



**New Life**  
Community Christian School

**2019-2020**

**Parent Handbook**

## TABLE OF CONTENTS

Letter from New Life Church Pastor .....	4
School Leadership Roster.....	5
• Board of Directors .....	6
• Administrative Team.....	6
Identification .....	5
• Vision Statement.....	5
• Mission Statement.....	5
• Statement of Faith.....	5
• School History.....	6
Philosophy, Policies, and Procedures .....	6
• Admissions Philosophy .....	6
• Hours of Operation.....	6
• Admissions.....	6
• Attendance.....	6
• Tardy Policy .....	7
• Time Clock.....	7
• Holiday Care .....	7
• Payment of Fees and Tuition.....	8
• Procedure for Collecting Past Due Amounts .....	8
• Additional Fees .....	9
• Suspension and Expulsion.....	9
• Withdrawal/Termination of Services .....	9
• Staff .....	9
• Campus Security.....	10
• Ratios.....	10
• Curriculum.....	10
• Student Biting and Aggression .....	10
• Student Dress and Grooming.....	10
• Pacifiers .....	11
• Bottles.....	11
• Sleeping Positions/Nap Times.....	11
• Guidance and Discipline Policy .....	11
• Diaper Changing/Potty Training .....	12
• Child Hand Washing.....	12
• Chapel .....	12
• Opportunities for Parent Involvement .....	12
• Health and Safety Issues .....	13
• Distribution and Consumption of Medication .....	13
• Immunizations.....	13
• Tuberculin Testing Requirements.....	14

- Hearing and Vision Screening ..... 14
- Insect Repellent and Sunscreen Use..... 14
- Safety Issues for Parents ..... 14
- Emergency Medical Attention ..... 14
- Sanitation ..... 14
- Pets..... 14
- Tobacco, Alcohol, and Drug Use ..... 14
- Evacuation Procedures/Disaster Preparedness ..... 15
- Campus Visitors ..... 15
- Corporal Punishment Policy ..... 16
- Change of Address or Phone ..... 16
- Conference Scheduling ..... 16
- Communication / Remind 101 ..... 16
- Conflict Resolution ..... 16
- Delivery and Pickup of Students..... 17
- Parking Lot Policy ..... 17
- Toys ..... 17
- Babysitting by Staff ..... 17
- Lost and Found Items..... 17
- Breakfast..... 17
- Lunch Program..... 17
- Snacks ..... 17
- Infant Feeding ..... 18
- Breastfeeding Mothers ..... 18
- Water Cup..... 18
- School Closure Information ..... 18
- Cameras ..... 18
- Confidentiality..... 18
- Gang Free Zone..... 18
- Grievance Policy ..... 18
- Parent Notification of Changes..... 19
- Minimum Standards and Licensing Inspections..... 19
- Local Licensing Agency..... 19
- Staff Contact Information..... 19

## Letter from New Life Church Pastor

Dear Parent or Guardian,

Welcome to New Life Community Christian School! On behalf of our New Life Church family, we want to extend a warm welcome to you and say that we are so glad you have chosen to entrust us with the privilege of caring for and teaching your child. It is a sacred trust and one that we take very seriously.

There are many different reasons families enroll their child in our school. As the pastor of New Life Church, I want to let you know that we are privileged to oversee our school through our school board. We are a Christian school with a deep love for our community. We also have a deep love for our teachers and feel privileged to have Dawn Smith as our director. She is a woman of deep faith with mature Christian character as well as exceptional leadership gifts. She has a huge heart for the Lord and is committed to excellence with both education and operations. Most of all she loves our teachers.

This is all to say that your child is in good hands. One thing I have come to appreciate about Dawn is the way she works hard to develop teachers, both professionally and spiritually. And as our teachers grow and develop, so will your child. Your child will learn about the love of Jesus and will see that love expressed in the faces, actions and character of their teachers. Your children will be taught in a way that will give them an emotional and spiritual foundation that will stay with them for many years.

As the parent of a New Life student, you will have a number of advantages. First, you will be assisted in your efforts to bring your child up by a dedicated and experienced staff. Second, your children will be taught in a loving environment in which they will feel safe, accepted and secure. Third, your child will receive up-to-date instruction using the best of classical and contemporary techniques. Finally, and most importantly, for me personally, you and your children will be supported in your education through the prayers of the church, school board and staff. We are praying for you!

As your community church and in a desire to serve you, we will offer opportunities here at New Life Church through which you will have the chance to learn and grow in many areas. We would love for you to take advantage of these. If you have questions about your faith or are looking for a community in which to belong, we would love to come along side you and journey together following Jesus.

We appreciate you and invite your family to come worship with us on Sunday mornings at 10:00 a.m. You are also welcome to join us at Community Quest, our Wednesday night program that begins at 6:00 p.m. and includes dinner, fellowship, free child care and various offerings for all ages. We are very excited about this year and look forward to serving you and your family.

Blessings,

Andy Sytsma  
Pastor, New Life Church

# SCHOOL LEADERSHIP ROSTER

## Board of Directors

Lesa Lawall.....President, Council Liason  
Andy Sytsma ..... Vice President, Pastor  
Rob Peterpaul.....Secretary  
Shelly Andrews ..... Member  
Scott Schreiber .....Treasurer

## Administrative Team

Dawn Dobbs Smith ..... Director  
Jessica Jacobs ..... Assistant Director  
Karen Ballantyne ..... Curriculum Coordinator

# IDENTIFICATION

## Vision Statement

At New Life Community Christian School it is our vision:

- To meet the needs of our community for affordable, quality, Bible-based education
- To provide a safe and loving learning environment for children of all backgrounds
- To fulfill the spiritual, mental, physical, emotional, and social needs of children through the use of developmentally appropriate activities and materials
- To serve working parents with safe, quality extended care

## Mission Statement

At New Life Community Christian School it is our mission to provide a safe and loving educational environment where children can learn to know God and His Word and to glorify Him through obedient service.

## Statement of Faith

Bible – We believe the Bible is the sufficient, trustworthy, infallible, and authoritative source of truth about God and His plan for us.

Humanity – We believe that humankind was created in God’s image, but sinned and fell away from God. We believe that all people are sinners and cannot be restored to fellowship with God by any power of their own.

God – We believe in God as a Trinity revealing Himself as one God in three persons: Father, Son, and Holy Spirit.

Salvation – We believe that the only way to be reconciled to God is by faith in Jesus Christ and His work on the cross.

Jesus Christ – We believe that Jesus Christ died on the cross to pay for our sins, that He was buried, and that He arose from the dead on the third day, and ascended to the Father.

Christian Education – We believe that the Christian school is an available partner with the home and church to lead children to live according to biblical wisdom. The Christian school, as an enterprise of

the entire community, enables and equips all of its children to serve the Lord, to love their fellow human beings, and to care for God's creation.

### **School History**

NLCCS was a part of the vision of New Life Church many years before it became a reality. In 2000, construction began on the New Life Center, with specifications to meet the requirements for school classrooms.

In October 2003, a Steering Committee was formed to consider the possibility of opening a Christian School. The decision was made to begin with a preschool, specifically focused on serving working parents with an extended care program.

New Life Community Christian School opened its doors on August 17, 2004 with 5 students enrolled. This number expanded to 19 by the end of the first month. At the beginning of our 13<sup>th</sup> year of operation, we have over 100 students and are continuing to grow. Beginning with our 2016-2017 school year we will serve 80+ families with children ages 6 weeks through Kindergarten.

## **PHILOSOPHY, POLICIES, AND PROCEDURES**

### **Admission Philosophy**

New Life Community Christian School is open to anyone interested in securing a Christian education, whom the school finds qualified for admission, and whose parents agree that he or she shall abide by NLCCS rules. It must always be understood that attendance at NLCCS is a privilege and not a right. This privilege must be forfeited by any student or parent who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

NLCCS admits students of any race, color, national, and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the admission policies, scholarship programs, and other school-administered programs. NLCCS reserves the right to select students on the basis of performance, religious commitment, and personal qualifications including a willingness to cooperate with NLCCS administration and to abide by its policies. Any special requirements your child may require must be clearly defined in writing before enrollment.

### **Hours of Operation**

NLCCS is open Monday – Friday from 7:00 a.m. to 6:00 p.m.

### **Admissions**

Enrollment for Summer Fun and the following academic year begins on March 1. Upon receipt of the enrollment forms and the registration fee, the child's place is secured. A child's place remains secured as long as tuition payments are paid each month. A child's place is no longer secured if tuition is not paid in advance or according to an agreed upon plan.

### **Attendance**

Regular attendance is a critical component for success in school. When your child is absent from school, please notify the school at your earliest possible convenience. The Texas Department of Health and Human Services requires us to report certain illnesses to other parents immediately. We appreciate your willingness to help us comply with this standard.

Because the school operates on a tuition fee basis, absences for any reason will not incur a refund or discount on regular tuition rates.

Our classes start promptly at 9:00 a.m. All students should be ready to begin their day at this time. In an effort to preserve the academic integrity of our school, as well as allow all our students to have a smooth flowing day, we do not allow children to be dropped off after 9:30 a.m. unless prior arrangements have been made.

Our student scheduling reserves your child's spot in their class only for the days they are registered. Unfortunately, we cannot offer make up days when a child misses school.

NLCCS operates under an Academic Calendar and a Summer Calendar. The summer program may require separate registration fees and tuition rates.

Children will only be released to individuals on the Approved Pickup List. Picture ID will be required for individuals unknown to the staff on duty at the time. Every person will be assigned a unique pin for our clock in/out system. It is imperative that you only use your personal pin as it is a way in which we keep track of who is dropping off and picking up your child. Every person has a unique pin number. If you have any questions about your pin, please see the school office.

### **Tardy Policy**

NLCCS operates as a school. As such, we strive to offer an exceptional educational value to our students, as well as a comfortable and smooth day. Arriving tardy to class disrupts the classroom and your child misses important educational components. We prefer all children to be in class by 9:00 a.m. We will not be able to accept children after 9:30 a.m. without prior approval of our school office.

Our Kindergarten program is an educationally advanced program designed to move at a faster pace than our regular classes. It is especially important that the children in this class arrive promptly and regularly so as not to fall behind. For this class, attendance will be recorded so that 3 tardy arrivals will equal one unexcused absence. Kindergarteners are tardy at 9:10 a.m. If your child receives 12 unexcused absences in the course of the year, they will be moved to our regular PreK program or dismissed from the program if space is unavailable in PreK.

### **Time Clock Policy**

We are required by our licensing agency to keep accurate attendance records each day. For the convenience of our parents and staff, we keep these records electronically. You will be assigned a pin pad code per authorized parent or guardian and will need to sign your children in and out each day on the pad. Please make sure to use only your personal pin. Please remember to do this each day. Forgetting to use the time clock for your child(ren) repetitively may result in a \$10 fee being charged for each instance where a child is not clocked in or out.

### **Holiday Care**

We will offer Holiday Care during certain days of the weeks when the school has traditionally been closed and Klein ISD is closed. Holiday Care will consist of theme-based learning activities in a camp-like structure with groups of children rotating between activity centers. Holiday Care hours will be from 8am-5pm. No extended care is available during Holiday Care.

The daily rate for Holiday Care will be \$50/day for each child ages 2-10. \$65/day for children under 2. Limited Space will be available during Holiday Care, so we will take paid reservations on a first come, first served basis. Holiday Care registration will close two weeks before each holiday. We will open Holiday Care to families from the community on a limited basis. Families who do not currently attend NLCCS will need to pay a \$25/child registration fee to participate in our Holiday Care program. This year Holiday Care will be available on the following dates:

**Thanksgiving Week**- Monday- Nov. 25, Tuesday- Nov. 26, Wednesday- Nov. 27  
**Christmas Vacation** – Monday- Dec. 30, Tuesday- Dec. 31, Thursday- January 2, Friday- Jan 3.  
**Spring Break** – Monday-Friday, Mar. 9-13

You can pay as you go, reserving your spot in Holiday care with your payment 2 weeks in advance. Or you can reserve your space for all 12 days of Holiday care now and roll these 12 Holiday Care Days into your monthly tuition for a \$50-\$65 per month Holiday Care fee added to your monthly tuition. Please contact the office to have Holiday Care added your monthly tuition.

### **Payment of Fees and Tuition**

Registration fees are paid once per academic year. An additional registration fee may be required for Summer Camp or if you withdraw and need to re-enroll. The child's place is reserved when the registration fee is received. Registration fees help to cover the cost of materials, special events and supplies. The registration fee is non-refundable.

Tuition is spread over nine and ½ months beginning in August 15 and ending in May 30. Keep in mind, days of school may vary each month, but payments are fixed. Tuition payments are due on the 1<sup>st</sup> of each month and late if not paid by the 6<sup>th</sup>. Siblings and NLCRC members receive a discount. **Each child may receive one discount only.**

Extended care fees are paid for all hours that the student is cared for by the school that are not considered part of the normal daily school hours (Academic Schedule) and between the hours of 7:00 a.m. and 6:00 p.m. Students must be registered for the extended care program. Payment arrangements are the same as for tuition (see above.)

Late fees are assessed to all payments for Tuition or Extended Care received after the 6<sup>th</sup> of the month. The fee is \$25. A returned check fee of \$25 is assessed for all checks returned for non-payment.

Parent's who choose to use a debit or credit card to pay using our parent portal will be assessed a convenience fee of 3.5% per transaction. You can pay using Cash, Checks, and electronic checks (or e-payments using your bank account) without any convenience fee charges.

### **Procedure for Collecting Past Due Amounts**

*First Reminder:* A billing statement with late payment fees added and showing that outstanding fees are "past due" will be sent to the student's family within 10 days of fees becoming overdue.

*Second Notice:* If after 10 days of the First Reminder letter, payment has not been received or the family has not arranged for payment, a Second Notice Letter will be sent via Registered Mail. The letter will advise the family that without payment or an approved payment plan with the Director, the child's spot will be vacated.

*Unpaid Debt Collection:* We require that every family has a credit or debit card on file, so that if your account becomes 30 days past due or your family leaves the school with an open balance we are authorized to bill your credit card for any unpaid balance due. Should a family leave the preschool with unpaid debts, the Board of Directors has the discretion to bill the credit card on file, employ the services of a debt collection agency, file in Small Claims Court, or take other action to recover outstanding fees. The costs incurred for the debt collection and any court costs will be passed on to the family and the family will be notified that this process is taking place in a Final Notice Letter.

**Additional Fees**

*Late Pickup Fee:* \$5 for every five minute interval after 3:05 p.m. For extended care, a late fee of \$25 will be assessed after 6:00 p.m. AND \$5 for every five minute interval after 6:00 p.m. Fees are assessed per child.

*Extended Care Hourly Fees:* In order to use extended care when a child is not regularly scheduled, the parent must contact the office in advance. At that time, it will be determined whether or not there is room in extended care for the child or children. The charge for hourly extended care is \$12 per hour. Partial hours are charged for an entire hour. Fees are assessed per child.

*Additional Day Fee:* An extra day is permitted if the parent makes the request 24 hours in advance, if there is room in the class, and with the director’s approval.

Fees will be assessed as follows for each class:

Class	Academic Day	Extended Day
8 weeks-24 mos	\$65	\$80
2 yrs-Kindergarten	\$65	\$75

*Re-registration Fees:* If a student withdraws for a period of time and wishes to return, a re-registration fee is charged, providing there is room in the program.

**Withdrawal/Termination of Services**

Parents may withdraw their child at any time from NLCCS with a 30-day written notice. Please note that failure to provide a 30-day notice may result in tuition not being prorated. NLCCS will not issue refunds.

In the event NLCCS has reason to terminate our services, the Director will notify you by personal contact as well as supply you with written notice. We will issue any refunds due.

**Suspension and Expulsion**

NLCCS will suspend services to any family that does not make timely payments on their account, apply for scholarship assistance, or make payment arrangements with the school. NLCCS will suspend services for any child who endangers the health and safety of other children or teachers habitually. NLCCS will work with all families to avoid the need to expel any child. However, NLCCS reserves the right to expel any child who has been suspended two previous times for the same behavior issue. We also reserve the right to not grant admission to, or to suspend services to any child, if we are not able to make appropriate accommodations for any special needs that child may have.

**Staff**

All NLCCS staff are active Christians, who are certified in CPR and First Aid and undergo both state and FBI background checks. Our lead teachers have completed their Child Development Associate certification or have completed obtained a Bachelor’s degree in early childhood education. Every teacher receives over 25 hours of continuing education every year. We work very hard to stay current on the latest research and practices in the field of early childhood education!

We do occasionally use substitute teachers; our substitutes meet the same requirements as our regularly scheduled staff.

In addition, our staff are all trained annually in preventing and responding to child abuse and neglect. Resources and more information can be found at: <http://www.preventchildabusetexas.org/>. As a licensed center, we are required by law to report suspicion of child abuse or neglect which may be evidenced by unexplained bruises, malnourishment, the child's account of situations, or any other suspicious activity. Should you or someone you know need assistance regarding suspected child abuse or neglect, or if you need help yourself, please contact the Texas Department of Family and Protective Services at 936-756-1551.

### **Campus Security**

For the safety of all children and staff the doors to our campus are locked from 9:30am to 2:45pm. A staff member is positioned in the front hallway or main office at all times when the main door is unlocked during drop-off and pick up.

### **Ratios**

Our classroom ratios are as follows:

Child's Age	Ratio	Maximum Children in Class
6 weeks - 16 months	1:3 or 2:7	7
17 months - 23 months	1:7 or 2:10	10
2 years old	1:8 or 2:13	13
3 years old	1:10 or 2:16	16
4 years old	1:12 or 2:18	18
5 years old	1:14 or 2:18	18

### **Curriculum**

Our curriculum is designed to encourage your child's development in each of the following realms- social-emotional development, cognitive development, physical growth and development and maturity. Every day your child's class will focus on verbal communication skills, pre-literacy skills, pre-math skills, social-emotional development and spiritual growth. As a class they will also participate in activities in various learning centers, outdoor play, circle time, Bible stories, snack time and rest time. We hope to see each child grow up into the image of Christ and build an academic foundation which will encourage them to be a lifelong learner.

### **Student Biting and Aggression**

If a child bites twice in one day, the parent will be notified and asked to pick up their child for the remainder of the day. If a child habitually bites or harms other people, a meeting with the parents, teacher, and director may be requested. If the behavior continues to be frequent, the parents may be asked to remove their child from NLCCS until the behavior stops.

### **Student Dress and Grooming**

School is a time of learning through play and experience. Please make sure your child is dressed in comfortable play clothes. Paint aprons are used for messy projects, but occasionally clothes get dirty, so please keep this in mind when you are dressing your child for school. Sneakers (closed toed, closed heel shoes) are best for running and playing outside. **Flip-flops and sandals are not permitted.** In the interest of modesty, please no spaghetti straps. Shorts should be worn under dresses. Please label all clothing and outerwear with your child's first and last name.

Outside play is an important part of your child's healthy development. Outside play is a part of the regular school day, except when it is raining. Please make sure to dress your child in clothing that is appropriate for the temperature.

### **Pacifiers and Bottles**

Pacifiers are welcome in our infant rooms and for a transitional period into our toddler room but are not allowed in our other classrooms for safety and hygiene. We will be happy to work with our families to make this transition as easy as possible.

Bottles are welcome in our infant rooms but are not allowed in our other classrooms. We will be happy to work with our families to make this transition as easy as possible.

### **Sleep Positioning/Nap Time**

All children will have a rest time during the day. Our infant classrooms will nap on each child's individual schedule, while the rest of our classrooms will nap at a designated time specific to their class. Please see your teacher's classroom schedule for specific times. Children must stay on their mats for 1 hour, after which time they may choose a quiet activity provided by the teacher for the remainder of quiet time.

All infants will be placed to sleep on their back without blankets, pillows, or other soft items in their cribs. You are welcome to bring a sleeveless, zip-front, nap sack to use at nap time. All other children will sleep on designated mats in whatever position they choose.

### **Guidance and Discipline Policy**

We plan our days to be child friendly with a variety of activities and time built-in the schedule to allow for smooth transitions, so that discipline problems can be kept to a minimum; however, when difficulties occur, discipline will be handled in a kind and loving way.

Discipline is not punishment, but rather training in godliness. We want to encourage children to know Christ and to grow into character that looks like His. Scripture teaches us that all behavior is rooted in our heart attitudes, so the goal of discipline will be to address what is happening in the heart, not merely outward conformity.

Our staff is studying Tedd Tripp's *Shepherding a Child's Heart*, which we would recommend to each of you as an excellent parenting resource. We'd also recommend *Give them Grace* by Elyse Fitzpatrick and Jessica Thompson.

Our discipline will consist of management, nurturing, training and correction, and Gospel instruction.

**Management** includes training in social, civic and religious duties. Defining the expectations for behavior, giving clear and simple instructions and redirection are a large part of managing children's behavior.

**Nurturing** -Sometimes all a child needs is to see that there is a God who loves them and who meets all of their needs. It is our desire to create an environment full of grace that expresses the welcome and forgiveness of Christ and to express this clearly to children who are having a rough day.

**Training/Correction** -When a child is intent on disobeying, we will try to help them understand what the expectation is and get to the heart behind their disobedience. We may give a "time-out" equal to the child's age (i.e. two minutes for a two year old) to allow them time to consider their actions. A private discussion with the student and prayer may follow to point the child to Jesus. When we need to have this kind of

conversation with your child, we will always let you know, so that you can reinforce at home the need for obedience from the heart. There will be no corporal punishment or harsh actions taken toward any child.

**Gospel Instruction-** True heart changes comes through the Holy Spirit, in response to the Gospel. We will continuously point your children to the only place we know to find help and hope- Jesus, who lived a perfect life, then died a sacrificial death to pay the price for their rebellion (and ours). Then Jesus rose from the dead, and defeated sin forever; freeing us from guilt and condemnation. He also sent the Holy Spirit, our helper, to live in our hearts to give us Christ's power to obey from the heart.

*Conscious Discipline*, a program by Dr. Becky Bailey, is embedded in our Frog Street Curriculum. It is intended to teach children social skills, and encourage teachers to be conscious of their own attitudes as they respond to problem behaviors in the classroom. Conscious Discipline is developed from a brain science perspective and is useful in helping teachers and parents to understand how children's brains work, and how to help teach children new skills at each stage of development. Our teachers have learned new skills and found this approach helpful in classroom management and discipline. Because God made our brains and learning about how they work is good, we see Conscious Discipline as a practical and helpful complement in many ways to our primary model, *Shepherding a Child's Heart*.

However, we have found that there are areas where this brain science-based approach is not a good expression of Biblical Christianity; in these places, we continue to affirm Biblical standards. Specifically, *Conscious Discipline* affirms that teachers and children have the power to change their own thoughts and behaviors. We do not believe this, but affirm that Christ through his Spirit at work in us is our one true hope for lasting change. We will share more about both *Shepherding a Child's Heart* and *Conscious Discipline* in Parent Seminars later in the school year. If you have questions about either approach or how we are seeking to use the two together, please feel free to schedule a time to discuss this further with Dawn.

### **Diaper Changing/Potty Training**

We will change your child's diaper every 2 hours or more often as needed. Please bring a large supply of diapers for your child, which we will store for your convenience. When we feel that your child is exhibiting signs of being ready to start potty training, or you feel it is time, we will work with you to accomplish this goal. We will work with you to ensure the same steps are being taken at home as at school for consistency; however, we do ask that until your child has three accident free days they come to school in pull ups.

### **Child Hand Washing**

Children will be required to wash their hands before eating, before playing in a water play table, after toileting or having their diaper changed, after outdoor activities, after playing in sand, after feeding or touching animals, and any other time the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child.

### **Chapel**

A special children's worship service for children in our school will be held once a week. Special children's sermons will be given by a member of the NLCCS staff.

### **Opportunities for Parent Involvement**

*Fundraising* – From time to time fundraisers will be held to raise needed funds for special projects and the overall growth of the school. We encourage you to take part in these efforts as a way of participating in the education of your child and supporting NLCCS.

*Volunteering* – Each classroom has special events throughout the year that require extra help by volunteers. Volunteers will not be utilized to help supervise children, but rather to supplement implementation or ideas of special projects, help with administrative or preparation activities in the classroom, or to give a presentation. If you are interested in being a classroom volunteer, please contact your child's teacher or the Director.

### **Health and Safety Issues**

Your child's health is a matter of major importance to all of us. It is our desire to keep the children at our school as healthy as possible. Should your child become ill at school, you will be contacted immediately to pick up your child. If your child has a fever of 100.4 degrees or higher, is vomiting, or has recurring diarrhea, they will be sent home. NLCCS expects children to be picked up immediately after the call letting parents know that their child is ill. Under no circumstances can we care for a child who is ill.

If your child has any of these symptoms, or a contagious or communicable disease, please notify the school office and do not send your child to school. He/She must be free of symptoms without the use of medication for 24 hours before returning to school.

For the well-being of all of our children, please keep your child home if:

- The child has a fever of 100.4 or has had one during the previous 24 hours.
- The child has a cold that is less than four days old.
- The child has heavy nasal discharge (yellow or green).
- The child has a constant cough.
- The child is fussy or unusually cranky. Rest at such times may prevent the development of a serious illness.
- If your child is not well enough to play outside. We play outside every day the weather permits.
- The child has symptoms of a possible communicable disease -- these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, vomiting, or diarrhea.

### **Water Play**

On occasion, we plan special water related activities that include sprinklers, water tables, slip and slides, etc. We will send home a permission slip to ask for your approval for your child to participate in Water Play activities. Only children with parental permission in writing will be allowed to participate.

### **Distribution and Consumption of Medication**

If your child needs to take medication while at school, a Medication Authorization Form must be completed by the parent. This form is located in the school office. Please complete the required areas including the date. Make sure the medication is given to the school office so it can be safely stored. Do not put the medication in your child's backpack. When the medication has been administered, we will complete the form and sign it.

We will follow the manufacturer's label for medication dosage and age requirements – there will be no exceptions.

### **Immunizations**

Each child enrolled or admitted to NLCCS must meet applicable immunization requirements specified by the Texas Department of Health. A record of immunizations must be on file in the school office. Please note, from time to time we may have children enroll who do not have current immunizations or who choose not to immunize. For these families, a notarized Immunization Exemption form must be on file in the school office. Our teachers are encouraged, but not required, to be current on all immunizations.

### **Tuberculin Testing Requirements**

New Life Community Christian School follows the Texas Department of Health in recommendations for tuberculin testing.

### **Hearing and Vision Screening**

According to the State of Texas, any child four years of age or older must receive a Hearing and Vision Screening. A record of this screening must be on file in the school office. If we do not have a copy of your child's hearing and vision test results by November 30th, we may be required by law to schedule their test at our school and bill you for the testing fee.

### **Insect Repellent and Sunscreen Use Policy**

Parents are responsible to apply sunscreen and insect repellent on your children at home. But when we find it necessary we will apply the following products to children, if parents have agreed to this in writing on their enrollment forms: Banana Boat Kid's Ultramist Sunscreen SPF 50 will be applied to children during extended exposure to the Sun if parental permission has been granted in writing to do so. 100% Natural Essential Oil Mosquito and Fly repellent which is DEET free will also be applied to children if parental permission is granted in writing to do so.

### **Safety Issues for Parents**

- Children must be brought to school and leave school in an age appropriate safety seat.
- Parents MAY NOT leave children in the car to drop off/pick up a child enrolled at NLCCS.
- If your child is injured, the staff on duty at the time will complete an Injury/Illness Report Form or a Boo-Boo Report. The Injury/Illness Report must be signed by the parent and the person in charge at the time of injury. We must keep the original for our files, but will be happy to supply you with a copy. The parent will be notified by phone of any injury to the head or that might require medical attention.

### **Emergency Medical Attention**

In the event an emergency happens, we will immediately call 911. After 911 has been contacted, we will call you with details. All children will be taken to the nearest hospital, Northwest Medical Center.

### **Sanitation**

In an effort to keep our school sanitary, we spray all of our toys and surfaces with bleach water, Lysol, or similar disinfectant each day. Any toys that are placed in a child's mouth are set aside to be washed before being returned for classroom play.

### **Pets**

From time to time classrooms may procure a pet for the children's enjoyment and to teach responsibility. Parents will be notified in writing at least 10 days before the pet comes into the classroom. All pets will follow health department guidelines and veterinarian recommended health screenings and checkups. At no time will children be left alone with the pets or asked to assume full responsibility for the pet.

### **Tobacco, Alcohol, and Drug Use**

We are a tobacco, alcohol, and drug free campus. At no times may anyone use or distribute tobacco, alcohol, or drugs on the church/school campus. Failure to comply will result in the person being asked to leave the campus immediately and/or calling the police department.

## **Evacuation Procedures/Disaster Preparedness**

In the event of an emergency, New Life CCS will follow the steps below:

In case of fire

1. Evacuate with children's records
2. Go to the far north of our parking lot or to the neighboring KFC if necessary
3. Call 9-1-1
4. Notify all parents

In case of Medical Emergency

1. Provide lifesaving care (if needed)
2. Comfort patient
3. Call 9-1-1
4. Notify parent/emergency contact of patient

In case of tornado or hurricane

1. Shelter in a safe zone with children's records
2. Call 9-1-1
3. Notify parents

In case of a gas leak or other harmful vapor

If inside:

1. Evacuate the building to neighboring KFC with children's records
2. Call 9-1-1
3. Notify parents

If outside:

1. Shelter inside
2. Close all doors and windows
3. Turn off HVAC
4. Call 9-1-1
5. Notify parents

In case of intruder

1. Alert staff over intercom to Stranger Danger
2. Call 9-1-1
3. Notify parents as applicable

In case of missing child

1. Alert staff
2. Conduct a quick search of the property
3. Call 9-1-1
4. Notify parents

## **Campus Visitors**

Parents are welcome to visit our campus at any time as NLCCS has an "open door" policy. All visitors to the school grounds must follow proper check-in procedures. To make arrangements for a visitor to

come on campus, please have them sign in at the school office. They must present a picture ID and will receive a visitor badge, which needs to be turned in when they leave campus.

While we welcome your presence to check on your child or have lunch with them, we ask that parents not plan to spend the day with their child because this can be disruptive in the classroom. If you wish to visit campus for more than 5-10 minutes, please make prior arrangements with your child’s teacher and the school office. If you would like to serve as a volunteer in the school, or will be a frequent visitor on campus, we are required to run fingerprints and a background check on all frequent visitors, just as we do with all staff.

**Corporal Punishment Policy**

NLCCS is a corporal punishment free campus. We ask that our parents abstain from disciplining their children through physical means while on our campus.

**Change of Address or Phone**

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move or change your contact information during the course of the year, please contact the school office with your new information.

**Conference Scheduling**

We encourage parents to discuss any concerns with their child’s teacher. This communication between parent and teacher is essential in caring for your child in the best possible manner. If there is a need for a conference with your child’s teacher, an appointment may be made with the teacher on their conference time (typically from 1:30-2:00 p.m.) or you may call the school to make arrangements.

Parent Teacher Conferences are scheduled each semester after assessments have been made by the lead teacher.

**Communication**

Our main form of communication is through email. Please make sure we have a valid email address that you check on file with the school office. Also, please add the school administrative assistant’s email address to your contact list: [schooladmin@newlifecrc.org](mailto:schooladmin@newlifecrc.org).

If you are interested in receiving text messages from your child’s class, please sign up for this free service from Remind (data fees may apply from your carrier). Send the following code for your child’s class to 81010.

Class	Code	Class	Code
Nursery	@NLNursery	PreK	@NLPreK
Twos	@NLTwos	Kindergarten	@NLKinder
Threes	@NLThrees	NLCCS	@newlifecom

**Conflict Resolution**

In the event you have a concern or disagreement about something in your child’s classroom, please see your child’s teacher first. You may also communicate your concern to the director at any point. We will work together to establish good communication and address your concern in whatever way is

necessary. As a last resort, if you feel the teacher and director have not your concerns, you may contact the school board by letter.

### **Delivery and Pickup of Students**

Students are to be brought into school and signed in by the parent or guardian. When dropping off your child, please check your child in on the pin pad and be sure to leave your child with the teacher. When picking up your child, please check out on the pin pad and let the teacher know you are taking your child.

### **Parking Lot Policy**

We ask our parents to remember that our children are frequently crossing our parking lot during arrival and dismissal. Please maintain a speed appropriate to a parking lot with children. Also, children may not be left unattended in your car at any time. Please bring all children in to the school with you in lieu of leaving them in your car during arrival or drop off.

Please also note that the first parking spot nearest the sidewalk has a handicapped sign and is designated for handicapped use only.

### **Toys**

We have plenty of toys at school. We ask that you leave your child's toys at home or in your car. If an item is brought to school, we will not be responsible for it.

### **Babysitting by Staff**

Our staff is proud to take care of your children at school and love your children unconditionally; however, they are not available to babysit outside of school. Please do not solicit them for outside work. Hiring a staff member to babysit may result in dismissal from NLCCS.

### **Lost and Found Items**

Items that are lost or found can be turned in or looked for in the School Office.

### **Breakfast**

We will be happy to give your child time to eat breakfast in the morning from 7:00 a.m. – 7:45 a.m. Breakfast should be brought from home and already prepared. Please be sure that the items you send are foods that your child can eat without assistance. We will be unable to allow children to eat after 8:00 a.m. to insure that your child can participate in the classroom's morning routines.

### **Lunch Program**

NLCCS does not provide lunches. Each child should bring his/her lunch including a beverage. NLCCS is not responsible for the nutritional value of the lunch or for meeting the child's daily food needs. If your child's lunch needs to be kept cold, please pack it with an ice pack. Microwaves are available to heat up food to a maximum of 30 seconds. Do not include items that require multiple steps for heating up (i.e. Easy Mac). Please be sure that the items you send are foods that your child can eat without assistance. Please, no carbonated drinks and also note that we are a **peanut free** school.

### **Snacks**

Snacks will be provided daily in the morning between 9:45 a.m. and 10:30 a.m. and again in the afternoon between 3:45 p.m. and 4:30 p.m. Snacks will be posted for the entire month and will include a variety of fruits, vegetables, and healthy carbohydrates. In the event of birthdays or other special events, parents may bring in a snack that is store purchased and in the original packaging. All substitutions will be notated on the snack calendar.

### **Infant Feeding**

Infants will be fed according to their own individual schedule. Each month infant parents will fill out a feeding schedule, which includes times, amounts, and what kind of foods. We will accommodate for both formula fed and breastfed babies. All formula should be brought in the original container and instructions on the formula container will be followed. Breast milk should be brought in appropriate storage containers clearly labeled with the child's first and last name.

### **Breastfeeding Mothers**

At New Life, we strive to support our parents as they make the best decisions for their family. One way we are striving to offer better support is through providing a comfortable place for our mother's to breastfeed their children if they choose. A glider is available in the nursery for your use, as well as a comfortable arm chair in our conference room if you prefer more privacy.

### **Water Cup**

All parents should pack a cup (labeled with the child's first name and last initial) designated for water only. The health department forbids us from refilling a cup with water if it has contained anything else. We offer water throughout the day in order to keep our children properly hydrated and healthy. If you would like to pack juice or milk for lunchtime, please pack a separate cup with their lunch.

### **School Closure Information**

If it becomes necessary for school to be closed on short notice, please listen for information on Spring ISD and Klein ISD. If either ISD closes due to inclement weather, NLCCS will be closed as well.

### **Cameras**

We take the privacy and safety of our families and children with the highest importance. Each of our classrooms is equipped with a monitoring camera that continually records video in every classroom and at various places on our grounds. This data is available for our school office to use in evaluating and monitoring students and staff. We believe it helps us to better assess our classrooms and offers another layer of protection to our children and staff. The data from the cameras is unavailable to any other parties.

### **Confidentiality**

All records and conversations between NLCCS staff and parents/guardians are confidential. Information will only be shared with other teachers/administration on a need to know basis. We are also required to share information with Child Protective Services or Child Care Licensing upon request. At no time will your information be shared with anyone not involved in your child's care. A family directory may be produced, but your family will be given the option to opt out of any directory.

### **Gang Free Zone**

Our school is a gang free campus. According to House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code which includes section 42.064, effective September 1, 2009 all areas within 1000 feet of our center is also a gang free zone. This means that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is therefore subject to increased penalty under state law.

### **Grievance Policy**

New Life Community Christian School prides itself on open and honest communication. The director will be available during school hours to discuss your concerns. If it is easier you may email Dawn directly at [dawn.smith@newlifecrc.org](mailto:dawn.smith@newlifecrc.org). You may also send an email to [preschool@newlifecrc.org](mailto:preschool@newlifecrc.org).

### **Parent Notification of Changes**

All parents will be notified of any changes to this handbook, their child's care, or other policies and procedures in writing.

### **Minimum Standards and Licensing Inspections**

Our most recent licensing reports and a copy of our Minimum Standards as issued by the Texas Department of Family and Protective Services are available to review at any time. The most recent licensing report is located in our main hallway and the Minimum Standards are available in the school office or by asking any of our staff.

### **Local Licensing Agency**

New Life Community Christian School is licensed under the direction of the Texas Department of Family and Protective Services. They can be contacted at:

2017 North Frazier  
Conroe, TX 77301  
936-756-1551  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**To report child abuse, call 1-800-252-5400**

### **Staff Contact Information**

The school's direct phone number is **281-288-7744**. Our fax number is **281-288-0878**.

Lead teachers can be reached during their conference period each day from 1:30 p.m.- 2:00 p.m. You can reach school staff by email address as well.

Dawn Dobbs Smith, Director, [Dawn.Smith@newlifecrc.org](mailto:Dawn.Smith@newlifecrc.org)

Jessica Jacobs, Assistant Director, [jessica.jacobs@newlifecrc.org](mailto:jessica.jacobs@newlifecrc.org)

Mrs. Jessie, Infant class, [jessiew@newlifecrc.org](mailto:jessiew@newlifecrc.org)

Mrs. Meagan, Toddler class, [meaganf@newlifecrc.org](mailto:meaganf@newlifecrc.org)

Ms. Sarah, Toddler class, [sarahy@newlifecrc.org](mailto:sarahy@newlifecrc.org)

Ms. Michelle, Twos class, [michellea@newlifecrc.org](mailto:michellea@newlifecrc.org)

Ms. Olga, Threes class, [olgar@newlifecrc.org](mailto:olgar@newlifecrc.org)

Mrs. Natalia, Threes class, [natalias@newlifecrc.org](mailto:natalias@newlifecrc.org)

Ms. Jordan, PreK class, [jordant@newlifecrc.org](mailto:jordant@newlifecrc.org)

Mrs. Ballantyne, Kindergarten, [karen.ballantyne@newlifecrc.org](mailto:karen.ballantyne@newlifecrc.org)

**Please sign and Return this page**

I have read the 2019-2020 New Life Community Christian School Parent Handbook and fully understand the policies and procedures set forth in it. I agree to abide by these policies and procedures. I also understand that these policies and procedures are subject to change at any time with written notice.

Parent's Name \_\_\_\_\_

Child's/Children's Name(s) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_