for a full twenty four hours.

Parent Pick-up

If any of the symptoms below are observed in your child during the day, you will be called to pick up your child immediately. In the best interest of the children, we also reserve the right to call you if we feel your child is not feeling well (exhibiting unusual behavior, excessively irritable or tired, etc.) and ask that you have them checked by your pediatrician.

- A temperature of 101°
- Vomiting
- Three Diarrheas

Illness "24 Hour Rule"

Children must be symptom free for 24 hours. This 24 hours is NOT from the time the child was picked up from the Center, but 24 hours symptom free from the following:

- A temperature of 101°
- Vomiting
- Diarrhea

Medication Policies

Prescription medication must be in the original container and labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and physician's name and license number. Parents must complete an NCA medication authorization form.

Topical ointments may be applied as needed for protection against the sun or diaper rash under written parental instructions. Topical ointments should be given to your child's teacher and never left in cubbies. All topical ointments will be kept beyond the reach of children at all times. Parents must sign an NCA medication authorization form.

Medical Reports & Immunizations

A completed NCA authorized medical report and a current immunization report is required prior to your child's start date. Please provide the center with a copy each time your child receives a new immunization for their files.

Medical Emergency

In the event of a medical emergency or accident requiring urgent medical attention, we will contact the parents first. If we cannot locate parents or designated adult, we will call the child's physician. If he/she cannot be reached, we will call for emergency medical assistance.

Critical Incident Procedures

A school wide Critical Incident Command System has been developed should the need arise. All staff members have procedures for the different levels of evacuation should an incident occur requiring action.

Lock Down

A lock down is when the entire Northside Christian Academy campus is put on alert due to an external or internal emergency or threat to the safety of the campus population. There are two levels of lock down:

Level 1 (One) Lock Down

A Level 1 Lock Down is when an authorized person deems that the campus should be on alert, but the emergency or threat is not imminent or definite. The entire campus will be locked and outside activities will cease.

Level 2 (Two) Lock Down

A Level 2 Lock Down is when an authorized person deems that the campus population is in immediate danger. The entire campus will be locked and outside activity will cease. There will be no movement between buildings and building access will be fully screened. In the event of an actual Lock Down, parents who have activated their NCA software account will receive notification via email as soon as students and staff are safely secured. Students will not be released from NCA until the "all clear" has been given by appropriate authorities. Parents are asked not to come to the school office during this time; faculty and staff will be occupied doing everything possible to ensure the safety of our students.

Parent Cooperation Statement

I agree to:

1. Support the school in its discipline policy.
2. Support the school in enforcing the dress code.
3. Inform the school if my child has been tested for any type of exceptionality.
4. Read the school’s Parent/Student Handbook and the Discipline Policy and uphold the teachers and administrators in all rules and regulations.
5. Recognize the school’s right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process.
6. Abide by all financial agreements.
7. Respect the administrator’s responsibility for placing the student in the proper grade and classroom.
8. Follow proper channels as outlined in the grievance procedure if I should disagree with the actions of any school employee.

A critical or uncooperative attitude by a student or parent should not be displayed at NCA. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student will be subject to dismissal. Should a child not respond favorably to the academy for any reason, the parent(s) should not try to change the academy to fit their needs, but agree to quietly withdraw.

Northside Christian Academy reserves the right to dismiss any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the academy or is engaged in behavior or lifestyle inconsistent with Biblical guidelines as prescribed by Northside Baptist Church. It should be noted that at the end of each school year the administrative staff is given the opportunity to recommend students who should not be invited back for the upcoming year.

Statement of Co-operation

I have read and understand the policies of Northside Christian Academy as stated in the Parent/Student Handbook and the Discipline Policy. I agree to cooperate with the teachers and administrators of Northside Christian Academy.

Parent’s/Guardian’s Signature (Required)

Date

Parent’s/Guardian’s Printed Name

Academy Student’s Printed Name

This form must be signed and returned