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Dear Parents,

We are pleased that you are interested in New Life Academy-Early Childhood . We know that as a parent, your first concern is your child's happiness, safety and education.

It is our desire at New Life Academy-Early Childhood to strengthen your child in educational experiences outside the home, as well as promote total physical and mental growth with instruction, love, and understanding. We will provide these experiences, as well as a safe environment, for your child through activities such as art, music, literature, etc. Our goal will be to place within each child a love and knowledge of his Creator.

This parent handbook has been compiled to acquaint you with our preschool. Please become familiar with our policies and procedures and keep this handbook for future reference. Many of your questions have been anticipated and are discussed in some detail; however, we are always available to clarify any matter.

Close cooperation between the home and school is essential to promote the best interest of your child. Parents are encouraged to visit the preschool and to attend the preschool activities. Should you have any questions or concerns, please do not hesitate to contact your child's teacher immediately. Mutual benefits come from a meaningful exchange of information between home and school.

It is our hope that this handbook will be helpful to you and that it will promote that understanding. If you have any questions, please feel free to call us at 291-4181 x3.

Sincerely,  
Robbie Crawford,  
Preschool Director



**NEW LIFE  
ACADEMY**  
— ST LOUIS —

## **Early Childhood Program**

*The pre-school policies are subject to change.  
Please contact the office for updated information.*

### **Purpose of NLPS**

The primary objective and purpose of New Life Academy-Early Childhood is to train the student in the knowledge of God and the Christian way of life and to provide each student with a solid foundation in academics. The teachers of New Life Academy - Early Childhood realize their solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child's future. The administration and faculty demonstrate a caring concern for each child under their care. New Life Academy-Early Childhood operates not for profit in association with New Life Christian School and New Life Center.

### **Statement of Faith**

We believe the Bible to be the inspired and inerrant Word of God. We believe in the virgin birth of Jesus Christ and his substitutionary death, His bodily resurrection and ascension into heaven.

We believe in the plan of salvation which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ and the infilling of the Holy Spirit with the initial sign of speaking with other tongues as the Spirit gives utterance.

We believe in the Second Coming of Jesus Christ and eternal life with Christ for all believers.

We believe in godly living and active participation in a local church of believers.

### **Admission Information**

#### **Admissions Requirements:**

1. Complete and return all enrollment forms.
  - Enrollment Form
  - Physical Form
  - Transportation Waiver
  - Press Release
  - Student Pick-up Authorization Form
  - Emergency Medical Authorization Form
2. Provide a copy of child's birth certificate, and official verified shot record.
3. Pay all fees.
4. Provide a Physician's Report before the first day of preschool.
5. No student may begin class until all enrollment papers are completed and filed in the office, and the account is current.



### **Non-Discriminatory Admission Policy:**

New Life Academy - Early Childhood admits students of any race, color, national and ethnic origin 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 administration of its educational and admissions policies.

**Operating Hours** The preschool is open from 6:30 a.m. to 6:00 p.m. Monday through Friday.

**Holidays** We observe the following holidays, and the preschool is closed on:  
**(If a Holiday comes on Saturday or Sunday, we will observe it on Friday or Monday.**  
**If any other changes are made an official notice will be sent.)**

New Year's Day	Fourth of July
Martin Luther King Jr Day	Labor Day
Presidents Day	Thanksgiving Day and the day after
Good Friday (Friday before Easter)	Christmas Eve
Memorial Day	Christmas Day



## Financial Information

**FACTS:** Families of NLPS are required to pay tuition through FACTS a tuition management company. All accounting is handled electronically by FACTS including end of the year tax statements. Information on setting up the FACTS account is given during the parent orientation.

**Fees:** The following is a list of fees and specific payment dates. This list does not include all fees and obligations. Parents will be notified of other expenses as they occur.

**Registration:** A **\$100.00 registration fee** is due at the time of enrollment and each August. If registration is paid in June, July, or August, a new fee will not be charged until the following September. Registration fees are non-refundable and non-transferable. The registration fee is due before a student is officially enrolled in preschool.

**Tuition:**

<b>Full-time</b>	
1-2 year olds & non-potty-trained students.....	<b>\$200.00/week PT \$42/day</b>
Two yr olds must be in the early preschool class to receive the 2 yr old tuition rate.	
3-5 year olds.....	<b>\$175.00/week PT \$37/day</b>
Three yr olds must be in the preschool class and potty trained to receive the 3 yr old tuition rate.	

**Payment Policy:** Preschool payments are due on Friday for the following week. If your child is picked up after 6:00 p.m., we charge \$1.00 per minute after 6:00 p.m. If payment is not made at the time of pick-up the fee will be added to the students' FACTS account on the following day and it will be withdrawn automatically with the next tuition payment.

**Late Payment Fee:** If weekly payments are made after 6:00 p.m. on Monday, a late fee of \$10.00 will be assessed. **A child will not be accepted to the center for care on Wednesday until the balance is paid in full.** Monthly payments must be made by the first of the month. On the second day of the month a late fee of \$10 will be assessed. The third day of the month, the payment must be made or the child will not be accepted for care.

*\*The tuition rates are firm and must be paid in advance. Parents always pay the full week's tuition including holidays, whether they are in class one day or five days per week. This policy is the same for part-time students.. In special circumstances, part-time students may request to change a regularly scheduled day for another day. This can only be done once in a month and it is not transferable to another month.*

New Life Academy-Early Childhood operates from 6:30 a.m. to 6:00 p.m., Monday-Friday. If your child is picked up after 6:00 p.m., we charge \$1.00 per minute after 6:00 p.m. If the late fee is not paid at the time of pick-up, it will be added to the next scheduled FACTS payment. We ask that you sign your child(ren) in when you arrive and sign them out when you leave with them. Classes begin at 8:30 a.m.

**Discount:** There is a 10% discount on the oldest child/ren for families with 2 or more full-time children enrolled in NLPS. This discount does not pertain to students enrolled in New Life Christian School.

**Curriculum Fee:** There will be a \$60 charge each year to cover curriculum books & supplies for each child ages 1 through 5. This fee must be paid upon initial enrollment and also by September 1<sup>st</sup> each year.

**Snow (or Emergency Closure) Days:** If NLCS is closed, then NLPS will normally be closed also. No reimbursement is made for the first snow day in one academic week (Monday through Friday). The second, third, fourth and fifth snow day in one academic week will be reimbursed at the current daily rate that is paid for each child enrolled full-time. The reimbursement will be made with a credit on the following tuition payment. A make-up day will be granted to part-time students for each snow day in which he or she would normally be in attendance.

Should it be necessary to close the preschool, parents will be notified as soon as possible by telephone announcements on the SchoolReach program and/or announcements on KMOX. There will be no announcement if the preschool is open as usual.



**Non-Attendance/Vacation Policy:** Each year, after 6 months of full-time enrollment, a vacation week is offered in which the tuition is waived for 5 days. The student must not be in attendance at the pre-school during the vacation days. A written request must be submitted prior to the vacation days and approval granted by the Director. The vacation week will only be granted if the family's account reflects a zero balance at the time of the request. (The vacation policy does not apply to part time students)



In special circumstances, part-time students may request to change a regularly scheduled day for another day. This can only be done once in a month and it is not transferable to another month. A change can only be made if there is a space available in the classroom for the day requested and if it is approved by the classroom teacher at least 24 hours in advance. NLPS will not approve a change for the same day that it is requested.

**Returned Check Fee:** Should a check be returned to the school from the bank, the account will be assessed a service charge of \$35. When a person has issued us two checks that fail to clear the bank, payments thereafter must be made in the form of money order, or cashiers bank check.

**Withdrawal from School:** Parents must notify the preschool office *two weeks prior* to withdrawal. *Notice must be given in writing in the form of an exit interview form provided by the office.* This helps both the parent and the school. If a two-week notice is not given, your account will be charged an additional 2 weeks tuition fee.

**Attendance Policy:** NLPS accepts only full time students, *however, if a classroom has openings and there is no one to fill those, we will accept part-time, only until a full-time student is available, at which time you will have the choice to enroll full time or lose your spot.* Regular attendance and punctuality are required if each child is to benefit from the instructional program. We require that children be present by 8:30 a.m. when the morning classes begin. The academic school day is from 8:30 a.m.- 3:30 p.m.

## Discipline

Good discipline means that the classroom is relatively free from confusion, disorder and anti-social behavior. It means that each child and the group as a whole operates freely within a structural framework which each understands, accepts and incorporates into behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves personal responsibility on the part of both the student and teacher. Good behavior and cooperation is required of the students who attend NLPS.



*The time out* method of discipline will be used by this Preschool. Children will be set aside by themselves and given a time to *cool off* so they will be ready for a conference with the lead teacher. By spending *time out*, we feel that the child will have time to think about his conduct and when talked to by the lead teacher, will be more apt to recognize the error and therefore see the need to correct his behavior.

If the above fails, the child will be taken to the Director's office. They will spend time together working on the problem area. After two such meetings, a conference will be set up with the child's parents to inform them about the

problem behavior of said child. Parents and Director will work out a plan of action to be followed so behavior can be corrected.

We help build children. This means we show tender, loving care. Therefore, the following will be observed:

- There shall be no cruel, harsh, or unusual punishment.
- No child shall be humiliated or subjected to profane language or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toilet accidents.

**New Life Academy-Early Childhood seeks to cooperate with parents to develop the following characteristics in their children.**

1. Cheerful obedience to authority.
2. Cleanliness in person and property: keeping clean and neatly dressed, putting trash in trash cans, and picking up paper on the floor and playground.
3. Cooperation with others, inside and outside the playground.
4. Courtesy and respect for others: being quiet in class, raising hands to speak, not interrupting others, walking—not running in the building, eating with proper manners.
5. Good conduct in respect to recreation, social relationships, and language.
6. Respect for the property of New Life Academy-Early Childhood and other people.
7. Responsibility in completing tasks.
8. Truthfulness and honesty.



## **Disciplinary Action**

True discipline results from self-discipline rather than external regulation.

New Life Academy - Early Childhood is based upon spiritual principles and strives to be both firm and fair. It is expected that good behavior will be the norm and discipline problems the exception.

**If your child comes home complaining about a policy or discipline, please follow these procedures:**

1. Give the teacher the benefit of the doubt. Model trust and respect of authority to your child.
2. Realize that a child will report from an emotionally biased viewpoint. All facts may not be presented.
3. Realize that the preschool has reasons for rules, and they are enforced without favor.
4. Support the preschool and call us for all the facts.

**When a problem arises with a student, the following procedures will be used:**

1. The teacher will try to handle the problem personally with the student.
2. If the teacher is unsuccessful in correcting the child's behavior, she will enlist the help of the parents and/or director.
3. If problem continues, a conference will be scheduled with the parents, child, teacher and director.
4. Extreme cases may result in termination from the preschool.



## Naptime Policies

In an article, “Is Napping Necessary” from education.com, Donna Freiner gives this advice, “Daily naps for children are essential for good days and good nights. Many parents believe their child will sleep better at night without a nap during the day. However, if your child is overly tired, they may become stressed and irritable, and their behavior may actually worsen. Often they become overactive, making it difficult to fall asleep at bedtime...Napping daily can be beneficial for your children,

working wonders for both their mood and yours. Children who nap have longer attention spans and are less irritable than those who are not napping.”

Preschool/daycare programs are required by the state to have a naptime each day for all preschool-age students. These are New Life Academy-Early Childhood policies concerning naptime:

1. All students must have a clean blanket and pillow and it must be taken home every other week to be washed.
2. Naptime is between 12 and 2 p.m. each day for all of the classrooms.
3. All students are required to sleep or lay quietly on their cot during naptime so the teachers are not hindered from preparing the classroom for the afternoon activities and the other children in the class are able to get the adequate sleep that they require.
4. All students are required to be in attendance at school from 8:30 a.m. to 3:30 p.m. This policy is in place for the following reasons:
  - a. We must have as few distractions and interruptions as possible in order for all of the students in the class to get the most out their day. Children are easily distracted and have short attention spans, so we try to keep the classroom activity with people coming in and out of the classrooms as few times as possible after the school day starts. Preschool students need structure and tend to become easily distracted if a teacher’s attention is taken away from her duties to help a child transition into the classroom or to talk with adults. **Please do not try to transition a student into the classroom after 8:30 p.m. No special services for a child by an outside source may be conducted on the preschool premises.**
  - b. Students who sleep in later, are not on the same schedule as the rest of the class and may be disruptive during nap time and prevent other students from getting the rest that is needed. **Please do not bring your child to school late in the morning or at lunch time.** If a child has been brought in late and will not sleep at naptime and is disruptive, we will call the parents and ask for the child to be picked up.
  - c. If students come in late, they may be on a different eating schedule than the rest of the class. Our snacks are timed carefully throughout the day to make sure the students have enough nutrition to function properly in the classroom but are not sluggish or overly hyperactive. **Please do not send in food or request for a child to eat after snack time is over.**
  - d. New Life Christian School starts at 8:30 a.m. and we want to keep the traffic of parents walking through with their children after that time to a minimum. **If you need to go through the hall with your child after 8:30 a.m., please do not allow your child to make noise or run ahead or behind you.**

When parents follow the guidelines requested for the school day attendance, it benefits everyone in the class. Please be courteous and respectful of all the students and teachers in your child’s learning community and drop your child off before 8:30 a.m. Please see the front office if you have further questions or concerns.

# Health and First Aid



New Life Academy-Early Childhood complies with Missouri Department of Health requirements for immunization and physical evaluation. Both forms must be on file with the office before admission to preschool.

Children enrolled at New Life Academy - Early Childhood are to be observed before entering their group so we can maintain a healthy environment for all children at the school. In order to protect your child and all the children in the preschool, we will adhere to these policies as prescribed by the Missouri Department of Health for Preschools:

If children exhibit any of the following symptoms, they will be sent home. The child must be free of any of these symptoms before returning to school.

- Diarrhea more than twice
- Severe coughing - If the child gets red or blue in the face or makes high pitched croupy or whooping sounds after coughing.
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pink eye-tears, redness of eyelid lining, irritation, followed by swelling, or discharge of pus.
- Unusual spots or rashes
- Unusually dark, tea colored urine
- Gray or white stool
- Sore throat or swallowing difficulty
- Infected skin patch- crusty, bright yellow, dry or gummy areas of the skin.
- Fever over 100 degrees
- Headache and stiff neck
- Vomiting
- Severe itching of the body or scalp or scratching of the scalp, or the presence of nits

With the presence of any other symptom which the administration deems atypical, the family will be asked to remove the child from NLPS and bring a doctor's note for re-admission.

**If your child is sent home with fever over 100 degrees, he/she must remain out of preschool attendance until the/she has been fever-free for 24 hours.**

**Administering Medication** Medication will only be administered by the school if the parent has completed a written and signed request form that must be updated daily. The medication must be in the original container, properly labeled with the student's name and dosage direction.

## **Provision for Emergency and First Aid Care:**

Students with minor injuries will be given first aid and returned to class after a short observation. Students with serious injuries will be given first aid and parents notified. If warranted, student will be taken to DePaul Hospital in school vehicle or ambulance. If parent are not available at time of transfer, designated school personnel (with *Emergency Medical Release* form) will accompany and remain with the student until parent/guardians assumes responsibility.



## General Policies

**Curriculum** The preschool uses a professional Christian education curriculum, ABeka Book, which endeavors to train and build each child mentally, socially, and spiritually. This is combined with “i-school” which adds the hands-on, learning through play component with science, social studies and computers. This component emphasizes discovery learning through developmentally appropriate exploration and pretend play. NLPS also has daily Bible, character-building lessons, as well as Spanish, Music and Art classes.

### Items to Bring

Two changes of clothing

One blanket and a small pillow

Diapers and wet wipes (until potty trained)

(soiled clothes will be sent home for laundering)

If in the Toddler or Early Preschool Class and/or potty training please provide diapers or pull-ups that fasten on the sides and send children to school in clothes that they can pull up and down unassisted.

(No belts or onesies, please)

Please do not allow your child to wear jewelry or open-toed sandals, slip-ons or flip-flops to school as these are possible hazards, especially when playing in a group of other children.



### Identification of Personal Property

All student property must be clearly identified by name and preferably phone number.

**Toys** Children may bring a toy for Show-n-Tell on Fridays only. Teachers may specify the item depending on the letter or color they are learning during that particular week. NLPS is not responsible for items lost, stolen, broken or disfigured in any way.

### Snacks and Lunch



A morning and afternoon snack is provided each day.

A hot lunch is also provided each day. If you choose to bring a lunch for your child, it needs to be items that do not need heated nor require any teacher preparation. Any food brought from home should have the child’s name and the date written on the container/s.

### Correspondence

Good communication is very important. Teachers will correspond with parents from time to time by sending notes and class papers home with the student. The purpose of the communication is to keep parents informed of the child’s progress, needs and upcoming events. Please check the designated space for your child in the classroom when you arrive to pick up. Also there is a Parent Information Board located in each classroom and a General Information Board located in the main hallway. The teachers will display the daily lesson plans on the classroom whiteboard and the student’s work around the room. The director will make updates to the website to help keep you informed.

### Photographs

Individual pictures will be taken annually in the Fall. If parents wish to purchase pictures, the company will provide the forms necessary and parents will be advised of the date and cost. We do ask that all children are photographed and no purchase is required. This ensures that we have complete class photos.

### Parties

Holiday parties will be planned each year. These include Fall Harvest, Thanksgiving, Christmas, Valentine, Easter, St. Patrick’s Day and End of Year party. We strive to maintain a Christian perspective in the celebration of various holidays. However, it is not our policy to undermine the way each family celebrates the holidays. As a school, we focus on Christ’s birth as the message of Christmas, God’s love as we celebrate Valentine’s Day, Christ’s resurrection as we discuss Easter and Fall Fun instead of Halloween. New Life does not promote Santa Claus or the Easter Bunny.



**Birthday Parties** Birthday parties will be during normal snack time (9:00 a.m. or 2:30 p.m.). Food must be store bought and in their original, unopened containers. Parents may supply “goodie bags”, they will be sent home with the child at the end of the day.

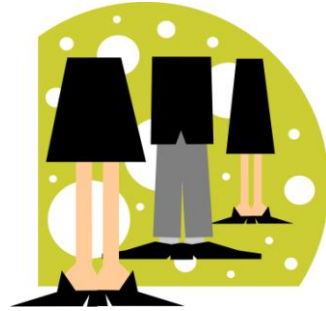
**Field Trips** The 4 & 5 year olds classes will take interesting and educational field trips from time to time as a vital part of the instructional program. Small fees may be charged to cover expenses. Before students can go on field trip, parents must sign the Transportation Waiver. This form is signed at registration and becomes a part of the student's file. **Parents assisting with field trip or attending are not to bring younger children.**

**Volunteers & Visitors** Parents visiting or volunteering must check through the director's office before going to the classroom. Young children of visitors or volunteers are not to be in the classroom.

## Fire and Emergency Drills and Procedures

The following is the procedure for fire drills:

1. The alarm will be a three bell alarm.
2. The classes will leave the building in a quiet and orderly manner. Teacher may give other instructions as needed.
3. All school supplies and books should remain in the classroom.
4. The teacher will take the attendance sheet and leave the room last.
5. The door to the classroom is to be closed, but not locked.
6. Office staff will assist in evacuating the nursery children.
7. Class groups are to remain together in designated areas. Teacher will take attendance and report absentees to director.
8. The director will give the "all clear" signal. Classes will return promptly to their rooms.



In case of tornado warning or other emergencies where leaving the building is not advisable, students will be evacuated from classrooms to designated places and sit with their backs to the wall. Doors to the classroom are to be closed. Students must remain calm and quiet and be prepared to receive additional instructions.

**Drop Off and Pick Up of Children** Children should arrive to school by 8:30 a.m. at the latest and are to be brought to the classroom by parents or guardians, not by other siblings. To ensure the safety of your child, only authorized persons on the pick up list will be permitted to pick up your child. A written note from a parent or a phone call will be required before your child can be released to anyone not on the list. Any pick up person not known by our staff should be prepared to show picture identification.

We request that you be responsible for signing your child in and out each day and walking your child into the classroom. The sign in/out books are in the child's designated drop off and pick up classrooms. If you have any questions, a staff member can assist you.

There are several designated times throughout the year when parents are invited to join in the classroom activities (i.e. class parties and weekly special events). Due to safety and liability issues, parents are asked to not stay in the classroom for more than the time it takes to drop off or pick up a student other than during these special events. (The "classroom" would be anywhere that students are together for an activity such as the playground, gymnasium, etc.) Parents are asked not to interact with the other students or go into a classroom where their student is not enrolled. At times of pick-up and drop-off, when parents must enter the classroom, they are asked to enter quietly without disrupting the classroom order and to exit as quickly as possible in order to maintain the continuity of the classroom setting. Parents should only enter the classroom to pick-up or drop off a child. If parents are at the center for another purpose than to pick-up or drop off a child, they should go to the preschool office.

Thank you for your cooperation.

*\*\*Special Note - Preschool hours are from 6:30 am - 6:00 pm. There is an after 6:00 fee that is charged to anyone clocking out after 6:00 pm. The fee is \$1.00 per minute, regardless of incident.*

