



New Life Christian School

Preschool Parent Handbook

*“Be on your guard; stand firm in the faith;
be courageous; be strong.
Do everything in love.”*

www.newlifecs.org

2018-2019

9/22/2018

Welcome

Here at New Life Christian School we consider it a privilege to care for your children. We firmly believe in starting your child's education on a solid foundation that will prepare them for a head start in their schooling. The Bible says, Train up a child in the way he should go; even when he is old he will not depart from it. (Proverbs 22:6). This is our prayer for each child that enrolls at New Life. We hope that our nurturing staff, our Christian based curriculum, and our love for the Lord will serve your family and the community in the name of our Lord Jesus Christ.

Program Information

Two Year Old Program

T/W- Half Day- 8:20-12:00

TH/Fri.- Half Day- 8:20-12:00

Tues.- Fri.- Half Day- 8:20-12:00

Three Year Old Program

T- Fri.- Half Day- 8-12:00

T-Fri- Full Day- 8:20-3:20

Four Year Old Program

M- Fri- Half Day- 8:20-12:00

M-Fri.- Full Day- 8:20-3:20

Children applying for a class must meet the age requirement for that class by Sept. 1st in order for admittance. Children attending the 3 year old program must be working on toilet training.

New Life administration reserves the right to determine acceptance into the requested class. NLCS reserves the right to cancel any classes with inadequate enrollment.

Religious Practices

During your child's time at New Life Christian Preschool your child will... Pray with the class, say a blessing before snack or meals, have chapel with Bible teaching, sing Bible songs, memorize Bible verses and say pledge to the Bible, U.S., and Christian flags.

Registration

Registration will be accepted in the following prioritized order:

1. Currently enrolled students
2. Siblings of students currently enrolled
3. Waiting List
4. Open to public

Tuition & Registration Fee

The monthly tuition fees are for a nine month school year. The tuition charge will be the same each month regardless of the break in schedule.

Re-enrollment and open enrollment dates will be determined each school year.

* The annual registration fee for early re-enrollment is \$100.

* The annual registration fee for late re-enrollment and for new families is \$150.

* There is a \$50.00 application fee and a \$250 early withdrawal fee.

Please note that these fees are non-refundable and are not part of the required monthly tuition.

Preschool Essentials

*For the first day of school your child will need:

Half day students- *Backpack *Change of clothes (including socks) placed in a zip lock bag labeled with your child's name

Full day students- *Backpack *Change of clothes (including socks) placed in a zip lock bag labeled with your child's name, * Lunchbox (labeled) *Small blanket (labeled)

Tuition Payments

1. All families will receive a Statement of Tuition once enrolled with payment information (ex. Tuition total, monthly payment, etc.)
2. Monthly payments will not be invoiced
3. Late Tuition:
 - a. Tuition payments received after the due date (either the 5th or the 20th of each month) are considered late and overdue. FACTS, our online tuition payment processing system, will assess a \$30 late fee and make three attempts (every 10 days) to collect the tuition payment.
 - b. If the payment is not made after the third attempt, NLCS will automatically assess an additional \$30 late fee.
 - c. If an account becomes more than one month past due, the student may be prohibited from attending school until the balance is paid or satisfactory arrangements are made.

Late Pick Up Policy

Parents are to pick up their child no later than 12:00 for half day students and 3:20 for school day students. You will be notified and charged a late fee if your child is picked up late.

Sign In/Out Procedures

Children must be signed in and out each day. Morning drop off is from **8:00-8:20** am.

* The doors will open at **8:00** and locked by **8:30** for drop off.

* For half day pick up, the doors will open at **12:00** and locked by **12:15**.

* For afternoon pick up, the doors will open at **3:15** and locked by **3:30**.

Please use the back door entrance only for drop off and pick up. Only parents and those listed on your child's emergency card will be allowed to pick up a child unless a written note has been given to the staff in your child's room the day before the scheduled pick up. A note is needed each time someone will pick up who is different than the parent. Identification will be required. For your child's safety, we will not release the child without ID, no exceptions. For additional safety reasons we ask that there be no running and climbing in the building or parking lot at any time.

Inclement Weather Information

In the event of a delay of school or cancellation, the following *Plan of Action* will go into effect:

NLCS does not always follow Frederick County Public Schools in their decision.

Please check the following:

*FACTS notification e-mail (Parent Alert)

*Radio- WFRE 99.9 FM

*T.V. Stations- FOX 5 and Washington NBC 4

*Visit our school web site at newlifecs.org

We make every effort to get the information out by 6:00 a.m., but if school is delayed, stay tuned in case worsening conditions make a school cancellation necessary.

***Note: Delayed openings will usually put us on a two-hour late schedule for full day students.**

If a morning delay is announced, then half day pre-k will not be in session.

Health Regulations & Records

State law requires that medical forms be on file for each child. This form is to be completed and signed by the child's parent/guardian and doctor.

All health forms will need to be submitted prior to the first day of school.

This includes: immunization form, health form, emergency form, lead poisoning test results. If your child has a health condition that may require emergency medical care, a medical form will need to be signed by your child's doctor.

Your child will not be permitted to attend class until these forms are submitted.

Sick Policy

For the safety and health of the children and staff, the following regulations will be enforced:

Your child should stay at home if they have one or more of the following symptoms:

- *Fever of 100+**
- * Vomiting**
- * Diarrhea**
- *Listlessness or abnormal behavior**
- *Severe sore throat (with difficulty swallowing)**
- *Swollen glands**
- *Redness in eyes, accompanied by any discharge**
- *Yellow or green discharge from the nose**
- *Persistent or productive cough**
- *Head lice**
- *Open sore or suspicious rash**

Any child exhibiting one or more of the above symptoms will be sent home and may not attend school within 24 hours.

NLCS Preschool will not give any type of medication for the above symptoms.

Please note that we may request a doctor's note to return to school for any rashes or other concerning symptoms.

Conferences & Assessments

*Teachers hold parent/teacher conferences in the fall.

*Assessments will take place in the fall and spring.

School Year Activities

*Ram Run

*Scholastic Book Fair

*Fall Pictures

*Grandparent's Day

*Thanksgiving Party

*Christmas Party

*Valentine Party

*Dr. Seuss Day

*Carnival

*Pre-K Graduation and Party

Discipline Policy

Your child will be lovingly disciplined. If necessary we do use a brief time-out period. Parents are informed and participate in what course they feel the teacher should use. If the behavior of the child continues to disturb or disrupt the class or affect another child, the teacher, director, and parent will work together to help the child understand and positively change the behavior. If the behavior continues to be a disruption and/or to the point of endangering another child or him/herself then the child will be dismissed from the program.

RECEIPT PRE-K PARENT HANDBOOK

I have, via email, received a copy of the New Life Christian School Preschool Parent Handbook.

I understand that I am responsible for reading the policies and practices described within.

I understand that this handbook replaces all prior handbooks, policies and practices of the school.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this student handbook may be added to, deleted or changed by the school at any time. I understand that by signing this receipt that I agree with the school's Statement of Faith.

If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of the administration.

STUDENT'S NAME: _____
(Please print)

PARENT NAME/S: _____
(Please Print)

PARENT SIGNATURE/S: _____

DATE: _____

OFFICE USE: _____ Rec'd by _____ Date
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