

# Parent / Student Handbook



**N E W • L I F E**  
**A C A D E M Y**

## Table of Contents

<b>WELCOME TO NEW LIFE ACADEMY .....</b>	<b>3</b>
<b>OUR VISION.....</b>	<b>3</b>
<b>OUR MISSION .....</b>	<b>3</b>
<b>STATEMENT OF FAITH .....</b>	<b>3</b>
<b>NEW LIFE FAMILY CHURCH.....</b>	<b>3</b>
<b>GOALS AND OBJECTIVES .....</b>	<b>4</b>
<b>CURRICULUM.....</b>	<b>4</b>
<b>ADMISSION PROCEDURES .....</b>	<b>4</b>
ENROLLMENT – NEW LIFE ACADEMY (NLA).....	4
<b>REGISTRATION .....</b>	<b>5</b>
<b>RE-ENROLLMENT POLICY .....</b>	<b>5</b>
<b>WITHDRAWAL POLICY .....</b>	<b>6</b>
<b>FINANCIAL POLICY .....</b>	<b>6</b>
FULL-TIME ACADEMY.....	6
CHILDCARE AND PRESCHOOL.....	7
PENALTIES.....	7
<b>REFUND POLICY .....</b>	<b>7</b>
<b>DISCIPLINE POLICY-ELEMENTARY.....</b>	<b>7</b>
SCHOOL WIDE RULES.....	8
<b>DISCIPLINE- CHILDCARE AND PRESCHOOL.....</b>	<b>9</b>
<b>GRADING POLICY .....</b>	<b>10</b>
<b>HOMEWORK POLICY .....</b>	<b>10</b>
EXPECTATION OF THE STUDENT.....	10
EXPECTATION OF THE TEACHER.....	10
<b>ATTENDANCE.....</b>	<b>11</b>
SCHOOL HOURS.....	11
CHILDCARE, PRESCHOOL HOLIDAYS.....	11
CLASS ATTENDANCE PRESCHOOL 3’S – 4’S.....	11
TARDIES- PRESCHOOL AND ELEMENTARY.....	11
<b>ABSENCES .....</b>	<b>12</b>
EXCUSED ABSENCES.....	12
EXPECTED ABSENCES.....	12
<b>ARRIVAL AND DISMISSAL.....</b>	<b>13</b>
CHILDCARE AND PRE-SCHOOL.....	13
FULL-TIME ACADEMY.....	13
<b>DRESS CODE – UNIFORM POLICY FOR PS 3’S, PS 4’S AND ELEMENTARY.....</b>	<b>13</b>
GENERAL RULES.....	13
BOYS.....	14
GIRLS.....	14
HEALTH AND FIRST AID .....	14
HEALTH FORMS.....	14
VACCINE .....	15
STATE REQUIRED SCREENINGS .....	15
MEDICATION .....	15
FIRST AID .....	16
FOOD ALLERGIES – DIAGNOSED .....	16
ILLNESS AND EXCLUSION POLICY.....	16
MILD COLDS/EAR INFECTIONS .....	18
<b>GENERAL INFORMATION.....</b>	<b>18</b>

BIRTHDAYS .....	18
BITING .....	18
BREAKFAST .....	18
BREASTFEEDING .....	18
CELL PHONES AND ELECTRONIC DEVICE POLICY .....	18
CHANGE OF ADDRESS - UPDATING INFORMATION .....	18
CHILD ABUSE REPORTING LAW REQUIREMENTS .....	19
COMPLIANCE HISTORY .....	19
CONFIDENTIALITY .....	19
CUSTODY SITUATIONS .....	19
BRIGHTWHEEL .....	20
EMERGENCY CLOSINGS AND PREPAREDNESS PLAN .....	20
INCLEMENT WEATHER .....	20
EVACUATION AND EMERGENCY RELOCATION SITE .....	20
COMMUNICATION .....	20
FIRE AND EMERGENCY/LOCKDOWN PREPAREDNESS PLANS .....	20
FIRE AND SEVERE WEATHER DRILLS .....	21
FACEBOOK/INSTAGRAM .....	21
FEE INFORMATION .....	21
FIELD TRIPS - ELEMENTARY .....	21
FUNDRAISERS/WAYS TO HELP .....	21
GANG-FREE ZONE .....	22
INFANT SAFE SLEEP .....	22
HOLIDAY CARE - ELEMENTARY .....	22
LOST ITEMS .....	22
LOST AND FOUND ITEMS .....	22
MEALS .....	23
MINIMUM STANDARDS FOR CHILD CARE CENTERS .....	23
OPEN DOOR POLICY .....	23
OUTDOOR PLAY .....	23
PARENT CODE OF CONDUCT .....	23
PARENT NOTIFICATIONS .....	23
PHOTOGRAPHS .....	24
P.E.P (PARENT ENGAGEMENT PROGRAM)/VOLUNTEERS .....	24
RACIAL DISCRIMINATION POLICY .....	24
REST PERIODS .....	24
SCHOOL SAFETY POLICIES .....	24
SEARCHING STUDENTS .....	24
SMOKING .....	24
SPEED LIMIT/PARKING LOT .....	25
SUMMER CAMP - ELEMENTARY .....	25
TELEPHONE CALLS/E-MAIL .....	25
TRANSPORTATION .....	25
VISITORS – ELEMENTARY LUNCH .....	25
VOUCHER POLICY .....	25
WEAPONS/ILLEGAL DRUGS POLICY .....	25
<b>IMPORTANT PHONE NUMBERS.....</b>	<b>26</b>
<b>ARBITRATION AGREEMENT .....</b>	<b>26</b>

## **WELCOME TO NEW LIFE ACADEMY**

We are a ministry of New Life Family Church and have provided quality education and childcare since 1986.

### **OUR VISION**

**KNOW. GROW. DO.**

We desire to see your children  
Know God, Grow in faith, and Do what God has called them to do.

### **OUR MISSION**

To provide an excellent education for your child both academically and spiritually.  
We are committed to laying the groundwork for your child's future.

### **STATEMENT OF FAITH**

The Apostles' Creed

I believe in God the Almighty  
Maker of heaven and earth

And Jesus Christ, His only Son, our Lord: who was conceived by the  
Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate,  
was crucified, dead, and buried;

on the third day He rose again from the dead;  
He ascended into heaven and sits at the right hand of God the Father  
Almighty; from there He shall come to judge the living and the dead.

I believe in the Holy Spirit, the Church universal, the communion of  
saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

Amen

### **NEW LIFE FAMILY CHURCH**

<http://newlifefamily.us>

## **GOALS AND OBJECTIVES**

- To teach the Bible as the inspired and only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).
- To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23).
- To help the student develop a **Christian** world view through academic instruction in mathematics, science, language arts, writing, social studies, and a variety of extra-curricular studies.
- To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11).
- To teach and encourage the student to use good social skills, manners, and problem solving habits (Psalm 1:1-3).
- To provide a Christ-centered classroom, Christ-centered curriculum, and Christ-centered teachers to support the parents in their responsibilities of educating their children spiritually, academically, physically, socially and emotionally.
- The guidelines and policies in this handbook have been prayed over and proven. Any exception to a guideline or policy for one family will not be considered to be an exception to the guidelines or policies for anyone else.

## **CURRICULUM**

New Life Academy (NLA) uses the Abeka and Bob Jones University curriculum for Preschool 3's, PK 4's, and Kindergarten. Every subject is approached from a Christian perspective, and builds a strong foundation in early literacy skills as well as math, science, and history.

## **ADMISSION PROCEDURES**

### **ENROLLMENT – NEW LIFE ACADEMY (NLA)**

New Life Academy (NLA) is a private Christian school. The parents of any student attending NLA must be able to support the philosophy, objectives, and policies of the academy. The administration reserves the right to withhold acceptance of any student if it is felt that the school is not equipped to educate the student.

Preschool 3's-Kindergarten students must turn the age of the class by September 1 of the school year in order to apply for admission. For example, a new student to enter PS3's, must be 3 years old by September 1.

Students enrolling at NLA are assigned to the grade level for which they are ready; chronologically, emotionally, and academically.

The following procedures must be followed before a child can be formally enrolled:

- Tour the facilities with the academy's administration.
- Complete application for admission and sign up for Brightwheel

- Sign the financial agreements.
- Schedule interview with parents and child with NLA administration.
- Submit the registration and pay registration fee, curriculum fee (if needed) and 1<sup>st</sup> weeks tuition.

Each student is admitted on a 30-day conditional basis. We want to make sure both NLA and your family are a good fit for each other. Likewise, each student is permitted to continue in his studies or care on a conditional basis. The six (6) conditions of continued enrollment are as follows:

- Parents must faithfully meet all financial obligations toward the school.
- Parents must faithfully support the spiritual and disciplinary goals of the school.
- Parents must faithfully supervise academic obligations of the school. This includes arriving to school on time and picking up your children in a timely manner.
- There must be a mutual agreement about the expectations and quality of care provided.
- There must be a genuine attempt on all parties to biblically resolve any differences.
- There must be no activity that would place another child, staff member or this facility in jeopardy.
- All state paper work must be on file.

Failure to meet these conditions could result in withdrawal.

## **REGISTRATION**

### **PRESCHOOL 3'S THRU ELEMENTARY**

During the month of January, re-enrollment opens to current students. Enrollment opens to the public beginning the first Monday in February. Parents are asked to complete registration online, pay the fees and sign the financial agreement. **(This is non-refundable and non-transferable).**

### **CHILDCARE AND PRESCHOOL**

- Attendance in childcare and preschool programs must begin within 2 weeks of paid registration.
- **ALL** state required documents **MUST** be on file within 2 weeks of enrollment. These include the Day Care Admission Form, Hearing and Vision testing result (3's and up), current Immunization records (including hearing and vision test results), and a copy of the child's birth certificate.
- School begins at 8:30 for Preschool

## **RE-ENROLLMENT POLICY**

NLA believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to accomplish the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student and/or his or her parents or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

The admission process is usually sufficient to ensure that students who are admitted have the ability to do the academic work required at NLA; however, re-enrollment is not automatic. Students must earn their place in the school each year. When a student continues to have academic difficulty, it may become apparent that NLA is unable to serve his or her best interests, and accordingly, he or she may be denied re-enrollment.

***The decision not to offer re-enrollment to a student is made by the administration after discussion with the student's teachers. Written comments, grades, progress reports, and conferences should supply early warning to both student and parents when persistent problems arise.***

## **WITHDRAWAL POLICY**

- **CHILDCARE/PRESCHOOL** - NLA requires that you give a 30 day **written notice** to withdraw your child. If a child is withdrawn and later reinstated in the same school year, there will be a \$50.00 re-enrollment fee. All registration fees are non-refundable and non-transferable. Textbooks and curriculum remain the property of NLA.
- **ELEMENTARY** - Student records can be released to the parents with a five-day notice and after all financial obligations have been met. All official record requests received from another school will be honored and records will be sent directly to the new school if accompanied by parent/guardian's signature and if financial obligations have been met.

**All accounts must be current for student records to be released.**

NLA is interested in quality parents as well as quality students. The student is not expected to excel academically on every report card in order to continue at the school. However, the administration believes parental cooperation to be a vital element of education for the student.

## **FINANCIAL POLICY**

### **FULL-TIME ACADEMY**

- Registration fees are payable annually. Class placement guaranteed by the registration fee will be forfeited if the first tuition payment has not been made by 1<sup>st</sup> day of school.
- Tuition may be paid in full by July 15 to receive 5% savings or paid in 10 monthly payments beginning August 1 through May 1. Tuition is due on the 1<sup>st</sup> of each month and late on the 6<sup>th</sup>. **A \$10.00 late fee will be added the 6<sup>th</sup> day of each month and \$1.00 per day thereafter including week-ends and holidays.**
  - **Any Full-Time Academy tuition over 30 days past due will cause the student to be withdrawn unless previous arrangements have been made with the academy administration.**
- **It is policy that your obligation to pay the tuition and fees for the full academic year for K5 is unconditional and after the first day of school no portion of such fees paid or outstanding will be refunded.**

## **CHILDCARE AND PRESCHOOL**

- Tuition is due monthly for PS 3's and PS 4's or can be paid in advance.
- Any childcare tuition more than 15 days past due will result in the student being withdrawn from class and re-enrollment fees will apply. Any childcare tuition five business days past due will be subject to a **late charge of \$10.00 on the 6<sup>th</sup> day and \$1.00 per day thereafter including week-ends and holidays.**
- Tuition fees are based on "space reserved", not attendance. Parents are responsible for fees as long as a "space" is being reserved. There is no reduction in fees for holidays, illnesses, or temporary absences.
- We will grant 50% off for a written, preapproved vacation week, with a 30 day notice.

## **PENALTIES**

Failure to meet all financial obligations by year-end will result in late fees and withholding of records.

- There will be a \$30.00 charge for all returned checks or returned charges in addition to any applicable late fees or bank fees.
- NLA reserves the right to forgive any whole or part of debt owed to NLA. Forgiveness of one debt does not constitute forgiveness of others' debt.

## **REFUND POLICY**

NLA has financial and contractual arrangements with faculty, staff, vendors, etc., which are made in the spring before the beginning of the school year. These obligations make it **mandatory** that we require families to commit financially **upon registration for the entire school year.**

For NLA to meet its contractual obligations to faculty, staff, and others, the refund policy is very narrow. Basically, there is no refund for **any reason other than the ones described in this document.**

- 1) Each family who commits in January, or thereafter, is responsible for the full tuition of that student.
- 2) The Director shall maintain and monitor both a wait list for those wishing to enter a NLA class and a departure list for those who have committed but who cannot return to NLA.
- 3) Under no circumstance shall any registration fees be refunded.
- 4) No portion of the tuition shall be refunded for a student who either is withdrawn or withdraws for disciplinary reasons.
- 5) No tuition can be transferred from one student to another.
- 6) All accounts must be current for report cards and test results to be released.

## **DISCIPLINE POLICY-ELEMENTARY**

NLA recognizes that God has given the parents the responsibility of educating the child spiritually, mentally, physically, emotionally, and academically. NLA is an "instrument" chosen by the parent to **assist** in this educating process.

At the heart of student discipline at NLA is the desire to accomplish God's best in each and every student that is entrusted to our care. Thus, we look to Jesus Christ as our guide, source, and example, constantly pointing the children toward Christ-like behavior and character.

Proverbs 22:6 tells us as parents, "Train up a child in the way he should go: and when he is old, he will not depart from it." From this verse two things are clear. First, we must train a child in the right way to go. Secondly, if we succeed, that child will continue to do right as an adult. In other words, the end result of proper discipline is self-control. Inappropriate behavior would include but not be limited to cheating, stealing, lying, vandalism, foul language, unacceptable physical contact and worldly pursuits.

The teachers and staff of NLA are Godly people, trained in Christian discipline. Most incidences of negative or undesirable behaviors are handled in the classroom, by the teacher, using a variety of corrections including, but not limited to, time-out, discretionary seating, and a phone call to parent, removal of privileges or special assignments.

Discipline like most things, requires consistency.

### ***SCHOOL WIDE RULES***

- 1) I WILL listen and follow directions the first time they are given.
  - a. Proverbs 1:5
    - i. "Let the wise listen and add to their learning, and let the discerning get guidance"
- 2) I WILL talk at appropriate times only.
  - a. Colossians 4:6
    - i. "Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone"
- 3) I WILL come to class with my material and assignments ready.
  - a. Titus 3:1
    - i. "Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good,"
- 4) I WILL keep my hands, feet and other objects to myself.
  - a. Ephesians 4:32
    - i. "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."
- 5) I WILL practice non-disruptive behavior in all areas of the school.
  - a. Titus 2:6-7
    - i. "Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness"

An office visit should be reserved for serious offenses (damage to school property, abuse of another child, profanity, etc.) or a child who consistently misbehaves and does not respond to your consequences or correction.

**This discipline policy includes conduct that occurs both on and off school property.**

All students will be treated in a loving, Godly manner. Discipline will be based on the seriousness of the offense, student's age, frequency of misconduct, and the condition of the student's heart (repentance).

Academic penalties will not be imposed for disciplinary action. If a student misses an assignment because of behavior he/she will be expected to complete make-up work within the time designated by the teacher.

### ***DISCIPLINE- CHILDCARE AND PRESCHOOL***

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. NLA staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. We also teach the children manners, kindness and to be respectful to others.

The children are explained the rules frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys the appropriate guidance techniques will be used. These techniques are as follows:

- Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
- Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
- Time-Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
- When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.
- Suspension/Expulsion: Examples include hurting friends, continued not listening, use of foul language (children or parents), parent's failure to pay, and anything else we deem necessary.

Note: While on campus, our teachers have been asked to redirect any child that is not following the rules, regardless if they have been checked in or out.

Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. NLA reserves the right to terminate care for the child for discipline problems at any time.

## **GRADING POLICY**

Report cards are issued to each student enrolled in Kindergarten every nine weeks. All report card envelopes should be signed and returned to school the next school day.

An email notice will be sent to the parents of any student who has less than a "C" average at the end of the fourth week of the grading period. The following grading scale will be used in computing all averages:

A+	100		C+	79 – 78		E	Excellent
A	99 - 92		C	77 – 72		S	Satisfactory
A-	91 – 90		C-	71 – 70		N	Needs Improvement
B+	89 – 88		D	69 – 60		I	Incomplete
B	87 – 82		F	59 & below			
B-	81 – 80						

If a student makes an "F" or 2 "D's" in any subject, they will be placed on academic warning, followed by academic probation if it continues. Students with an academic warning will not be allowed to participate in extra-curricular activities. NLA may retain a student with a grade below 70 if after conference with parent and administration; it is determined to be in the best interest of the student.

## **HOMEWORK POLICY**

NLA believes that homework is an integral part of school curriculum; each teacher is given the liberty of assigning homework, according to the curriculum guidelines. We believe that homework is important in reinforcing what is being taught in the classroom, in deepening a student's understanding, and in developing self-discipline by teaching the child how to manage his time.

### **EXPECTATION OF THE STUDENT**

Each student is expected to complete all assigned homework in a timely fashion and to the teacher's satisfaction. Failure to do so will result in a lower grade and/or disciplinary action taken at the discretion of the teacher.

### **EXPECTATION OF THE TEACHER**

Each teacher is expected to assign homework as the curriculum calls for it or to provide extra understanding of a subject to the student. Homework assignments are to be made in consideration of the age of the child. The following guidelines should be followed:

Kindergarten

10-15 minutes

**These are only guidelines and are subject to exceptions.**

- There shall be minimal if any homework assigned Wednesday evening so that school will not interfere with Wednesday night church activities.

- There shall be no homework during scheduled holidays unless it is critical to the student's grade.

**(This does not apply to unfinished make-up work or unfinished class seatwork)**

**EXPECTATION OF THE PARENT**

The parent is to look over the child's homework to see that it is complete. Parents should prepare a place with minimal distractions for the child to do their homework. They are not responsible to check the child's homework for correctness. Parents are encouraged to call the school office and contact the teacher, via email, if any questions should arise concerning homework. The sooner a parent makes the teacher aware of a situation, the sooner it can be resolved.

Each student will have an assignment/communication folder that is provided as part of his or her curriculum supplies. This folder will have all assignments for all subjects and any written communication from teachers or the office.

**THE PARENTS ARE RESPONSIBLE FOR CHECKING FOLDER, INITIALING THE PROPER DAY AND RETURNING IT TO SCHOOL DAILY.**

**ATTENDANCE**

**SCHOOL HOURS**

NLA School Hours .....	8:30 a.m. - 4:00 p.m.
Before School Care .....	7:00 a.m. - 8:20 a.m.
After School Care .....	4:00 p.m. - 6:00 p.m.
Child Care and Pre-school Hours .....	7:00 a.m. - 6:00 p.m.

**CHILDCARE, PRESCHOOL HOLIDAYS**

New Year's Eve*	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
President's Day	Christmas Eve*
Good Friday	Christmas Day
Memorial Day	*Subject to change
Independence Day *	

**CLASS ATTENDANCE PRESCHOOL 3'S – 4'S**

All students are required to be punctual and regular in attendance. Students should be ready by 8:30 a.m.

**TARDIES- PRESCHOOL AND ELEMENTARY**

Being prompt and prepared is a sign of responsibility and respect. It is important as we teach biblical discipleship for students to learn respect for authority and responsibility toward fellow students.

Therefore, NLA will consider tardiness graciously until a pattern develops that indicates a lack of respect.

If you should arrive after 8:30 a.m., it will be necessary for you to escort your child to the office, sign them in, and receive a tardy pass. Children **cannot** be admitted to class without a tardy slip.

- **3 tardies equal one absence.**
- After 3 tardies in one 9-week quarter, your account will be charged \$10.00 per additional tardy.
- Parents will be consulted to determine if there is a need that is preventing arriving on time.
- After this consultation and resolution, should tardies persist, your child's enrollment at NLA may be reviewed.

## **ABSENCES**

Regular attendance is a critical component for success in school. Parents must notify the school office to report absences between 7:00 am and 9:00 am via Brightwheel or phone call.

### **EXCUSED ABSENCES**

An absence will be considered excused if the absence is for one or more of the following reasons:

- Personal illnesses that do not exceed three consecutive days.
  - Illnesses that extend beyond three days will require a doctor's note.
- Family emergency or illness.
- Death of a relative, immediate family member.
- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.

Any absence not listed above will be considered an unexcused absence.

### **EXPECTED ABSENCES**

It is the parent's responsibility to make prior arrangements for missed daily work and homework for expected absences. (i.e. family vacations other than those on school calendars, or special events that would take the child out of school.) Please give the teacher adequate time (1/2) day to prepare.

Arrangements for daily work and homework for unexpected absences are to be made as soon as your child is able to return to school. (e.g., illnesses, family death) Homework for expected absences will be due on the 1<sup>st</sup> day of return to school.

More than five absences during the semester may affect the student's success. The school also reserves the right to require withdrawal of any student who has excessive absences.

## **ARRIVAL AND DISMISSAL**

### **CHILDCARE AND PRE-SCHOOL**

**It is a state requirement that parents must sign your child in and out.** This procedure is extremely important for attendance records and safety measures in emergencies. Only authorized persons may pick up your child. If someone other than the parents of the child are to pick up the child, that person must be listed on Brightwheel. If a child is to go with someone not listed on the form, the parent must call the office, message through Brightwheel, or email NLA with the person's name/phone number. The center will ask for identifying information and picture ID before releasing the child.

**There is a \$10 initial late fee and \$10 per quarter hour late fee charged for any child picked up after 6:00 p.m.**

### **FULL-TIME ACADEMY**

Students may arrive as early as 8:20 a.m. and should go directly to their classroom. **Any student arriving before 8:20 a.m. should wait with their parent.** If your child must arrive before 8:20 a.m., please make arrangements for "Before School Care" through the office and your account will be charged accordingly.

At 4:00 p.m. students are escorted from their classroom to a designated pick up location. Teachers escort the students' registered in "after school care" or other afternoon activities to their appropriate after-school destination.

***There is a \$10 initial late fee and additional \$10 per quarter hour late fee charged for any child picked up after 3:30 p.m. who is not officially registered in after-school activities. For those registered in after-school care there is a \$10 initial late fee and \$10 per quarter hour late fee after 6:00 p.m.***

### **DRESS CODE – UNIFORM POLICY FOR PS 3'S, PS 4'S AND ELEMENTARY**

We at NLA believe uniforms provide a variety of benefits. In addition to promoting community spirit, uniforms promote safety and discipline on our campus and help students and faculty maintain focus on spirituality and academics. Therefore, children in PS3's thru elementary, at the start of school are required to wear school uniforms. Uniforms are worn August thru May and are not required during the summer program.

Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. A student's appearance is a family responsibility. By following the guidelines below it leaves NLA free to focus on education.

### **GENERAL RULES**

- a. Good hygiene must be practiced regularly.
- b. Hair should be neat, clean and reasonably styled (no extreme hairstyles or colored hair).

- c. Socks must be worn.
- d. No tattoos (permanent or temporary) are allowed.

**No clothing, lunch boxes, backpacks or other school paraphernalia shall display any cartoon/movie character that relates to witchcrafts or emblems that exalt groups or movements that are contrary to Biblical standards.**

If there is ever a question where a judgment call becomes necessary, NLA reserves the right to make that judgment call.

### **BOYS**

- **Pants and shorts**-no shorter than 4" above the knee - navy blue/khaki/black. NO denims or denim styles of any kind.
- **Shirts** - navy, light blue, black or white - button front dress shirt or polo style with a collar, long or short sleeves. NLA t-shirts may be worn on Friday only with jeans (no holes). Sweaters and sweatshirts are permissible if a collared shirt is worn underneath and if the sweater or sweatshirt is one of the solid colors listed above.
- **Shoes** – black, white, navy blue, brown, or tennis shoes. No light up shoes or cowboy boots.
- **Belts** - to be worn if the belt loops are visible – Academy students
- **Jewelry**-excessive jewelry is discouraged as this is a distraction in the classroom. Please reframe from costume/"dress up" jewelry/watches.

### **GIRLS**

- **Pants, Shorts, Skirts, Dresses, and Jumpers** - navy blue/khaki/black. (no shorter than 4" above the knee) NO denims or denim styles of any kind.
  - **Dresses, jumpers, or skirts must be worn with gym-type shorts, leggings, or tights underneath (uniform colors only).**
- **Shirts** - navy, light blue or white - button front dress shirt or polo style with a collar, long or short sleeves. NLA t-shirts may be worn on Friday only NLA t-shirts may be worn on Friday only with jeans (no holes). Sweaters and sweatshirts are permissible if a collared shirt is worn underneath and if the sweater or sweatshirt is one of the solid colors listed above.
- **Shoes** – black, white, navy blue, brown, or tennis shoes. No light up shoes or cowboy boots.
- **Belts** - to be worn if the belt loops are visible – Academy students
- **Jewelry**-excessive jewelry is discouraged as this is a distraction in the classroom. Please reframe from costume/"dress up" jewelry/watches.

### **HEALTH AND FIRST AID**

NLA complies with the City of Euless vaccine policies, including TB test upon employment. We do not require any vaccines for staff.

### **HEALTH FORMS**

- The State of Texas requires Immunization records must be current for all children enrolled. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to withdrawal. Immunization records must be in the school office prior to classroom attendance.
- An individual is exempt from immunizations if immunizations conflict with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a

member. A notarized affidavit stating your objections must be submitted to the office.

- For all students, a TB test is recommended, but not required
- Listed below is the Texas Department of Health’s recommended immunization. For more information, visit the Texas Department of Health’s website at <https://www.dshs.texas.gov/immunize/schedule/>

### **VACCINE**

- **DTaP:** Diphtheria, tetanus, and acellular pertussis (whooping cough); record may show DT or DTP
- **Polio:** IPV - inactivated polio vaccine; OPV – oral polio vaccine
- **HepB:** Hepatitis B vaccine
- **Hib:** Haemophilus influenzae type b vaccine
- **PCV:** Pneumococcal conjugate vaccine
- **MMR:** Measles, mumps, and rubella vaccines combined
- **Varicella:** Chickenpox vaccine. May be written VAR on record
- **HepA:** Hepatitis A vaccine

### **STATE REQUIRED SCREENINGS**

Visual, hearing, scoliosis, and ancanthosis nigricans screenings are state mandated screenings at the following grade levels:

- **VISION AND HEARING:** Pre-Kindergarten, all children who were 4 by September 1<sup>st</sup> of the current school year, Kindergarteners, and all new students.

Parents must have their child screened by a physician or clinic of their choice and submit the documentation at the beginning of the school year.

### **MEDICATION**

NLA will not dispense any medication, including any over-the-counter medications without a completed “Medication Dispensing” form.

If medications need to be administered at school, the following conditions must be met:

- **Prescription medication will be accepted only if it is in the original container and is not expired.**
- Nonprescription medication may only be administered by following the manufacturer’s recommendation on the label and age appropriate. Medication must be in the original container.
- Before any prescription or nonprescription medication can be administered, including sunscreen/Insect repellent, we must have permission in writing by the child’s parent or guardian. Please fill out the medication forms. Please bring a copy of the information given to you by the pharmacy.
- Medication needs to go home after the last date that the medication is administered or if medication is expired.
- **ALL** medications are to be given to the teacher or office and **NO** medications are to be kept in a child’s backpack or lunch box. This includes cough drops.

### **FIRST AID**

- Basic first aid shall be given to any injured student. We will also give you a written report, or via Brightwheel, at pick up time. First aid will be applied to minor incidents.
- You will be notified immediately of any incidents requiring medical attention other than minor scrapes or bumps with a phone call. If NLA is unable to contact the student's parents, it will contact the child's physician or take other action as deemed necessary for the child's welfare.
- Parents are responsible for all medical fees.

During your child's enrollment at NLA, it is understood and agreed that parents/guardians/legal representatives shall not hold New Life Academy or New Life Family Church liable for any accidents or injuries to your child.

### **FOOD ALLERGIES – DIAGNOSED**

A food allergy emergency plan must be on file for each child with a known food allergy that has been diagnosed by a health care professional. The plan must be signed and dated by your health care professional and the child's parent.

- A list of each food that the child is allergic to
- Possible symptoms if exposed to a food on the list
- The steps to take if the child has an allergic reaction

If your child suffers from a severe allergic reaction or asthma that requires immediate emergency medication (Benadryl, Epi-pen, or inhaler only), please provide an emergency plan provided/signed by your health care professional. Parents must also leave the prescription medication in its original container. The medication must have the child's full name written on the medication, as well as the date it is brought to NLA.

**If your child has an EpiPen an emergency plan from the doctor must be on file.**

### **ILLNESS AND EXCLUSION POLICY**

Children who are ill should not attend and be kept home. NLA observes the standards set by the Texas Department of Health and Human Services for ill children.

The most common standards for exclusion are:

1. Illness that prevents the child from participating in child care activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, New Life Academy may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they **may not** return until the child is free of symptoms of illness for 24 hours or you have obtained a health care professional's statement that the child no longer has an excludable disease or condition.

If a child displays one or more of the following symptoms, the office will notify parents by telephone to pick up their child.

- Diarrhea (three or more abnormally loose stool)
- Severe coughing - the child gets red or blue in the face or makes high-pitched "croupy" or "whooping" sounds after coughing
- Labored or rapid breathing
- Yellowish tint to the skin or eyes
- Tearing, irritation and redness of eyelid lining, followed by swelling and discharge of pus (conjunctivitis, also called "pink eye")
- Unusual spots or a rash
- Sore throat or difficulty in swallowing
- Fever (temperature of 100 or higher)
- Yellow or green runny nose
- Infected areas of skin with crusty, bright yellow, dry or gummy areas
- Gray or white stools
- Unusually dark, tea-colored urine
- Headache and stiff neck
- Vomiting (2 or more episodes)
- Unusual behavior (crankiness, listlessness, crying more than usual, obvious general discomfort).
- Severe itching of body or scalp or constant scratching of the scalp.
- Head lice: If at any time we detect the presence of lice/nits on a child while they are at school, we will call and ask that you come and pick up your child. The child may return to school after proper treatment and the absence of nits (eggs). The returning child will need to be checked by the Director before being allowed to attend class.

The office may suggest that parents seek medical advice/attention from the child's physician.

A physician's statement may be required to re-admit the child back to class.

For the health and safety of all children, please do not return your child to school until he/she is fever free (without the use of fever-reducing medication for 24 hours) and symptom-free. Students who have been diagnosed with one of the following childhood communicable diseases will require a doctor's note to return to school:

Chicken Pox

Measles

Mumps

Flu

Whooping Cough

Pneumonia

Hepatitis A

Bacterial Meningitis

Impetigo

Roto Virus

Hand, Foot, Mouth

Ringworm

Pinworms

Scabies

Scarlet Fever

Viral Meningitis

Strep Throat

Pink Eye

### **MILD COLDS/EAR INFECTIONS**

Decisions about children with mild colds should be based on how uncomfortable the child is and how well the staff can care for the child and respond to the child's symptoms. Please consider the well-being of others that will be exposed to your child.

Ear infections are not easily spread from child to child. The main concern is that the child gets medical treatment and follow-up care.

### **GENERAL INFORMATION**

#### **BIRTHDAYS**

Most children enjoy celebrating birthdays with their preschool friends. Parents may send small treats to share with the class. Please make arrangements with the teacher several days in advance.

#### **BITING**

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. NLA will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

#### **BREAKFAST**

NLA does not provide breakfast. Your child may bring breakfast to the facility and eat it as long as they arrive **before** 7:30 am.

#### **BREASTFEEDING**

New Life Academy provides a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

#### **CELL PHONES AND ELECTRONIC DEVICE POLICY**

Students may not use cell phones or any other electronic devices while on campus. Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Health and Human Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building.

#### **CHANGE OF ADDRESS - UPDATING INFORMATION**

Parents are responsible for keeping NLA informed at all times of your current work, cell, and home phone numbers, address, release information, and updated medical records. It is imperative that we be able to reach parents in the event of an emergency. Any changes to your child's enrollment **MUST** be made on Brightwheel or given to the director or person in charge in order to keep the file current. This practice is for the best interest of all parties and especially for the children.

NLA is not at liberty to release names, telephone numbers, or addresses of staff, parents, or students.

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

NLA staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse.

NLA has made a commitment to help increase awareness and prevention techniques to employees through trainings, memos and newsletters. NLA will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may **not** notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are:

- leaving a child in a vehicle unattended
- not securing a child in a seat belt or booster seat
- unexplained marks or bruises on opposite sides of the body
- child hygiene issues

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org](http://www.helpandhope.org)

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

## **COMPLIANCE HISTORY**

NLA encourages parents to view our compliance history with Child Care Licensing. Our latest inspection can be viewed at:

[www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

Parents may also contact our local child care licensing office at 817-321-8604.

## **CONFIDENTIALITY**

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from NLA must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

## **CUSTODY SITUATIONS**

NLA prefers NOT to get involved with custody disputes. We will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents information. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes.

## **BRIGHTWHEEL**

Brightwheel is an online program/App that allows you to pay tuition online and check for announcements and upcoming events. You will receive an email with instructions on how to sign on/up.

## **EMERGENCY CLOSINGS AND PREPAREDNESS PLAN**

### **INCLEMENT WEATHER**

- NLA will follow the HEB school district on closings due to the weather. Full tuition is due during inclement weather times.
- In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, and children will be cared for until parents or emergency contacts arrive.
- Please check radio broadcasts or TV channels for information regarding emergency closings. In the case of bad weather occurring mid-day, please check Facebook, email, and or Brightwheel for information on early dismissal.

### **EVACUATION AND EMERGENCY RELOCATION SITE**

- In an emergency, the first responsibility of our staff is to move the children to a designated safe area or alternate shelter.
- Children under the age of 24 months will be placed in a crib and wheeled out to the bus by a designated staff member. Children that otherwise need assistance will be escorted out to the bus by a staff member.
- The children and teachers will be relocated using our school bus.
- Should we need to relocate our students, we will move with them to the Euless Family Life Center 300 W. Midway Drive Euless, TX or if it is a city wide emergency, Fort Worth Convention Center 1201 Houston Street Fort Worth, TX
- The teachers will account for every child using their daily attendance reports.
  - The Director / Asst. Director will take enrollment records to the alternate location.
  - Continuity of care will be provided upon evacuation. We will provide snacks, water, and activities for the children until the parents arrive.

### **COMMUNICATION**

- The emergency phone number is (682)738-5517.
- Release of children at the emergency evacuation site, parents are to call the emergency phone number upon arrival and a staff member will assist you with picking up your child.
- We will communicate with local authorities (such as fire, law enforcement, emergency medical services, and health department), parents and Texas Department of Health and Human Services through a landline or cellular telephone and email.

### **FIRE AND EMERGENCY/LOCKDOWN PREPAREDNESS PLANS**

- In case of a small fire or gas leak in the building, children will be evacuated to (more than 50 feet from the building), or church building, and parents will be called to pick up their children.
- In case of inclement weather, such as a tornado or hurricane, we move all children to interior classrooms away from glass doors and windows.

- In case of an intruder in the building or threatening individual in the area, we will implement lockdown procedures: all teachers will be instructed to close and lock classroom doors, and we will call 911. In keeping with state-mandated safety standards, we have put into place a plan for extreme emergency situations (i.e. major gas leak, explosion, or another catastrophe brought on by a natural event). Our number one priority is keeping the children in our care safe. Our entire staff will facilitate the movement of all children to a location via the school bus.

### **FIRE AND SEVERE WEATHER DRILLS**

- Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly.
- Severe weather drills are held every 3 months.
- Records of these drills are kept in the NLA office and the Fire Marshal examines them on his annual visit.

### **FACEBOOK/INSTAGRAM**

 Like us on Facebook If you want to keep in the loop, "Like us on Facebook" and "Follow us on Instagram". Announcements will be posted as needed re: events, inclement weather, etc.

### **FEE INFORMATION**

**There is no reduction in fees for holidays, illnesses, or temporary absences.** Charges are for spaces reserved for your child and not based on attendance.

### **FIELD TRIPS - ELEMENTARY**

Field trips are considered an important part of the educational program and will be provided for Elementary students. A field trip permission slip must be signed by the parent or guardian prior to the field trip taking place. Parents will be notified in advance of the field trip.

### **FUNDRAISERS/WAYS TO HELP**

Because the NLA does not require "mandatory fund-raiser obligations", it now becomes necessary to depend on our parents and your sphere of influence to accomplish the goals for expansion, improvements, upgrades and any other "extras". Your participation in these fundraisers is a factor in establishing tuition costs.

Other ways to help is to collect box tops, enter Coca-Cola codes, and donate to United Way.

### **BOX TOPS**



NLA collects Box Tops throughout the year to raise money for our school. It's easy and Box Tops are on the packaging of hundreds of participating products that you probably use every day.

All you need to do is cut them off of the box, put them in a baggie or apply them to a collection sheet, and send them to school with your child. Watch for contest information



**COCA-COLA**

1. Simply go to [us.coca-cola.com](http://us.coca-cola.com)
2. Log in (or create account)
3. Scroll to Donate Now
4. Donate to local School
5. Type - New Life Academy
6. Click - New Life Academy
7. Type in the code - click donate
8. IT'S THAT SIMPLE \*\*\*  
EVERY Cent counts ¢¢¢

**UNITED WAY**



Did you know the United Way will allow donors to designate their gift to NLA? The payments will be sent to NLA separately on a frequent basis, based on payments received from donors and companies.

**GANG-FREE ZONE**

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. NLA is a GANG-FREE ZONE.

**INFANT SAFE SLEEP**

In compliance with the recommendation of the American Pediatrics Association concerning SIDS (Sudden Infant Death Syndrome), NLA will put infants on their back for sleeping and/or swaddled, unless the parent provides an Infant Sleep Exception Form signed by the infant's health care professional. Items that are not to be placed in the crib include: blankets, quilts, pillows, stuffed toys/animals. An infant may use a pacifier, but must not be attached to a stuffed animal or infant's clothing by a string, cord, or any other attaching mechanism.

**HOLIDAY CARE - ELEMENTARY**

Holiday care is offered for elementary students for an additional fee during Thanksgiving, Christmas, and Spring Break, 7:00 am to 6:00 pm. Reservations and 50% deposit are required. If less than 5 children sign up, holiday care will be cancelled. One of NLA teachers will be providing care. Each child will need a sack lunch and snacks.

**LOST ITEMS**

NLA is not responsible for broken, lost, or misplaced items the child has at school.

**LOST AND FOUND ITEMS**

Always check with your child's teacher first for missing or lost items. The academy keeps "Lost and Found" in the office. Any unclaimed items are donated to the church outreach program or to a family in need after 30 days. Adding your child's name to their belongings will make a difference in items being returned.

## **MEALS**

NLA does not prepare meals for the students. It is the responsibility of the parent to provide a nutritionally balanced meal that is non-refrigerated and unnecessary to heat.

## **MINIMUM STANDARDS FOR CHILD CARE CENTERS**

NLA is licensed and regulated by the Texas Department of Health and Human Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at

[www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

## **OPEN DOOR POLICY**

We welcome parents at any time, in any area of our facility. All parents must check in at the front office and must wear a visitors badge. NLA is an extension of the New Life Family Church and operated facility. We have the right to refuse service at any time to anyone.

## **OUTDOOR PLAY**

Minimum standards require the children to have outdoor play time each day, weather permitting. Our outdoor play period is scheduled daily but the time period varies according to age group. If you would like us to apply sunscreen or mosquito spray to your child, a medication form is required and you must provide items.

## **PARENT CODE OF CONDUCT**

Please understand young children are present in our building. Some adult language is not appropriate for young children. NLA prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Human and Health Services. NLA has the right to terminate care in the event of disruptive behavior from a parent or guardian.

NLA must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Parents are responsible for their child while on school property.

## **PARENT NOTIFICATIONS**

Open Communication with parents is very important to children's success. NLA has multiple ways of communicating with parents. Any policy changes will be provided to you via email and posted to our website [newlifeacademy.us](http://newlifeacademy.us). We will post any changes or events on our front door and next to our sign in sheet. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that NLA may communicate with parents:

- Through the Brightwheel app
- Through email notifications
- Written memos placed in your child's weekly folders
- Social media site such as Facebook
- Verbal communication with the child's teachers and director

### ***PHOTOGRAPHS***

NLA believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent.

### ***P.E.P (PARENT ENGAGEMENT PROGRAM)/VOLUNTEERS***

The mission of the NLA'S P.E.P is to support the faculty in prayer, build relationships between families and faculty, and raise funds for the school. NLA welcomes ALL childcare, preschool, and academy parents to join the P.E.P. team. Activities include Family Game Night, monthly Teacher Appreciation, Book Fair, Fundraising, Picture Days, etc. Any parent volunteering for NLA must have a completed background check on file.

### ***RACIAL DISCRIMINATION POLICY***

NLA admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students at the school. NLA does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and any other school-administered program.

### ***REST PERIODS***

In accordance with minimum standards, each childcare center is required to have a rest period each day. Our rest period for the preschool children is from 12:00 pm to 2:00 pm. To keep from disrupting nap time please do not bring children during those hours. Nap mats are required and will be sent home on Fridays and must be washed and returned the next school day.

### ***SCHOOL SAFETY POLICIES***

Childcare and Preschool Parents need to personally escort their children inside the building to sign in and out when their children enter and leave the facility. Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Human and Health Services.

### ***SEARCHING STUDENTS***

We reserve the right to search any student's person and belongings in the event the school suspects possession of an unauthorized item. This search may be conducted without student's or parent's permission and that registration of child constitutes parental consent to such searches.

### ***SMOKING***

As per church policy and Minimum Standards (#746.3703), no one is to smoke any e-cigarette, vaporizer or tobacco product or otherwise use any tobacco product at our child-care center, on the premises or on the playground. Clothing and hair should also be free of smoke smell to provide the best environment for everyone.

### ***SPEED LIMIT/PARKING LOT***

The traffic flows clockwise beginning at the entrance by Sherwin-Williams or the alternate entrance by the New Life Family Church/New Life Academy sign. The "Exit" is by the office onto Fuller Wiser Road. The speed limit throughout the parking lot is **slow – 5 MPH**. Safety is the number one priority in the parking lot year round.

### ***SUMMER CAMP - ELEMENTARY***

Summer Camp begins the Monday after the last day of school in May, 7:00 am to 6:00 pm, for children 5 years of age thru 6<sup>th</sup> grade. A NLA teacher is the director of Summer Camp. Reservations are required and weekly or 3 day a week program are available. An application along with a packet of information and calendars of activities will be available on line in April. Reservations are first come, first served.

### ***TELEPHONE CALLS/E-MAIL***

School and church phones are business phones and are not to be used by students except in the case of an emergency. The school office will take messages for teachers and deliver them in a timely manner or you may e-mail your child's teacher at [academy@newlifeacademy.us](mailto:academy@newlifeacademy.us). Please put teacher's name on subject line and allow 24 hours for response time from the teacher. The church staff is not responsible for taking or delivering messages to the academy staff.

### ***TRANSPORTATION***

Here at NLA we do not transport any child by car or any moving vehicle, unless a medical emergency requires us to do so.

### ***VISITORS – ELEMENTARY LUNCH***

Parents may visit NLA during normal business hours and are welcome to join your elementary student for lunch occasionally. Please sign in at the office and get a visitor badge. Please understand the teachers are there to supervise the students.

### ***VOUCHER POLICY***

NLA reserves the right **not** to accept students using a publicly funded voucher for tuition expenses. The voucher requirements for participating schools interfere with autonomy. Many private corporations provide tuition assistance to their employees. Please consult the "Benefits Roster" with your corporation.

### ***WEAPONS/ILLEGAL DRUGS POLICY***

NLA considers the following to be considered weapons; including but not limited to firearms of any type, knives of any type, nail clippers with any attached blade, chains, and Mace. NLA takes a zero tolerance stand on weapons and after consultation with parent, student, and teacher, the administration may recommend expulsion. Illegal drugs could include but not limited to OTC (Over the Counter) products administered contrary to recommended guidelines, possession and use of prescription drugs belonging to someone else, possession or use of marijuana, cocaine, heroin, crack, amphetamines or barbiturates, glue, paint or other inhaled chemicals. NLA takes a zero tolerance stand on illegal drugs and after consultation with parent, student, and teacher, the administration may recommend expulsion.

## **IMPORTANT PHONE NUMBERS**

The national Child Abuse Hotline number is 1-800-422-4453. Their web address is [www.kidsafecaps.org/report](http://www.kidsafecaps.org/report). The local number is 1-800-252-5400.

All parents of children in a licensed facility may request to review the Minimum Standards and Inspection reports at anytime during our office hours.

The website for the Texas Department of Family & Protective Services is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The phone number for the local child care licensing office is (817) 321-8604.

NLA is a mandatory report facility for any suspected abuse/neglect.

## **ARBITRATION AGREEMENT**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical instruction of **I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20**. Therefore, the parties agree that any claim or dispute arising out of, or related to, New Life Academy or to any aspect of the educational relationship, including statutory claims, (whether local, state, federal or otherwise) (herein called "Dispute") shall be settled in the following manner:

- A. For a period of fifteen days after such Dispute arises the parties shall make a good faith attempt to resolve the Dispute between themselves without the intervention of any third party.
- B. If the Dispute is not resolved by the parties as between themselves with such fifteen-day period, the parties shall promptly submit the Dispute to Biblically based mediation for resolution (herein called "Mediation"). The parties hereby appoint a mutually agreeable party to serve as Mediator in the Mediation, and agree to participate in such Mediation in good faith.
- C. If the Dispute is not resolved by Mediation within thirty days after such Mediation begins, the parties shall submit the Dispute to Biblically based arbitration for final resolution (herein called "Arbitration"). The parties hereby appoint a mutually agreeable party to serve as the arbitrator, which must be an individual or organization different from the individual or organization serving as the mediator in the Mediation. **THE DECISION OF THE ARBITRATOR REGARDING THE DISPUTE SUBJECT TO THE ARBITRATION SHALL BE FINAL AND BINDING ON THE PARTIES IN ALL RESPECTS.**