



New Life Christian School Pre-K Parent Handbook

Revised: February 12, 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

Tuesday/Wednesday - Half Day - 8-12:00

Thursday/Friday - Half Day - 8-12:00

Three Year Old Program

Tuesday-Friday - Half Day - 8-12:00

Tuesday-Friday - Full Day - 8-3:20

Four Year Old Program

Monday-Friday- Half Day - 8-12:00

Monday-Friday- Full Day - 8-3:20

Children attending the three year old program must be working on toilet training. Children in the four year old program must turn four years old by September 1st.

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 School 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 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 and 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.

The registration fee is a one-time \$100 fee for each child re-enrolling early, and \$150 registration fee for late re-enrollment. Enrollment dates will be determined each school year.

The one-time registration fee for new families is \$150 per child.

The registration fee covers books and supplies for the school year.

There is a \$50.00 application fee for all new student's applying to NLCS.

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

First Day Items

*Backpack *Change of Clothes (including socks) *Lunch (full day children)

Tuition Payments

1. All families will make monthly tuition payments online through FACTS, an online payment system. NLCS will not take cash or checks. Your FACTS payments will be set up online when you register your child. An automatic withdraw will occur each month for your monthly tuition payment.
 - a. Tuition not received each month shall be subject to a late fee. The school reserves the right to withhold services until/unless satisfactory arrangements have been made to correct any tuition deficiencies. Children will not be allowed to attend class when tuition is unpaid.
2. There are no tuition adjustments for sickness, personal vacations, or school holidays and closings.

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. The first time a parent picks up their child late a written warning will be issued. The second time a late fee of \$10.00 per 15 minutes per child will be charged.

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 **11:55** and locked by **12:10**.

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 are permitted 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. We ask please that there be no running or climbing inside the building.

Inclement Weather Information

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

Please check the following:

* E-mail and parent alert via RenWeb

*FOX TV 5 Washington, Channel 25 TV Hagerstown, NBC4 TV Washington
Radio Stations – WCRH, WFMD/WFRE

*School Website www.newlifecs.org, and [NLCS Facebook Page](#)

*School answering machine

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

Car Pooling

Many parents enjoy the privilege of carpooling. The following policy is given for your child's safety: All children must have a note for the day if they are to leave the building with someone other than a parent or guardian. Phone verification will only be accepted in an emergency situation. This note must be given by the parent directly to the teacher the day before the carpool.

Health Records

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

Health Regulations

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.

Sick Policy

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

Your child should stay home from school if he/she has one or more of the following symptoms: Temperature of more than 100, Vomiting, Diarrhea, Undiagnosed rash or skin infection

*Any child having a fever, vomiting, or diarrhea, within 24 hours of being in school, may not attend.

*NLCS 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.

**In accordance to Subtitle 8, article 5-801, by the State of Maryland...
Confinement in dwelling, building, enclosure, or motor vehicle.**

- a. In general- A person who is charged with the care of a child under the age of 8 years may not allow the child to be locked or confined in a dwelling, building, enclosure, or motor vehicle while a person charged is absent and the dwelling, building, enclosure, or motor vehicle is out of the sight of the person charged unless the person charges provides a reliable person at least 13 years old to remain with the child to protect the child.
- b. Penalties for violation- A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$500 or imprisonment not exceeding 30 days, or both. (An. Code 1957; art 27 & 399A; 1984, ch. 296, & 2; 1986, ch. 462.)

Assessments

*Assessments will take place in the fall and spring.

*Teachers hold parent/teacher conferences in the spring to discuss your child's progress with you.

School Year Activities

- *Jog- A - Thon
- *Scholastic Book Fair
- *Fall Pictures
- * Fire Truck Visit
- *Thanksgiving Party
- *Christmas Program and Party
- *Valentine Party
- *Dr. Seuss Day
- *Spring Concert
- *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.