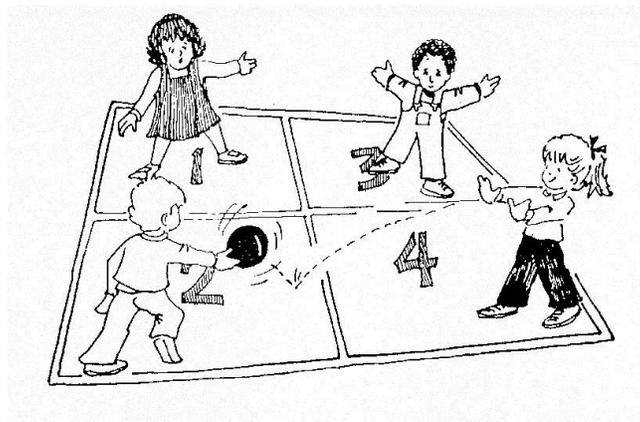


# Northside Christian Academy Preschool



## 2015-2016 Parent/Student Handbook

*A Ministry of*  
**Northside Baptist Church**  
7415 NW CR 225  
Starke, Florida 32091  
Tel: (904) 966-0444 or (904) 964-7124  
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### *Mission Statement*

*As Christ said, "Suffer the children to come unto me," so we seek, with his help, to bring in the children, offering them physical care, emotional nurturing, educational enlightenment, and spiritual direction in order to foster their growth and development into successful adults and citizens of heaven.*

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## **Section I**

### **Organization of Northside Christian Academy Preschool**

#### **Name and Location:**

The name of this weekday education program is Northside Christian Academy Preschool (NCAP). It consists of a Preschool Center. New centers will be added as God leads.

The weekday education program is located at 7415 NW CR 225, Starke, Florida.

#### **Organization:**

The NCAP is organized and operated by Northside Baptist Church. The program is a part of the Northside Baptist Church and is a part of the church's total ministry. Operation of the program is subject to all church policies.

#### **Purpose:**

The purpose of the weekday education program is to provide care and spiritual, mental, physical, emotional, and social development of each enrolled child. This is to be accomplished by providing learning and developmental experiences consistent with the Christian principles taught at Northside Baptist Church, based on the authority of the Bible.

#### **School Certification:**

NCAP will operate in accordance with the Standards for Approval set by the Association of Christian Schools International (ACSI) of which it is a member.

#### **Officers/School Committee:**

The weekday program is administered by the director and overseen by the Northside Baptist Church School Committee. The pastor or his designee and director serve, as ex officio members of the Northside Baptist Church School Committee of which there are seven (7) elected members. The committee follows the policies of the church in operating the weekday program. The school committee is elected by the church.

#### **Constituency:**

The program director will review and approve, or deny, all applications for enrollment. No discrimination will be made because of race, creed, or color. No child will be denied acceptance due to physical and/or mental disabilities provided the disabilities are not beyond the scope of the staff to serve. Children with disciplinary problems will be accepted provided they will participate in activities and follow instructions.

#### **Finances:**

The school will be financed on a nonprofit basis by fees from the pupils, and gifts. Administration of the budget by the financial secretary and administrator will conform to the financial policies of the church. Expenditures will be made within an annual budget recommended by the Northside Baptist Church School Committee and adopted by the church.

#### **Staff:**

The staff will be qualified to perform the position they hold as defined in the job description of their position. The staff will be employed by the Northside Baptist Church School Committee based on the recommendation

of the director. The primary requirements are being a Christian, having a love for children, and meeting certification requirements as set by ACSI.

**Committee Meetings:**

The Northside Baptist church School Committee meetings are held monthly at a time and place set by the committee. The committee meetings are open to anyone wishing to attend. Issues raised and decisions made will be presented by the committee to parents at parents' meetings which are scheduled regularly through the year. Parents will be notified in writing of any changes to policy or procedure. The committee shall be accountable to the membership of Northside Baptist Church.

**Changes:**

To rescind, change, or modify any part of the general operating policies, the pastor or administrator and /or school committee chairman will submit such recommendations to the school committee for majority vote approval. All legal matters such as but not limited to those involving property and/or matters of indebtedness shall be brought before the church by the committee for approval as well as any other matters deemed necessary by the committee. Written notice of all changes made to our policies will be sent home with each student.

**Section II**

**School Calendar**

**Opening Date:**

The opening date of NCA preschool will coincide with the opening date of public schools in Bradford County. Consideration will be given to Union County School schedule also.

**Holidays:**

The School will be closed in observation of the following holidays.

- New Year's Day
- MLK Birthday
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day and the day following
- Christmas Eve and Christmas

All holidays that fall on a weekend, such as Christmas Eve and Christmas Day will either be observed on Friday and/or Monday.

**School Day:**

The center will open at 6:30 a.m. and will close at 6:00 p.m., Monday through Friday, with Abeka Curriculum and teachable moments taught throughout the day. Preschool children should arrive by 9:00 a.m., and will not

be accepted after 9:00 a.m. due to a disruption in teaching time. Exceptions may be made at the Director's discretion. Please call ahead if you see that your child will be late.

Since the center closes at 6:00 p.m., parents are to pick up their children by 6:00 p.m. \$1.00 per minute will be charged for late pickups based on the time on the clocks at the center, *after the first incident*.

The center will be open weekdays year round, except for the specified holidays.

**Vacation:**

After your child has been at NCA preschool for one (1) year, from their start date, they will be eligible for a one (1) week vacation each school year (August 1-July 31). The parent must give two (2) weeks notice if they wish to skip paying the weekly fees for the one (1) week. Vacation cannot be used except in weekly increments. If a holiday falls during a vacation week, no additional time will be allowed.

**Student Programs:**

Programs will be presented periodically throughout the year by the students. These will be presented outside normal school hours in order for family and friends to attend and support the students.

**Section III**

**Student Policies**

**Age of Child:**

A child must be one year (12 months) old, but not yet five (5) years old, before the first day of school in order to be enrolled in the preschool program.

**Leaving and Calling for a Child:**

A reliable person must leave and pick up each child. The person who brings the child must stay until the child has been checked into the center. Children will be sent home only with persons known by the staff to be authorized to pick up the child unless direct permission in writing is given for someone else to do this. All people authorized to pick up children, even on a temporary basis, will be photographed and the photo will be placed in the child's file.

**Discipline:**

An atmosphere of positive reinforcement will minimize the need for negative discipline. However, correction is an integral part of child development. Private talks, isolation from the group setting, and parent conferences will be used. Corporal punishment will never be used as a method of correction. Embarrassment, belittlement, or singling out within the group's presence will not be used.

NCA will use a variety of correctional methods, which include but are not limited to: time outs, revoking privileges, request parent to administer punishment at home, removal of student from the classroom, suspension and expulsion.

**Children Group Occurrences:**

Children interacting with one another may result in the occurrence of biting. The center will immediately address the situation and notify the parent upon pickup. Repeat occurrences may result in the dismissal of the

student. Parents are encouraged to reinforce positive behavior and condemn negative behavior in a manner that will complement the efforts of the center to end biting occurrences.

### **Records:**

The center will keep records of attendance, health, and identification in each child's personal file. A health report from your doctor, including the immunization record, and full details and phone numbers where we can reach you at work or at home must be provided before a child is allowed to attend. Each child must have a signed and notarized emergency care authorization in his/her file before attending the center. Each student file will contain all pertinent information, including the following:

- Student application
- Parent-Program agreement
- Permission to treat a minor
- Child's health record
- Acknowledgment of Handbook
- Copy of birth certificate with certificate number
- Authorized pick up list including a photo ID of everyone on the list
- Center discipline policy

All student records are confidential.

### **Medications:**

The person delivering the child to the center must hand any medications a child needs directly to the receiving staff member at drop off. An authorization to administer medication must be completed and signed by the parent/guardian prior to medicine being administered. The medication will be in the original container with complete instructions and reason for the medication. A note is required from the doctor stating that the child may return to the classroom and that he/she poses no danger of contagion to the other students.

### **Health:**

A sick child will not be accepted at the center. If the parent works, other arrangements must be made for the care of the child. This is to protect the sick child as well as to limit exposure of the other students. We are depending on parents to help us maintain this policy. All children will be examined on arrival at the center each day. If symptoms of illness are observed, the child will be sent home. If your child is sent home we will need (1) a doctor's note saying the child is okay to return to preschool or (2) your child must be kept home the following day.

Symptoms that are cause for keeping your child home are: severe cold symptoms, productive coughing (sputum expectorated), diarrhea, vomiting, flushed skin, earache, red eyes or drainage from eyes, chills, headache, sneezing, skin eruptions, sore throat, fever over 100° no matter what the reason (teething, medicine administered, etc.) , head lice or nits. If a child is fussy, cranky, or otherwise not his usual self, please do not bring him to school as these are signs the child is getting sick. Should a child become ill during the day, we will provide care until you can make other arrangements to pick up the child. If the child's temperature is low grade (below 100°), the child's teacher will begin taking and logging the temperature of the child approximately every 45 minutes in order to closely monitor the child.

Should the students be exposed to a contagious disease within the group, an email notice will be sent out.

Children are required to submit a report from a doctor that he has examined the child and found the child to be in good health and free from any communicable diseases. An immunization record showing that the child is up to date on all required immunizations is also required before the child will be allowed to attend school.

All prescription medications needed by students must be given directly to a staff member. It must be in the bottle as dispensed by the pharmacy, with instructions clearly printed on the label. A note from the doctor must also be brought stating that the child is able to be in a group situation.

Be sure any allergies are listed on the health form and the child's teacher is made aware of all allergies.

### **Rest Mats:**

Each preschool student is required to have a mat to use during rest period. A one (1) inch thick mat is acceptable, but a two (2) inch thick mat is preferred. The mat should be of a non-porous material and easily foldable and stackable as well as easily cleaned.

Each mat will be disinfected daily.

The name of the child using the mat will be clearly and permanently marked on the mat. In no instance may more than one student use the mat.

Blankets and small pillows will be allowed. They must be of adequate size to fit into the child's "cubbie". Each blanket and pillow must be taken home and laundered each Friday.

### **Food:**

Breakfast, and afternoon snacks, and a wholesome meal at noon will be served daily to the preschool children who attend all day.

Food from home is not allowed unless prior arrangements have been made with the child's teacher or center director. Food from home is only allowed if there is an issue with a child's diet or extreme allergies. Sippy cups and medicine dispensers will be sent home daily to be washed by the parent.

**If your child has food allergies, please be sure to indicate on the child's health record.**

### **Regular Attendance:**

Children can benefit from the opportunities offered by NCAP only if they attend regularly. One of the important developmental opportunities offered in a group experience is the relationship with other children. If a child is absent frequently, that child may feel estranged and unacquainted with the other children. During an absence, the others will be forming friendships, learning how to play together, and acquiring new skills and knowledge. When the child returns to the group, he may feel like an outsider. The child may not be able to keep up with the play or conversation of the other children because he has not shared their experiences. He will also miss the educational elements of preschool and may have difficulty keeping up scholastically.

The preschool program has an ongoing, evolving program in which each child must be a fully participating member if he/she is to reap its benefits. To help the child be successful, we encourage the student to attend on a regular basis.

Reporting in at scheduled times establishes a routine for the child and eliminates disruption of the class by those arriving late. Please do not drop your child off after 9:00 AM

### **Parties:**

The center will not sponsor or entertain hosting a party for any particular student. Special day parties such as birthday parties should be held on weekends or after school hours. A special class cake, cupcakes, etc. will be allowed. However, no gift exchanges will be made.

### **Clothes:**

Washable play clothes are the most suitable. A complete change of clothes, including underwear and socks should be kept in your child's "cubbie" at all times. Please put your child's name on all clothes with a permanent marker.

It is our aim to instill in our students self-respect and a sense of modesty. Be sure your child dresses appropriately. Should your child wear a dress, please include shorts for play.

**For your child's safety, closed toed shoes are required to be worn.**

### **Toys:**

We have toys and equipment in the classrooms. For hygienic reasons we discourage children from bringing mouth toys. We discourage the bringing of any personal toys as the center will not accept responsibility if it is lost or broken. Toy guns or war toys will not be allowed, nor will hand held computer games or pokemon items. All items brought must be reviewed for appropriateness by center staff.

Do not send anything that is glass or otherwise breakable.

### **Parent Meetings:**

Parents are expected to attend parent meetings to provide consistent training for their child. Provisions will be made so the entire family can attend. The scheduling of such meetings will take place to meet the needs and work schedules of parents.

Parents are also encouraged to reinforce developmental disciplines and review the accomplishments of their child/student.

### **Child Evaluation Conferences:**

Parents are expected to participate in conferences with the child's teacher during the year at announced times. Parents may request conferences, as they desire. Since the staff's primary concern is the children, we request that you make an appointment if you wish to have a conference.

### **Dismissal of a Child:**

The NCAP reserves the privilege of dismissing any child if, after entering, he seems unable to participate in-group experiences or if fees have not been paid.

If a child has a behavioral or discipline problem that the staff cannot control, **THE CHILD WILL BE DISMISSED FROM THE PROGRAM.**

### **Withdrawal of Students:**

Parents agree to give the center a minimum of two (2) weeks notice before withdrawing a child.

### **Fees:**

**Weekly Tuition:** The weekly fee for the one-year-old class is \$115, the two-year old class is \$95 and the three- and four-year old preschool program is \$90.00. All fees are due regardless of how many days student attends, these fees are per week, payable in advance on each Monday morning. A late charge of \$10.00 will be added if the fee is not paid by Wednesday morning. If the fee is not paid at the end of two weeks, the child will be dismissed automatically unless the parent/guardian takes the initiative to make definite arrangements for payment. You may make arrangements to pay in advance on a bi-weekly or monthly basis if you desire, however, fees must be paid in advance rather than in arrears. Please contact the office for more information.

**Registration and Book Fee:** There is a nonrefundable annual registration and book fee of \$60.00 per child in the preschool program, payable at registration.

**Supply Fee:** The supply fee of \$25 applies to all classes and is due on August 1 each year. This covers the supplies they will need for the school year. Parents will not be required to provide these items. This fee does not include diapers and wipes, these items are to be provided by the parent on an as needed basis.

**Returned Checks:** In the event a check is returned due to insufficient funds, closed accounts and for any checks on which there was a stop payment a \$25.00 fee will be assessed. A second returned check will be assessed a \$30.00 fee and then only cash or money order will be accepted.

**Graduation Fee:** K4 graduation fee \$25 due May 1<sup>st</sup>.

#### **Insurance:**

All parents are encouraged to carry insurance that will cover their child in the event of an accident. The program is not liable for accidents or illnesses occurring to the child while in its care, unless proof is presented that the accident or illness was the direct result of the worker's negligence.

#### **Emergency Procedures:**

Staff trained in First Aid and child and infant CPR will be present at all times.

A child with a superficial injury will receive treatment as recommended in First Aid training. The parent/guardian will be notified when they pick the child up at the normal time of the injury, circumstances of the injury, and the treatment received.

If a child is injured while under the supervision of the center and requires more than normal First Aid, the parents and/or guardian of the child will be notified by phone as soon as possible. Depending on the severity of the injury, the staff will seek the necessary medical care as per the Permission to Treat Minor form and the Parent-Program Agreement form. All actions will be taken that are believed to be in the best interest of the child. The parent and/or guardian will be notified of the injury, the actions taken, and the treatment received.

If a child falls and loses consciousness, even momentarily, the parents and /or guardian will be notified and the child observed until Emergency Personnel and the parent arrives. If any symptom of serious injury is noticed and the parents cannot be reached immediately, the child will be checked by a doctor or emergency personnel.

The parents and/or guardian will assume financial responsibility for all medical care received by the child.

#### **Questions and Complaints:**

If the parents and/or guardians of a student have any questions or complaints, they should be directed first to the teacher of the child. If requested by either the parent/guardian or the teacher, a conference may be requested with the director, or pastor.

If conferences with the director and pastor do not result in a satisfactory resolution of the question or complaint, a written letter may be submitted to the school committee requesting that they hear the matter. The decision of the committee will be final.

## **Section IV**

### **Program Policies**

#### **The Program:**

All children will participate in a variety of activities such as working with paints, clay, crayons, blocks, and other manipulative materials; enjoying stories, poetry, dramatizations, films, and books; and learning to share, take turns, plan, work, think, and reason as they interact with others. They will learn to respond rhythmically to music, sing new songs, and listen to different kinds of music, as well as make music. Four- and five-year-olds will make short excursions to points of interest in the community at the Administrations discretion.

Games and activities, including Bible stories and verses, will be made available to enhance each child's physical, educational, emotional, and spiritual growth.

During the summer months, the preschool will participate in Bible study and other educational activities.

Since good manners are an important part of a child's development, all students will learn and practice courtesy and good manners. They will also be encouraged to acquire and practice good health and hygiene habits.

In keeping with our mission statement and our belief in and dedication to God, all children will experience and learn foundational truths of the Christian faith as taught in the Bible.

#### **Performances by Students:**

Programs will be presented periodically by the students to show what they have learned. All parents, family and friends are invited to attend and encourage the students.

#### **Curriculum:**

The primary curriculum used is A Beka Books, a Christian curriculum that is a well-known and popularly-accepted learning system. It will be supplemented as needed to insure that all students receive a well rounded education based on the Bible.

#### **Field Trips:**

Four- and five-year-old students will be offered field trips to supplement and enrich their studies. Advance notice will be given to parents and guardians, along with request for chaperones.

No child will be allowed to participate in a field trip without a signed permission slip from their parent or guardian.

## Northside Christian Academy Preschool

Name of Student: \_\_\_\_\_

### Acknowledgment of Handbook

I have read and understand the Northside Christian Academy Student Handbook and fully support the contents and policies. I will support Northside Christian Academy in helping me educate my child.

### Discipline Statement

NCAP (Northside Christian Academy Preschool) has developed this statement to embody our approach to child discipline.

We believe that discipline of children may be applied in several forms:

1. Self Taught
2. Encouragement
3. Verbal
4. Separation
5. Parent Enforced
6. Corporal

Each of these applications is understood and appropriate with the Bible's instruction. However, all forms will be used by NCAP except corporal punishment. We will assist the children with disciplining themselves. We will encourage positive action rather than negative, addressing the negative but transferring thoughts to positive. We will verbally discipline with clear and immediate instructions. Should the first three not receive compliant response, we will employ separation for minimal duration to accomplish results and if necessary request parent involvement, as a team. We are not here to take the place of a parent in discipline and believe in working together to achieve an appropriate behavior.

We further believe that the Bible clearly gives instruction into child discipline that parents should follow. Application of Biblical principles will assist the child with maintaining a wholesome attitude in all areas of their life. The well disciplined child is a happy child. We certainly want happy children, more conducive to a love response than an anger response. All NCA discipline will be applied with love and nurturing.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Date)