



A ministry of New Kent Christian Center
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TABLE OF CONTENTS

Mission Statement.....	Page 3
Vision.....	Page 3
Introduction.....	Page 3
Statement of Belief.....	Page 3 & 4
Philosophy.....	Page 4
Organization of School.....	Page 4 & 5
Programs.....	Page 5
Operational Considerations.....	Page 5 & 6
Enrollment Procedure.....	Page 6
Tuition & Financial Policy.....	Page 7 & 8
Behavioral & Standards.....	Page 8
Discipline Policy.....	Page 8
Attendance.....	Page 9
Illness Policy.....	Page 10
Accident Reports.....	Page 11
Safe Conditions Policy.....	Page 11-14
Curriculum & Classroom Enviroments.....	Page 15
Supply List.....	Page 15
Additions & Changes.....	Page 16
Parent/Student Acceptance Policy.....	Page 17

Mission Statement

New Kent Christian Academy is committed to providing a quality Christian education in a caring spiritual environment with the desire to assist families in evangelizing and discipling their children in biblical truth and the Christian faith. NKCA operates under religiously except from licensure.

Vision

It is the vision of New Kent Christian Academy to offer a godly alternative to other educational options available.

We seek to set aside denominational distinctive and in the spirit of love, unity and liberty function as a preschool operating as a spiritual and educational resource to the greater community of our surrounding area.

Doctrinal Statement

Introduction

Welcome to New Kent Christian Academy. This Parent/Student Handbook is intended to help you by describing school policies and procedures. We urge all those enrolling children at NKCA to read this handbook carefully. Parents of students new to the school will find this handbook a useful tool in becoming acquainted with the school. It is hoped that this Parent Handbook will serve as a helpful resource and as a means of fostering better home/school relations. May the Lord bless you and yours through NKCA.

We believe...

In the essential beliefs, we strive for unity. *“There is one Body and one Spirit... there is one Lord, one faith, one baptism, and one God and Father of us all...”* Ephesians 4:4-6

In the non-essential beliefs, we strive for liberty. *“Accept him whose faith is weak, without passing judgment on disputable matters... Who are you to judge... Each of us will give an account of himself to God... So whatever you believe about these things, keep between yourself and God.”* Romans 14:1, 4, 12, 22

In all our beliefs, we strive for charity. *“If I hold in my mind not only all human knowledge, but also the very secrets of God, and if I have the faith that can move mountains – but have no love, I amount to nothing at all.”* 1 Corinthians 13:2

Did you know one could be positionally right, but dispositionally wrong? Even though one might be correct about doctrine, he/she could still have an inappropriate attitude toward others. However, when believers dwell in unity, there is a place of commanded blessing. *“How good and pleasant it is when brothers live together in unity!... For there the Lord bestows His blessing, even life forevermore.”* Psalm 133:1, 3b

- **The Bible** is the divine revelation of God to mankind, our fixed source of authority for faith and conduct, without error and enduring for all generations and cultures.

2 Timothy 3:15-17, 1 Thessalonians 2:13, 2 Peter 1:21, & Psalm 119:160

- **God** is eternal, having always existed outside of time and space and a single Being consisting of three Persons – Father, Son, & Holy Spirit.

Genesis 1:1 & 26-27, Psalm 90:2, Matthew 28:19, & Luke 3:22

- **Jesus** is the eternal Son of God, without sin, conceived by the Holy Spirit and born of a virgin, one who ultimately restores mankind from sin, and raised from the dead and seated with the Heavenly Father.

Revelation 1:8, Matthew 1:23, 8:16-17, & 28:6, Luke 1:31, 1:35, & 24:39, Hebrews 1:3 & 7:26, 1 Peter 2:22, Acts 2:22, 1 Corinthians 6:14 & 15:3-4, 2 Corinthians 5:21, Isaiah 53:4-5, James 5:14-16, Acts 1:9, 1:11 & 2:33, & Philippians 2:9-11

- **The Holy Spirit** is active today to make people aware of their need of Jesus as well as to empower believers to live the Christian life more victoriously.

John 16:7-13 & 14:16-17; Acts 1:8 & 10:44-46; Ephesians 1:13; 2 Corinthians 1:21-22; Romans 8:16; Luke 24:49; Acts 8:12-17 & 19:1-7; & 1 Corinthians 12:1-31

- **People** are made in the spiritual image of God, fallen from innocence due to a willful choice to do wrong, destined for eternal separation from God, provided an opportunity to be reconciled to God through Christ and invited to accept Christ, repent of sin, and get a fresh start.

Genesis 1:26-30, 3:6-24, Romans 3:23, 5:1, 5:12-19, 6:1-11, 6:23, 8:38-39, & 12:1-2, Ephesians 2:8-9, John 3:3 & 3:16; Acts 20:21, 1 John 1:9, Titus 2:11-13 & 3:5-6, John 10:29 & 15:6, 2 Timothy 1:12, 1 Peter 1:3-5 & 1:16, Hebrews 12:14 & 13:12 Revelation 22:19, Luke 8:13, 1 Thessalonians 5:23, Galatians 2:20, & Philippians 2:12-13

- **The Church** is the body of Christ that consists of all Christians on a three-fold mission to encounter Jesus, encourage each other, and engage the world and respectful of two ordinances – water baptism and The Lord’s Table (Holy Communion).

Ephesians 4:16, Galatians 3:28-29, 1 Peter 2:9, 1 Corinthians 11:26 & 12:13, Ephesians 4:11-11-13, Matthew 22:37-38 & 28:19-20; Acts 10:47-48, Romans 6:4, & 2 Peter 1:4

- **The future** is hopeful for those ready for the imminent return of Christ and bright for the Christian because of eternal life with God.

1 Corinthians 15:51-52, 1 Thessalonians 4:16-17, Revelation 20:11-15, 21:1-7, 22:5 & 22:12-13, Romans 8:23, Titus 2:13, 2 Peter 3:13, John 14:2-3, Mark 9:43-48, & Matthew 25:46

PHILOSOPHY

NKCA will educate children in accordance with the principles of the Christian faith. Through integration of these principles in the process of learning, we believe that children develop Christian values and attitudes by which to live.

Essential to this process of growth and development is the Word of God. Christian principles are an integral part of the curriculum and teaching. The leading and guidance of the Holy Spirit in all aspects of teaching is also a crucial part of the educational process. Christian education seeks to provide a healthy atmosphere in which to teach solid academics and Christian discipleship.

Aligned with this philosophy of education is the realization that man is more than mind and body, but also spirit. Christian education is directed toward the whole person, spirit, mind, and body thus helping children reach their potential as Christian individuals. NKCA focuses on the child’s spiritual growth and his physical needs as well as academic knowledge. This approach to education assists each child in developing a life-style by which his faith will translate into a visible witness.

In light of these principles NKCA offers a program which will provide its students with a wide variety of learning experiences in a Christian setting. The Word of God will be presented to children at their level of understanding and with opportunities and encouragement to practice the ideals being taught.

Christian education begins with Christian families. Ultimate responsibility rests upon parents to “Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6. NKCA in no way seeks to supplant the God-ordained family structure, but to support it in the total education of the child.

Organization of the School

Lead Pastor of New Kent Christian Center: Oversees Director/Principal for New Kent Christian Academy.

Director/Principal: Assists and attends to the needs of the teachers, students and parents. The head of staff responsible for the daily program. The Director/Principal is responsible for the execution of all school-wide policies, marketing and promotion, fund development, overall staff supervision, fiscal operations, facilities management, and assuring daily order. He/she implements policy at NKCA as developed by the Leadership Team at NKCC and is responsible for selecting staff for the program. He/she is responsible for curriculum and instruction. He/she also provides assistance and accountability to teachers, is responsible for overall discipline of students, and overall leadership of the school.

Bookkeeper: Handles all financial related activities including, but not limited to, tuition billing and record keeping, accounts payable, financial statement preparation, bank statement reconciliation, etc.

Teachers: Responsible for the day-to-day activities, instruction, and supervision of their individual classes.

Students: NKCA offers classes to 6 week old's through Preschooler 5 years old, Before & After School, and Summer Camp.

Programs

Preschooler 5 & 4: This is our PreK readiness classroom. Our focus in this classroom is preparing your child for Kindergarten. However, we focus our learning through play and interaction with our friends & adult teachers. This is where the hands and feet of Christ begins, "to go out into the world" and share the love of Christ with love, grace and mercy for others. Learning should be fun! Our class will learn the days of the week, months, year, seasons, follow 3 part commands, remembering parts of a story, understanding time better (morning, afternoon, evening), puzzles, games, pretend play, writing, math, reading, singing, site words, and so much more! The Abeka Book Program is fully used in these classrooms.

3yrs – 30M: Toddler 2 classes will experience huge thinking, learning, social, and emotional changes that will help them to explore their new world, and make sense of it. The focus of our toddler 2's & 3's is reading, singing, pretend play, follow the leader, exploring, learning name & age, taking turns, encouraging positive behavior, coloring, sorting colors, shapes, and objects, learning our different emotions, & Potty training (see Potty training section in this handbook). The Abeka Book Program is used in this class.

30M-12M: During the second year, toddlers are moving around more, and are aware of themselves and surroundings. Their desire to explore new objects, and people also is increasing. During this stage, toddlers will show greater independence, begin to show defiant behavior, recognize themselves in pictures or a mirror, and imitate the behavior of others, especially adults and other children. Toddlers also should be able to recognize the names of familiar people and objects, form simple phrases and sentences, and follow simple instructions and directions. The focus of our Toddler 1 Class will surround reading, singing, nursery rhymes, naming objects, sorting shapes, matching games, simple puzzles, exploring, and begin feeding themselves. The Abeka Book Program is introduced into this class.

0 - 12M: Children reach milestones in how they play, learn, speak, behave, and move. In the first year, babies learn to focus their vision, reach out, explore, and learn about the things that are around them. Cognitive, or brain development means the learning process of memory, language, thinking and reasoning. Learning language is more than making sound, or saying ma-ma and da-da. Listening, understanding, and knowing the makes of people and things are all a part of language development. During this stage, babies also are developing bonds of love and trust with their parents and others as part of social and emotional development. The way a parent or caregiver cuddle, hold, and play with a baby will set the basis for how they will interact with them and others. The focus of this class will surround reading, singing, talking to, praises, cuddling, and playing with a child when they are alert and relaxed. This will help to build into a child's learning development.

Before/After School Program: is designed for morning drop off before school and afternoon childcare. On school holiday's/early dismissal our school program is available to our families. Please notify the staff if your child will not be attending during a early dismissal day or holiday.

Summer Camp: Summer Camp is designed for all day activities. A commitment to attend Summer Camp is required. Students will participate in field Trips once a week, Chapel activities once a week, arts/crafts, music, indoor/outdoor play, movies, reading time and quiet time.

OPERATIONAL CONSIDERATIONS

Policies and Procedures: Parents must accept and agree to abide by all policies, procedures, and purposes of NKCA. The administration solely reserves the right to admit, refuse, discipline, suspend, or expel any student based upon all information pertaining to the child, the collective welfare of the Christian school's constituency, and the cooperation of the parents.

Learning Difficulties: NKCA faculty will do their best to accommodate mild learning disabilities. We encourage parents who have children with speech, social, or development disabilities to contact NKES or GWES to inquire about Early Intervention Programs offered by our local school system.

Health: All students must meet all state health and immunization requirements prior to attendance. The child's physician must fill in the VA Health and Appraisal Form or submit other proof of immunization unless a religious exemption to immunizations is on file. Students with severe allergies potentially requiring the use of an epi-pen must have allergy action plans on file with the school signed by their physician. The same is true in the case of students with asthma.

Special Needs: Although NKCA strives to meet the needs of every student, for the benefit of the child, students with needs that cannot be served by the school's program will be referred to other schools that are designed to meet such needs.

Dispensing of Medication: Prescription medications may be sent to school **with a doctor's original prescription and specific dosage instructions in the original packaging**. Parents must notify the office and/or teacher that the medication is with the child. Medications will be held in the office and the student will come to the office for any doses necessary during school hours. Office personnel may dispense non-prescription medications, such as aspirin, acetaminophen, antacids, etc. **only with prior written permission from the parent and a doctor's note**. This is in accordance with VA State Department of Health regulations. Parents may provide over the counter medications for their children to be kept in the office once a doctor's note indicating that they may have them as needed with parent notification has been received by the school. Specific requirements: 10 working days or less – must have parents written permission. Doctors note for more than 10 days or Nebulizer/Epi Pen.

ENROLLMENT PROCEDURE

Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody **is** required for legal guardian/custodial parent). All forms provided to you upon enrollment must be completed before your child may attend New Kent Christian Academy. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to NKCA upon enrollment, and all immunizations must be kept current. NKCA must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

Before your child/children attend New Kent Christian Center, the following are required:

- **Current immunizations records on each child**
- **Current child physical (within 30 days of enrollment)**
- **Copy of birth certificate**
- **All forms included in the enrollment packet**
- **Payment of registration fee**
- **First week's tuition fee**

From time to time you will be asked to update specific forms. Please respond to these requests immediately in order to avoid any disruptions to your child care services. We reserve the right to suspend services until the requested information is provided to us. If NKCA suspends child care services due to failure to provide requested information on your part, NKCA is not required to hold your child's spot during the suspension period.

TUITION AND FINANCIAL POLICY

Registration Fee: \$50.00 per child fee is non-refundable and must accompany the application for admission.

Tuition: Please see the tuition rate sheet that is part of the enrollment package.

Other fees: field trips, school pictures, and special projects are not included in tuition.

Payments: Tuition is due on Monday morning each week. **A late fee will be imposed for any payments received more than 2 days past the due date of \$5.00. Should any tuition payment reach 10 days past due the student may be suspended from school until the account is brought current. A letter advising parents will be sent when the account reaches 10 days past due.**

*****There will be a \$40.00 fee for all returned checks*****

Withdrawals: NKCA ask for 2 weeks advance notice to be given on Monday Morning if a child will be withdrawing from the program.

Dismissals: In the event of dismissal, the student will be charged for only the days leading up to and including the day of dismissal. If a refund is to be given NKCA has 14 days to refund said amount.

BEHAVIORAL STANDARDS

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Galatians 5:22-23

All schools have policies against any type of violence, fighting, bullying, etc. As servants of the Lord we must do better than that. God's Word calls us to be kind, courteous, and respectful to one another and that is the expectation for our students.

As a Christian school, we strive to honor God in all things, not just academically, but spiritually, emotionally, and physically as well. This goal is articulated through four core values:

1) RESPECT for Authority (God, Teachers, Staff, Substitutes, etc.)

Focus: Attitude

Standard to Uphold:

- * Reverence
- * Willing tone of voice
- * Positive, cooperative attitude
- * Courteous speech and kind actions
- * Protecting one another's dignity

2) OBEDIENCE to Directives

Focus: Response

Standard to Uphold:

- * Prompt, cheerful compliance

- * Honest communications
- * Being a positive role model

3) SELF-CONTROL

Focus: Individual Actions

Standard to Uphold:

- * Thoughtful actions and speech
- * Separating oneself from wrongful speech or actions
- * Practicing safe behavior

4) DISCIPLESHIP

Focus: Growing in Faith

Standard to Uphold:

- * Serving God and others
- * Developing Christ-like character
- * Deepening knowledge of Scriptural truth
- * Helping and encouraging others
- * Resolving conflicts peacefully

Students who choose not to behave in a way that exemplifies these core values will be held accountable in class and be subject to discipline as outlined below.

NKCA DISCIPLINE POLICY

New Kent Christian Academy bases its discipline policies upon the principles of the Word of God which presents God's discipline as primarily being redemptive, not punitive (Hebrews 12:6-11.)

From that foundation, all discipline is administered fairly, lovingly, and with the philosophy that all discipline is for the purpose of correcting wrong behavior, for the good of the child being disciplined. The Bible teaches that God requires discipline, including respect for authority. It is our practice to involve the parent in the process of developing mature behavior patterns. A conference with the parents, students, and the teacher helps to resolve any difficulty that is being experienced. Consistent parental support of the teachers and administration is of major importance in the joint effort of training children. The degree of disciplinary action will reflect the nature and frequency of the offense. Each discipline case shall be reviewed regarding previous violations and individual merit. Parents must be aware that the disciplinary procedure includes, but is not limited to, recess deprivation, Take a Time Out, suspensions and, when warranted, dismissal.

Initially, discipline problems will be handled by the classroom teacher. If a disciplinary problem is persistent, the teacher will contact the parent by phone or when student is picked up; however, not every problem requires a phone call. This is left to the discretion of the teacher. In keeping with Jesus' instructions for resolving conflicts, the first level of administering discipline to students is within the classroom, and by the teacher directly involved. Teachers are to always strive to make the corrective action equivalent to the offense. NKCA **will not** administer any form of physical discipline. Parents are reminded to direct any questions to the classroom teacher before addressing them to the Director of NKCA.

Consequences for Behavioral Infractions

We believe that if we love our students, we will discipline them for their good that it may go well with them, that they may live long, that they may have eternal life, that foolishness will be driven away (Proverbs 22). At the root of the word discipline is found disciple – meaning to teach or to train. This is the heart of discipline – the redemptive work of teaching children God-honoring behavior rather than just applying punitive measures. Correction does not stop with pointing out the wrong, but instructs in the right to produce long-term change.

No Tolerance – Drug & Violence Policy: NKCA has taken a firm stand against drugs (including alcohol, tobacco) and violence. We will not tolerate any drugs or students using drugs at NKCA. Violence such as fights, threats, and

weapons, will be grounds for immediate dismissal and the matter will be referred to the Leadership Team of NKCC & NKCA. Any drugs or violence within the school will be reported to the local Police Department.

ATTENDANCE

Elementary Before & After School

7am-8:10am Student Arrival
 8:10am Bus Picks up Van Riders transported to NKES
 3:25pm Van Riders Pick up from NKES
 3:55pm Van Riders return to NKCA
 4:25pm Bus drops of GWES to NKCA
 4:25pm-4:40pm Afternoon Snack
 4:40pm-6pm Homework assistance

Preschool Hours (during school year): Ages 4yrs – 5yrs

7:00am – 9:00am student arrival
 9:00am-12pm instruction
 12pm-12:30pm lunch
 12:30pm-2pm instruction & dismissal of students
 2pm-3:30pm Rest Time for remaining students
 3:30pm-4pm Snack Time
 4pm-6pm Afternoon Pickup

Preschool Hours (during School year) 3 Yrs & below

7:00am – 9:00am student arrival
 9:00am-12pm instruction
 12pm-12:30pm lunch
 12:30pm-3pm Rest Time for remaining students
 3pm-3:30pm Snack Time
 3:30pm-6pm Afternoon Pickup

Summer Camp Hours: 7am-6pm

7am-9am student arrival
 9am-12pm Summer fun activities
 12pm-3pm lunch, Rest Time (preschool age), Quiet Time (School age).
 3pm-6pm afternoon activities & student pickup

School Year: September-May

Summer Camp: June-August

Holiday's: NKCA will be closed as followed; New Years Day, Good Friday, Easter Monday, Memorial Day, Labor Day, Thanksgiving Thursday & Friday, 4th of July (*In the event this holiday falls on a weekend the staff will determine if Friday or Monday will be observed. Written notice of this will be provided every new calendar year*), Christmas Eve, Christmas Day, & the day after Christmas will be shut down days (*In the event Christmas Day falls on a Saturday or Sunday the staff will determine if a Friday & Monday will be shut down days. Written notice of this will be provided every new calendar year*). **All holidays will be charged at the regular rate.**

School Closings:

If snow occurs NKCA will use Facebook, text messaging, email to communicate school closings. Schools closing **do not** always occur if our local school systems are closed. School closing decisions will be made by the Director and Lead pastor of NKCC. Snow days will be charged at the regular rate. If the building is without heat, water or electric, New Kent Christian Academy cannot be open. If power, water, or heat goes out during the day for longer than a two-hour period, parents will be notified to pick up their children. NKCA cannot remain open over the two-

hour time period in the event of power, water or heat outage. If a staff member is ill or absent, children may be reassigned to a different room. Substitute teachers may be assigned to your child's class. Any questions should be discussed with the NKCA director, 804-557-3773, email: nkca@newkentcc.com.

Absences Notification: **Parents are encouraged to establish regular and punctual habits of attendance for their children.** Please notify NKCA by 9am for preschoolers and by 8am for Before/Afterschool students. If a student whom normally rides the bus/van to school or from the school will not be using NKCA transportation please notify us your child will not be using the transportation services for that day. This lets us know that your child is safe and not expected at time of departure or pickup.

ILLNESS POLICY

These guidelines are for the welfare of all of the children and employees of NKCA. In order to provide a safe and healthy environment, we rely on our parents to monitor their children with these guidelines in mind. As required by the State of Virginia, a child that has any of the following illness or symptoms of these illnesses should be kept at home until the child is symptom free for a full 24 hours without the aid of related medications (ex: acetaminophen, ibuprofen, anti-diarrheal medications and first round of antibiotics).

As outlined by the State of Virginia, infectious diseases, are including, but not limited to, the following:

- Fever (**temperature of 100 degrees or above, within the last 24 hours without medication**)
- Hepatitis A
- Cytomegalovirus (CMV)
- Chicken pox
- Rubella
- Measles
- Pertussis (whooping cough)
- Excessive, non-stop coughing
- Fifth disease
- Undiagnosed skin rash
- Influenza
- Tuberculosis
- Shigellosis
- Giardiasis (microscopic parasite that causes diarrhea)
- Cryptosporidiosis (microscopic parasite that causes diarrhea)
- Campylobacterium (one of the most common causes of diarrhea)
- Diarrhea
- Vomiting
- Meningococcal disease
- Strep Throat
- Pink Eye -diagnosed **or** symptoms associated with pink eye (child must be free of eye discharge before returning to care)
- Ringworm
- Scabies
- Lice (nits and/or eggs present)
- Herpes
- Rotavirus
- Salmonella

NKCA reserves the right to send any child home who is displaying any symptoms of the illnesses listed above and to also request the child be seen by a physician and provide a physician's note before a child may return to NKCA. If a child is displaying symptoms at drop off management reserves the right to not accept the child for care that day. If you are called to pick up a sick child, you must pick up your child within 30 minutes. If a child needs to be sent home and the parents are unreachable, we will call the emergency contacts on the Pick-Up Permission Form.

Teachers will fill out a Symptoms of Illness Notification Form when instruction has been given by management to send a sick child home. If you are asked to sign this form, please follow the guidelines outlined on the form. Also please be aware that we must take the children outdoors and if a child is too sick to play outdoors, the child should be kept home. We cannot make accommodations and keep a child indoors due to illness.

ACCIDENT REPORTS:

Safety is a top priority of NKCA. Yet, there are times when an accident/incident will occur between your child and another child. If the accident/incident requires “more than a hug and a kiss”, our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director’s office. We ask that you sign the copy provided to you and return it to the Director’s office to confirm that you were notified of your child’s injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

SAFE CONDITIONS POLICY:

Ensuring a safe and healthy environment for all children is one of NKCA top priorities. The following steps will be taken to ensure that your child is safe while attending NKCA.

- Children will be actively supervised with the required number of qualified adults who have completed and meet all mandatory employment requirements.
- Children will not be cared for in rooms that are being remodeled, repaired, or painted.
- The director will monitor all interior and exterior areas to ensure the areas are in safe condition for the children.

NKCA will take the following steps to maintain the child care areas:

- Clean the child care facility on a daily basis.
- Keep the facility in a sanitary condition at all times.
- Sanitize toys on a daily basis, furniture, and other equipment used by children will be sanitized weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. This allows us to alert all of our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a “Non-Food Allergy Medical Statement” which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a “Authorization to give Medication” form and an Emergency Action Plan must be on file if your child requires an Epi-pen or other emergency treatment. If your child requires an Epi-pen, or to be given an antihistamine in the event of possible ingestion of the allergy, you must provide the necessary medication to NKCA and it must remain here as long as your child is enrolled. For the overall health and safety of the child with allergies, NKCA reserves the right to refuse service unless the correct preventative medications are provided. NKCA does not provide medications for children as this is the responsibility of the parent. NKCA will notify you when a new Epi-pen or antihistamine needs to be provided per the expiration date.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child **WILL get dirty!!** Children will have opportunities for outdoor play twice a day, weather permitting. Children will go outside if the temperature is above 45 degrees or below 90 degrees with the wind chill and heat index taken in to consideration. **We also encourage parent to please send their child in tennis shoes daily.** We learn through play! It is required that you bring one set of extra clothes for your child in case of a spill or accident. If extra clothing is not provided, NKCA reserves the right to notify you that extra clothing must be brought in immediately if they will be staying for the rest of the day. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

Parents need to bring their children dressed appropriately for outdoor play daily. Outdoor playtime may not occur or be shortened due to weather conditions.

Cell Phones/Electronic Devices: No cell phones! iPods, Game Boys, Kindle Fires, iPads, or other electronic devices, etc., are permitted to be carried only during designated times. Otherwise they are to be left in a secure location in your child's backpack until authorized to remove it. NKCA does not take any liability for lost, stolen, or broken electronic devices. The authorized devices are brought into our program at the owner/child's own risk. Any student bringing a cell phone to school/or to the summer camp program must keep it turned off and in their book bag **NO EXCEPTIONS!** Students found in possession of or using a cell phone, whether for phoning or texting, will risk having the phone confiscated and parents will have to see the director of NKCA before having the device returned to the student. If breaking this rule becomes a recurring action dismissal from the program will be immediate. In addition, it is important to remember the mind of a child and the things introduced into their lives through the use of electronic devices; including TV, videos, music etc. NKCA stands firm on the use of wholesome and educational games. Any games that include death, violence, demons, sexual content, inappropriate language, etc that we believe is **NOT** in the character God intends, will be taken from the child and brought to the parent's attention. The parent will be asked to remove the game in question before the child is aloud to bring the device back to NKCA. If a child is caught a second time playing or watching inappropriate games the child **WILL NOT** be permitted to bring the device or any other devices back into the school. If there are any questions or concerns you have about this rule please speak directly to the director.

Drop Off/Pick Up: Students are to enter the building and be signed in each morning in the front foyer and taken directly to their teacher. Before leaving make sure the teacher is aware the student has been dropped off by verbal communication. Pickup will be either within the student's classroom or from indoor/outdoor play. Before attaining your student please sign them out. It is very important when picking up your student from indoor/outdoor play a teacher is aware you have your child. There are times when a teacher is directing another student and their attention is solely on that situation.

LATE PICK-UP FEE:

There will be a \$2.00 per minute fee added to the weekly tuition bill if pick-up takes place after 6pm. ***This fee is non-negotiable and is the responsibility of all clients.*** NKCA Staff will contact parent at 6:05. If the staff member is unable to make contact with the child's parents they will begin contacting individuals on the emergency contact list after children have been left 10 minutes past closing. **Children left at NKCA longer than 30 minutes past closing will be considered abandoned and Child Protective Services will be informed.**

For security purposes, all visitors to the school are required to check in at the front desk. For the safety and security of all our students and staff doors will remain lock during school hours and you will only be admitted into the building by a staff member of NKCA. A door bell is provided outside of our front entrance so we can easily be notified you need access to the building. The front entrance will be the only entrance used to enter and exit the building during school hours.

Field Trips: Some of the most significant hands-on learning experiences take place on field trips, off school grounds. Parents will be notified of upcoming trips and permission must be granted for students to participate. Please note that siblings are not permitted on field trips and only a set number of parents will be able to ride with their student.

Care of Facility:

All students must respect and care for NKCA facilities and surrounding property. **Gum is not allowed at all on the school grounds.** Food is to be eaten only at lunch and snack time. No littering, particularly in the restrooms.

Lost & Found: Lost and found items will be held until the end of each month. Unclaimed items will be given to charity.

Breakfast/Snacks/Lunches: NKCA does not supply food items. Students arriving before 9am are encouraged to bring breakfast to school. Students should bring daily morning snack & lunch. NKCA provides afternoon snack for preschool students and Elementary age students. If a child forgets their snack or lunch we will provide to the best of our abilities for the child to eat. However, it is encouraged parents/guardians provide these items daily. Parents please do not send your child with popcorn. Parents of students between the ages of 12M-5yrs, please visit <http://www.nationwidechildrens.org/choking-hazard-safety> for safe foods to feed your child.

CHILD ABUSE REPORTING POLICY:

The State of Virginia requires that New Kent Christian Academy and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities, any and all suspected cases of abuse to a child.

At New Kent Christian Academy, our staff is mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

Special Treats: Treats are welcome for birthday celebrations and holiday parties. Parents are to notify the classroom teacher in advance of their child's celebration. Summer birthdays may be celebrated during summer camp. Please check with the classroom teacher regarding any students with specific food allergies to avoid potential health risks. Special treats are for celebrations and we **strongly discourage candy, soda, and other sweets in lunch boxes.**

Transportation: Transportation will be provided during the school year to New Kent Elementary School for those students attending there. Those students enrolled at George Watkins Elementary School will be provided transportation from New Kent County Public School Systems.

GRIEVANCE POLICY

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of New Kent Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of New Kent Christian Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, administration and school committee.

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. (Matthew 18:15-17)

Students/Parents to Teachers:

1. Concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student themselves. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Director. If the student brings the concern, they must have permission from their parents to do so.

3. If the problem is still not resolved, the parents should contact the Lead Pastor for New Kent Christian Center.
4. If the problem is still not resolved, the parents should submit a request in writing, to the New Kent Christian Center leadership team.

Parents to Administrator:

1. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should express their concerns to the Director.
2. If the problem is still not resolved, the parents should contact the lead pastor for New Kent Christian Center.

OUR STAFF:

At NKCA we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly staff is an integral part of providing this environment. Our staff has:

- A detailed interview and screening process.
- Approval by the state of Virginia & Virginia State Police through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

DIAPERS/PULLUPS:

Please provide diapers/pullups and wipes for your non-potty-trained children. All items must be labeled with the child's first and last name. You may bring a package of diapers/pullups to leave in their classroom. You will be notified when your child is running low on these items. Enough items must be provided for a diaper change roughly every 2-3 hours.

TOILET TRAINING:

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the child care program.

Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers will discuss how to proceed. Each child will begin at a different time and progress at a different rate. The staff will always allow enough time for each child to use the potty. Children may not sit on the potty for extended periods of time, no more than 5 minutes. More than 5 minutes on the potty will only be utilized if the child is actually going and needs more time. The staff cannot and will not force a child to sit on the potty if he/she does not want to use it or begins to cry. Due to Universal Precautions, underpants alone can be introduced only after the child has gained control and tells others that he/she needs to use the potty. We will do our best to support efforts in training, but cannot support unrealistic expectation during the process. It is very important to allow the child to make choices and lead the way. This will create less stress and increase the child's feelings of success. The Director and staff are available as a resource to answer any questions about your child's toilet training progress at NKCA. Several complete changes of clothes should be kept at the center during this process. Accidents do happen during toilet training and parents are encouraged to send in several changes of clothing during the training time.

TOYS:

NKCA has a wide variety of toys, games and other resources to offer children during center time. ***Personal toys are not permitted in the program, as they can cause disputes and can be broken or lost.*** The exception to this is a comfort item or sleep-toys which should be labeled with the child's name. NKCA is not responsible for stolen, lost or broken toys or clothing.

CURRICULUM & CLASSROOM ENVIRONMENTS:

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Class divisions are based upon three issues. These are: the individual developmental needs of each child, State set student to teacher ratios, and the overall enrollment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

QUIET TIME:

It is our philosophy that children 5 years and younger need adequate quiet time and/or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch. Realizing each child's rest needs are different, we offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep.

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 0 year of age through Kindergarten will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CURRICULUM OVERVIEW:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals of active learning:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulative, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, and discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation. Modeling and encouraging good table manners.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age; all are posted weekly in each room.

SUPPLIES:

NKCA strives to keep cost down for our families attending our program. To insure this from time to time we will post items needed. Each child beginning our program will be provided with a list of supplies for each classroom. Please bring these items to our open house or upon the child's 1st day of school.

ADDITIONS AND CHANGES:

New Kent Christian Academy reserves the right to edit or adapt the policies in this handbook as needed. New Kent Christian Academy will make all changes and additions available at the time these changes are made. Parents/Guardians will be notified of these changes through the normal written communication system at the time they are made effective.

**New Kent Christian Academy - Parent/Student Handbook Acceptance
August 1, 2017- July 31, 2018**

Please complete, sign, and return this portion to NKCA before the students first day of attending.

I, _____, have read and understand all provisions
(Print Parent's Name)

included in this Handbook. By signing below, I agree to all policies and procedures listed herein and agree to make timely tuition payments according to NKCA policy.

I further agree to support the policy and disciplinary decisions of the NKCA School Director, Staff & Teachers.

Parent's Signature

Date

Child's Name