

# New Life Christian Academy

A Ministry of New Life United  
Methodist Church

## **Thank You for Choosing NLCA**

Thank you so much for allowing us to care your child/children. We are looking forward to many years of growth, fun, laughter and learning with them. Please know that your child/children is our first priority at New Life Christian Academy and we are delighted you are here! Please feel free to submit new ideas and suggestions in our suggestion box located in the Director's Office. If you have any concern or questions regarding the center or your child feel free to contact the Director at any time.



## PARENT'S HANDBOOK

## WELCOME

Thank you for choosing New Life Christian Academy. We are very excited about having your child enrolled in our school. Please be assured that much prayer and thought has gone into this Ministry. We hope you will find comfort in knowing children are our first priority.

Please know that your comments and suggestions are welcomed by the Board of Directors.

## MISSION STATEMENT

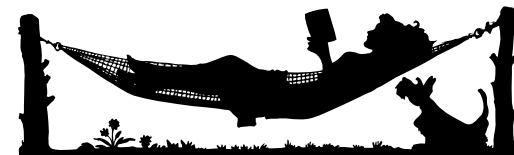
It is the mission of New Life Christian Academy to educate “the whole child” in a nurturing, Christian environment. Our intent and mission is to help children to reach their fullest potential through a hands-on approach to learning. Our goal is to provide the surrounding community with a safe, Christian environment for children to learn and grow. This ministry of New Life United Methodist Church will provide a place for children to grow intellectually, socially, emotionally, and spiritually.

## Holidays

New Life Christian Academy will be closed for the following holidays:

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- President’s Day

Holidays that fall on Saturday may be observed the Friday before; holidays that fall on Sunday may be observed the Monday after the holiday. If your child’s scheduled day falls on a holiday, you are still required to pay for that day of enrollment. The day of the week may not be substituted. If school-age children enrolled in NLCA come on holidays that we are open and county schools are closed, the fee will be \$17 extra per full day attendance. Please notify the office as soon as possible so appropriate arrangements can be made for your child.



## Weather Closing Procedure

In the event of inclement weather both during and after school hours, New Life Christian Academy will follow the closing of the Marshall County Schools. If, however, roads should clear enough that appropriate staff can get to the school, and electricity and utilities are working properly, there is the possibility that New Life Christian Academy can open before the County Schools.

Information on our closing status can be heard/seen on News Channel 19 and WKEA FM 98.3.

## Emergency Evacuation Procedures

New Life Christian Academy is equipped with a weather monitor alert system.

### Tornado:

If conditions warrant we gather the children in the Choir Room in the center of the building. The children have been instructed and have tornado drills on a bi-monthly basis.

We have scheduled drills and non-scheduled drills. In the event of a power failure, the school is equipped with emergency lighting.

### Fire:

NLCA has set aside a week each school year for Fire Safety. As well, the children have fire drills on a monthly basis. Our emergency exit plans are posted in each room. In the event of a small fire the school is equipped with a fire extinguisher in each hallway and in the kitchen.

## Emergency Evacuation Procedure:

In any situation requiring evacuation of the building for emergency reasons, all children will be taken to the First Baptist Church Christian Life Center, 5515 Main Street, Grant, Phone #728-2246. The parents will then be contacted if the situation is not remedied.

Tornado, fire and intruder drills are done monthly where they are timed and logged.

## Admission Procedure and Requirements

Before a child may be enrolled at NLCA, the following forms must be in our office:

- \* Completed set of Registration Forms
- \* Notarized Affidavit
- \* Immunization Form (Blue Card)
- \* Payment Agreement Form
- \* Emergency Medical Release Form
- \* Discipline and Dismissal Form
- \* Field Trip Permission Form

The registration fee must be paid at the time of enrollment and is non-refundable. Any child may be refused admittance to the program if any of the forms are not on file. These forms are required by the State Department of Human Resources.

## Enrollment and Tuition Policies

Fees are paid weekly or monthly, in advance. Tuition is delinquent after two weeks; one letter of warning will be given. **If the balance is not paid by the end of the second week, the child will be discharged from NLCA.**

***Please DO NOT deduct days of absence from your child's tuition payment, even those due to illness, inclement weather and holiday closing.***

A yearly **Registration Fee** of \$40.00 is required for all children enrolled. This fee is non-refundable. This will be due each year when you register for the coming year and upon initial enrollment.

A **Late Fee** will be assessed at a rate of \$5.00 for every 5 minutes that a child stays beyond 6:00 p.m. If possible, please notify the school if you're going to be later than 6:00 p.m.

A **Returned Check Fee** of \$25.00 will be charged to your account each time a check is returned from your bank. After three returned checks, you will be required to pay by cash only.

**Tuition /Fee Schedules**

Registration Fee: .....\$40.00

Book Fees

2 years .....\$35.00  
 3 years .....\$50.00  
 4 years .....\$60.00  
 5 years .....\$90.00

Age of Child	Days of Week Attending	Cost per Week
Infant-Kindergarten	Full-Time Monday-Friday	\$90.00/week
	Full-Time 4 days a week	\$80.00/week
	Full-Time 3 days a week	\$75.00/week

<b>Mom's Morning Out or Half Day</b>	Monday-Friday	\$80.00/week
	4 days a week	\$75.00/week
	3 days a week	\$70.00/week

*All programs includes a lunch fee, with exception of the Infants*



**Clothing and Personal Belongings**

1. Dress your child for action! Your child's clothing should be comfortable, easy for him/her to manage (buttons in front, elastic waistbands, etc.) and not elaborate since we paint, play outside and participate in many exciting and sometimes messy activities. Tennis shoes or other soft-soled shoes are the safest. Sandals, flip-flops and hard-heeled boots are difficult for the children to run and play in and can cause accidents.
2. Each child will need a large, open top tote bag to carry back and forth daily. Messages from the parents and teacher as well as "works of art" fit well into this type of bag. Bags should be well marked with the child's name.
3. An extra change of clothes must be kept in the child's cubby. Accidents do happen and children feel more secure in their own clothing.
4. All sweaters, coats, gloves, clothing items, etc. are to be marked with the child's name.
5. Children in full time care or extended afternoons will need a mat and covering sheet. Please make sure your child's name is marked on these items. PLEASE, NO SLEEPING BAGS. Mats will be sent home on Fridays for washing and will need to be returned on Mondays.
6. Please do not allow your child to bring toys, gum, candy, knives, marbles, or money to school.
7. Infants and toddlers will need disposable diapers, baby wipes, plastic baby bottles, baby food, pacifiers, and at least two changes of clothes and a diaper bag. Please do not bring the child's belongings in a plastic grocery bag as it is a possible choking hazard.



Our goal is to keep disease from spreading by constant hand washing procedures, frequent laundering of items used, disinfecting equipment on a regular basis and encouraging the children to use good manners by not sharing food, drinks, or clothing. We will appreciate your help.

\*\*Please remember, children sent home with these illnesses may not return to the center until he/she has been free from symptoms for 24 hours, or brings a written permission from the doctor stating that the child is no longer contagious and may return to the center.

### **Medications**

If your child requires medication (of any kind) during his/her stay at New Life Christian Academy a signed "Authorization for Administering Medication" form must be completed and signed by a parent or guardian. NLCA will administer prescription medications only with the exception of a one-time dose of Tylenol for a fever. The parent will still be expected to pick up the child as soon as possible.

### **Medical Emergency Procedure**

If a child is injured at school, an accident report is completed and given to the parent, the Director and placed in the child's file. We administer only cleaning of wounds, band-aids and tender loving care for minor injuries. In case medical attention is needed, the parents are notified; the child is immediately taken to the nearest doctor by the director and/or teacher until the parents arrive. Parents are responsible for expenses incurred by sickness or accidents.

NLCA staff is certified in CPR and First Aid!



## **Enrichment Programs**

### **Chapel**

Ages: 2-4

Location: Church Sanctuary

Instructor: Pastor Phil Howell

Day: Monday

Time: 9:00

### **Library**

Ages: 4 year olds-6th grade

Location: Grant Library

Time: TBA

We will walk to the Library located 2 blocks from new Life Christian Academy. This will be on a weather permitting basis.

### **Tutoring**

Ages: After School Program

Location: Choir Room

Instructors: DAR High School Students

Day: Monday

Time: TBA



### **Mom's Morning Out**

The Mom's Morning Out Program is available in three, four or five day a week options from 8:30 a.m. To 12:30 p.m. Toddlers will eat at 10:30 a.m. and then have a nap. They can be picked up by 12:30-1:00

Children 2-4 years of age are automatically enrolled in the pre-school program on those days of attendance; and should be picked up by 12:30.

The yearly \$40.00 registration fee still applies.

#### **Early Arrivals:**

\$3.00 per minute will be charged to all children who arrive more than 15 minutes before 8:30 a.m.

#### **Extended Afternoons:**

Care is available for children needing afternoon care. The day(s) may be chosen at the time of registration, or can be used occasionally on a Drop-In basis. The Fee is \$5.00 per hour.

### **Progress Reports**

Your child's teacher will be communicating with you concerning your child's progress. Progress reports will be issued to 3's, 4's and pre-kindergarten students at least twice a year. Weekly lesson plans will also be sent home to your child. Events and activities for the week will be highlighted. You will be receiving monthly newsletter highlighting the activities of all children enrolled.

### **Visitors**

All visitors are required to register in the office and to get a visitors badge. Parents and guardians are encouraged to visit during special times during the year. If you wish to confer with a teacher, please make an appointment. Parents and guardians are encouraged to visit New Life Christian Academy at any time.

Examples of misbehavior are excessive hitting, biting, kicking, spitting, running away from room or from a staff member and any other inappropriate behavior.

\*In the event of suspected child abuse, the teacher will report this to the Director, who in turn, is required by law to report the same to the Department of Human Resources.

If a child comes to New Life Christian Academy with excessive scratches and bruises, a written report is made and placed in the child's file.

### **Health & Wellness**

We accept only well children. We depend on you to help us maintain this policy.

Please keep your child at home if he/she has a fever. If there is reason to believe that your child has a communicable disease or sore throat, please keep him/her at home until you have the doctor's assurance that your child is no longer contagious. Children must be free from fever for 24 hours BEFORE returning to NLCA. All communicable diseases should be reported to the daycare so other parents may be notified (chicken pox, flu, meningitis, etc.)

For any of the following conditions your child should be kept at home; Children who present to NLCA with any of these symptoms will be sent home:

- Fever greater than 100
- Fever greater than 100 if other symptoms are exhibited (green discharge from the eyes or nose)
- Extreme malaise or lethargy
- Sore Throat
- Headache (severe)
- Nausea, vomiting, or diarrhea
- Pink eye
- Symptoms of a communicable disease, and known exposure to illness



**Guidance & Discipline**

Through discipline, we want to help children grow, mature and develop self-control.

Limits and rules shall be few and they shall be understood by all children to whom they apply.

**RULES:**

1. Please walk in the building.
2. Please use inside voices in the building.
3. Please keep your hands and feet to yourself.
4. Please do not push or shove.
5. Please listen to your teacher.
6. Please obey all rules.

Staff shall agree on acceptable and unacceptable behavior and set limits. No corporal/physical punishment shall be used. Discipline shall be consistent and fair. No verbal abuse, threats or derogatory remarks about the child or their family shall be used or tolerated.

Parents/Guardians please go over the rules and help your child/ children learn them.

**Consequences:**

1. First offense, teacher or caregiver will give the child a warning.
2. Second offense, child will be put in time out:
  - 2 minutes for 2 year olds
  - 3 minutes for 3 year olds
  - 4 minutes for 4 year olds, etc.
3. The third offense-the child will be taken to the Director’s Office for counseling and time out.
4. Fourth offense-the child’s parent or guardian will be notified to correct the problem.
5. If the child continues to misbehave and cannot be controlled, he/ she will be removed from the program. This is at the discretion of the Director.



**Before & After School Program Fees  
Full-Time Summer Program Fees**

<b>Program</b>	<b>Fees</b>
Full Time Before School Only	\$20.00/week
Full Time After School Only	\$35.00/week
Full Time Two Children After School Only	\$55.00/week
Full Time Before & After School	\$60.00/week
Full Time Two Children Before & After School	\$75.00/week
Full Time Summer Program	\$90.00/week

**Annual Orientation**

An annual orientation will be held in August for parents and children to meet their teachers and visit their classrooms. Written notices with more information will be sent home.

**Vacation days**

Only those children enrolled in Full-Time, Monday through Friday, for all twelve months of the year are eligible for vacation. Those parents will receive 5 days of vacation per year.

**Meals and Snacks**

All Children will be offered milk and cold cereal for breakfast. Lunch will be provided. Parents will receive monthly menus. Afternoon snack will be provided. (Fruits, juices, and other nutritious snacks).

## Pre-School Curriculum

A well-balanced day for young children includes small and large group activities as well as individual experiences. Quiet times are alternated with active times.

Areas of emphasis include language arts, science, mathematics, creative arts, Bible stories, and social science.

Points of interest in the program include the use of the following:

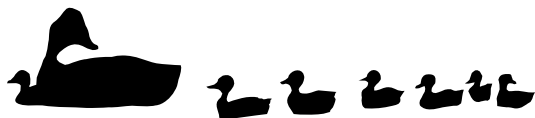
- A Beka Curriculum (Christian Based)
- Developmental Screening
- Picture Books
- Cooking Fun
- Movement and Drama
- Music
- Art
- Social Interaction
- Community Education
- Bible Study ( Our faith teaching is based on Christian beliefs, no Methodist Doctrine will be taught during school hours).

## Arrival and Departure Procedures

Children must be at NLCA by 9:00 a.m. in order to have an accurate lunch count!

All children must be accompanied into and out of NLCA by the parent or other authorized adult. Parents are required to sign children in on arrival and out at departure each day. Sign in and out sheets will be located in the entrance hall by the Director's Office. We assume responsibility for the child only when he/she is delivered directly to the daycare personnel.

If someone other than the person on the sign in sheet is picking up your child, please call and let us know. Picture ID's may be required if NLCA staff are not familiar with this person. If necessary, the parent/guardian will be called before the child is released from our care. Our school closes at 6:00 p.m. All children must be picked up before this time, otherwise a late fee will be charged (See Fee/ Tuition).



## Conferences & Observations

It is very important that no parent engage a teacher in conversation when a child is present. Discussing the child's progress and care should be discussed in conference only.

Conferences can be scheduled by calling the NLCA Director's Office or in writing.

Parents are encouraged to share in classroom projects and contribute any special items.

## Field Trip and Transportation

- The utmost of care will be taken to insure your child's safety at all times during a field trip.
- Transportation will be provided by the New Life UMC Van and/or provided by parents or staff members in their own cars (with your written permission)
- In order to participate in field trips each child is required to be signed up and have a signed permission slip and an emergency treatment form.
- Children will be required to wear same color shirts (you will be notified in advance) and arm bands, which contain their name, emergency contact, and any medical alerts he/she has.
- We not only welcome, but also encourage parents to help in many ways, especially on field trips and other special activities.
- Any child whose behavior during a field trip puts anyone in jeopardy may not go on the next field trip. If a child should misbehave a second time, they will not be permitted to go on any more field trips unless his/her family provides an adult to go along and be responsible solely for that child.