

WELCOME

Welcome to New Hope Christian School (NHCS), a ministry of New Hope Community Church. We are excited that the LORD has brought you and your family here. NHCS firmly believes that our student's success is highly dependent upon communication and cooperation between the school and the home, which is why we make every effort to inform you of our policies and procedures so that we may have a collaborative, and successful school year. Please read through this informative parent handbook in its entirety so that you can be informed and empowered to help your child succeed.

OUR PURPOSE

Our primary objective is to share the good news of Jesus. Our commitment is to train students in the knowledge of God and the Christian way of life, and provide them with an excellent education.

FLORIDA STATE LICENSURE/ACCREDITATION

New Hope Christian School complies with the applicable Florida Department of Education regulations and policies, Florida Department of Children and Families Statutes, as well as the accreditation standards set forth by CSI (Christian Schools International).

SCHOOL HOURS

Our facility is open from 7:00 A.M. to 6:00 P.M., Monday through Friday, and offers the following programs:

Before School Care:	7:00 A.M. – 8:30 A.M.
Academic Day:	8:30 A.M. – 3:00 P.M.
After School Care:	3:00 P.M. – 6:00 P.M.

OUR SUPPORT TEAM:

Head School Administrator

Mrs. Brandy Andrews
(954)-973-1129 ext. 103
bandrews@nhccftl.org
Office Hours M-F 8:00-2:00

Administrative Assistant Infant-Pre-Kindergarten

Monica Andino
(954)-973-1129 ext. 105
mandino@glcpreschool.org
Office Hours M-F 12:00-4:00

Administrative Assistant Lower & Upper Elementary

Mrs. Debbie Broek
(954)-973-1129 ext. 102
dbroek@nhcsftl.org
Office Hours M-F 8:00-5:00

Senior Pastor

New Hope Community Church
Pastor Kirby Williams
pastor@nhccftl.org
(954) 973-1129

Church Administrator

New Hope Community Church
Mrs. Vivian Wheeler
(954) 973-1129 ext. 101
vwheeler@nhccftl.org

COMMUNICATION

Communication is key to any relationship, and we believe open and frequent communication between parents and teachers will help your child have a positive learning experience. We will endeavor to keep you informed through various means of written communication such as: weekly informational emails, monthly newsletters, parent reminder board (located in the school lobby), daily reports (for infants/toddlers only), informal notes in take home folders, Remind text messages, Class Dojo, and myschool worx. It is our responsibility to provide school information to families in a timely manner, and it is the family's responsibility to check their email, and children's take home folders frequently.

NHCS has established a "one point of contact" for all students to ensure that information given to families is both accurate and timely. The one point of contact for each student is his or her classroom teacher. Please do your best to communicate with your child's "primary" teacher to obtain detailed information on your student's day whenever possible. If your child is in before care and/or aftercare, their primary teacher may not be present when you drop off and pick up. In this situation, we ask that you leave a contact number and a good time for your child's teacher to call you with office personnel, or email the teacher directly.

Please feel free to email the school administrator regarding problems or questions that concern your child. Generally emails are responded to within 24 hours. We will do our best to be available for essential needs during drop-off and pick-up times; however, this is not the best time for extended conversations. The faculty members on duty have a responsibility to supervise children during this time. If you need to speak to or meet with a member of the faculty, please call the main school office, between the hours of 8:00 A.M. and 5:00 P.M. to schedule an appointment.

The main school office can be reached at (954) 973-1129 ext. 102. (M-F 8:00-5:00)

VISITING THE SCHOOL:

Due to strict licensing guidelines and safety issues, we require that all individuals visiting the school enter through the school lobby and check in with the lobby attendant. Only authorized faculty and staff are permitted to enter any classroom or area where students are present. Visitor's must wait in the school lobby area for their student and comply with faculty instructions while on campus.

PARENTAL INVOLVEMENT & VOLUNTEERS

We believe that parental participation is a key ingredient to any successful educational program and always affirm that parents are their child's first teacher. There are many opportunities throughout the school year to volunteer your time, and we would love to assist you in getting involved in your child's learning here at school. Your student's teacher will let you know of these special opportunities such as off campus field trips and if a background screening is necessary. If background/fingerprint screenings are necessary, they must be completed by October 1st to be on the list of eligible volunteers.

After October 1st the volunteer/chaperone list is closed and will not re-open until the following fall session, which begins in August.

ENROLLMENT

Enrollment in our program is open to all families of our community. NHCS admits students of any race, color, national origin and/or religious affiliation. Parents wishing to enroll their children must turn in the completed enrollment application and all required documents 48 hours prior to their intended start date. All requested personal information is kept confidential.

All enrollment forms are considered confidential in nature and are the property of the school once they have been submitted. Enrollment forms will not be accessible to anyone other than faculty once they have been processed. All requested changes and updates to enrollment forms, once submitted, is required to be completed through written amendment forms and will be processed within 24 hours.

If parents are divorced or separated, and there is a final judgment/court order in place that governs time-share, information share, financial responsibility related to childcare/education, persons permitted to transport the child, or any other matter regarding the minor child being enrolled, a copy of the final judgment/court order must be submitted with the enrollment forms. School accounts will be established in accordance with the order in place at the time of enrollment. It is the responsibility of the parent(s) to notify the school in writing of any change to the enforceable order and provide the school with updated documents. Only biological parent(s) are permitted to enroll students unless there is a court order in place giving rights of enrollment to another specified individual.

RE-ENROLLMENT

During the month of February, presently enrolled students may enroll for the fall term on a first-come, first-served basis. Enrollment is considered complete when all registration fees have been paid in full. During the month of March open enrollment begins and enrollment is opened to all members of our community and awarded on a first-come, first-served basis.

INCOMING ELEMENTARY STUDENTS

All new students enrolling in Kindergarten through Fifth Grade programs are given an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which the student has been promoted, then the student will be admitted to that grade. It is the policy of the school to reserve the right to make case-by-case decisions for incoming students whose accomplishments have not been up to acceptable standards. These students may be offered admittance into the grade to which they are equivalent (as shown by the entrance examination) or may not be offered admittance at all.

HEALTH FORMS

Florida law requires all students to have a physical examination and a certificate of immunization/immunization exemption (specifically form 3040 & 680) prior to attending school. These health forms are to be completed by your physician and kept current during your child's enrollment. All health forms are to be submitted to the main school office prior to the first day of school. In the event forms become expired, students will no longer be permitted to attend until current forms have been received. For more information on school health forms and immunizations, please visit www.immunizeflorida.org

ALLERGIES

Allergies must be clearly documented on the enrollment application. If the allergy is severe enough for an Epi-Pen, one must be continuously kept on the site as long as the child is enrolled.

WITHDRAWALS

Request for withdrawal must be in writing and all withdrawals must go through the school office. Students having attended one day or more of any period will owe the full period's tuition.

RELEASE/TRANSFER OF ACADEMIC RECORDS

Requests for release or transfer of academic records must be in writing through the school office. No school records or transcripts will be released for any student when there is a balance owed on the student's account.

All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn.

BEFORE SCHOOL CARE DROP OFF PROCEDURES

Children enrolled in the before school care program (7:00 A.M. – 8:30 A.M.); Parents must accompany their child into the school building and notify the lobby attendant of their arrival. The before school care program opens at 7:00 A.M.; children will not be permitted in the building prior to 7:00 A.M.

GENERAL ACADEMIC DAY DROP OFF: CAR LINE PROCEDURES

Car line drop off is offered from 8:15 A.M. -8:30 A.M., for both preschool and elementary students. When dropping off through the car line, please stop along the curb in front of the appointed car line staff and stay in your car. School staff will assist your child with unloading so that you may move as quickly as possible to enable others to drop off their children expeditiously. In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic. Please do not park or leave your car unattended along the curb this disrupts our car line system.

GENERAL ACADEMIC DAY DISMISSAL: CAR LINE PROCEDURES

Car line pick-up is offered from 12:00-12:10 for VPK students,

3:00-3:10 for preschool and Kindergarten students
3:15-3:30 for First through Fifth Grade students.

When picking up through the car line, please stop along the curb in front of the appointed car line staff and stay in your car. School staff will assist your child with loading so that you may move as quickly as possible to enable others to pick up their children expeditiously. In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic. Please do not park or leave your car unattended along the curb, this disrupts our car line system.

AFTER SCHOOL CARE PICK UP PROCEDURES

Children enrolled in the after school care program (3:00 P.M. – 6:00 P.M.); Each family member permitted to pick up must be listed on the enrollment application. These individuals will be given a PIN number to gain access to the school lobby. Individuals not recognized by sight will be asked for a picture ID, prior to calling the student for dismissal.

Only faculty and staff members are permitted in the secure areas of the building accessible to students. Individuals picking up will be required to wait in the school lobby for their student to be dismissed. It is the parent's responsibility to notify the office and make changes to the Permission to Pick Up form when necessary.

The aftercare program closes daily at 6:00 P.M. sharp! If you arrive after 6:00 P.M. there will be a \$15.00 late pick up fee assessed to your account per 15 minutes, per child. There is no grace given on late pick-up fees regardless of circumstance - please be on time. Students left at the facility later than 7:00 P.M. (60 minutes past closing) will be considered abandoned and Child Protective Services will be notified.

RESTRICTIONS ON CHILD PICK UP

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of final judgment. Without a court order on file, both parents will have equal access to the child and information sharing.

LATE ARRIVAL & TARDY INFORMATION

Our academic day begins promptly at 8:30 A.M. and students should be in their seats by that time. Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Any student arriving to school after the car line has closed (8:30 A.M.) is considered tardy and must be accompanied to the main school office and obtain a Tardy Slip before being admitted to class.

Late arrivals disrupt crucial teaching time and are difficult for teachers and students who have already begun their daily routine. If tardiness becomes habitual, we will encourage you to transfer your student to another school with a later start time and reserve the right to terminate services.

EARLY ARRIVAL & LATE- PICK UP

If your child is NOT enrolled in the before school care program their school days starts promptly at 8:30 A.M. If you are arriving earlier than 8:30 A.M., your child will be sent to before care and your account will be charged accordingly. There is an additional fee for students not enrolled in before care charged in \$10.00/per hour/per student increments.

If your child is NOT enrolled in the after school care program their school day ends promptly at 12:00 P.M. (for VPK) and 3:00 P.M. (for preschool & elementary). If you are late picking up, your child will be sent to aftercare and your account will be charged accordingly. There is an additional fee for students not enrolled in aftercare charged in \$10.00/per hour/per student increments.

Please make sure that you arrive on time for drop off and pick-up.

PRESCHOOL STUDENTS EDUCATIONAL FEES & GENERAL TUITION

Clients are paying for the spot that we reserve for their child in our program. Tuition is not based upon attendance but rather on a set weekly fee that is due regardless of the attendance habits of the child. Our fee structure is based upon a set weekly fee detailed on the enrollment application. All payments will be payable to: "New Hope Christian School".

There are two separate, non-refundable, non-transferable registration fees per year. Summer registration (\$125.00) is due each year on April 1st and covers all of your child's special summer camp events. Fall registration (\$150.00) is due each year on July 1st and includes your child's textbooks and most of their consumable school supplies. Neither Broward Regional Health, nor any foster care agency will cover registration fees. These fees are the sole responsibility of the client and will be required to be paid in full prior to the onset of care. The school registration fees are non-refundable and non-transferable should the student cancel for any reason. Space will be reserved until the registration fee has been paid in full.

General tuition is billed weekly and payable via two options: (1) auto bank draft/auto debit/credit (2) personal check due on Monday every week. Accounts paid after Wednesday at 4:00 P.M. will be assessed a \$25.00 late fee. If there is a dispute in regards to your statement you must contact the school administrator. Automatic draft will be required if your tuition is habitually late.

The VPK cap and gown fee is \$25.00 and will be billed on your March statement. The graduation attire will be sent home with your student and is yours to keep after the graduation program is complete.

Statements are sent home weekly, on Thursdays, in the student's mailbox and payments should be mailed or dropped off at the main school office on Monday morning. Automatic bank draft and auto credit/debit charge options are available and highly

recommended to ensure timely payment. Any student, whose account is not paid in full by 4:00 P.M. on Friday, will not be admitted to class the following week.

We are unable to accept post-dated checks and there is a \$35.00 charge for all checks returned to us by your bank for any reason. If two checks are returned in any given academic period, the account will be placed on a cash/credit only terms.

EARLY LEARNING COALITION TUITION CLIENTS:

NHCS is authorized to receive payments from the Early Learning Coalition (ELC) and other Federal/State tuition assistance programs. Our participation in these programs does not limit our freedom or right to set and enforce the policies listed in this Handbook. Clients wishing to use ELC assistance must make arrangements on their own and list New Hope Christian School as their educational provider.

You may enroll in the NHCS program as an ELC client once the office has received a letter of authorization from ELC or a phone call from the case-worker assigned to your file, establishing your eligibility in our program. Children will not be permitted to start school until authorization has been received.

ELC clients may also have a daily co-payment that is set by ELC. This is based upon family income. NHCS requires that all ELC co-payments be made weekly on Monday in advance of service.

PRESCHOOL DRESS CODE:

We encourage preschool students to dress for play and comfort based on the current climate conditions. Because our program is based on play and exploration, your child WILL get messy!! It is strongly suggested that all clothing brought to or worn to the school have the child's name on it.

We require that your child wear closed-toe sneakers to school. If a child comes to school without appropriate footwear, they will not be permitted to enter the classroom. Parents will be notified to pick up their child or bring them appropriate footwear in a timely manner.

**ELEMENTARY STUDENTS
EDUCATIONAL FEES & GENERAL TUITION**

The fall registration fee must be paid at the time of registration and is non-refundable and non-transferable should the student cancel for any reason. The book fee, technology fee and testing fee secure a position in a class and must be paid in full by July 1st. If the July 1st deadline is not met, the student's reservation will be canceled to make room for those on the waiting list.

General tuition is billed and payable via two options: (1) one single annual payment due by August first, or (2) ten monthly payments billed August –May, due by the 5th of every month. Accounts paid after the 5th of the month will be assessed a \$25.00 late payment

fee. If there is a dispute with your statement, you must contact the school administrator. Automatic draft is available and will be required if your tuition is habitually late.

The Kindergarten cap and gown fee is \$25.00 and will be billed on your March statement. The graduation attire will be sent home with your student and is yours to keep after the graduation program is complete.

Statements are sent home monthly in the student's communication folder and payments should be mailed or dropped off at the main school office. Automatic bank draft and auto credit/debit charge options are available and highly recommended to ensure timely payment. Any student whose account is not paid in full by the 10th of the month will not be admitted to class.

We are unable to accept post-dated checks and there is a \$35.00 charge for all checks returned to us by your bank for any reason. If two checks are returned in any given academic period, the account will be placed on a cash/credit only terms.

ELEMENTARY DRESS CODE:

Kindergarten through Fifth Grade students enrolled at New Hope Christian School are required to wear school uniforms daily. Students out of uniform will be sent home upon arrival. Students should wear closed toe sneakers to school and it is suggested to have all outerwear clothing labeled with your students name.

UNIFORM FOR GIRLS

Pants or Bermuda Shorts:	Navy Blue or Khaki
Dress/Jumper:	Navy Blue
Button Down Shirts:	Navy Blue or White (must have school logo)
Polo Shirts:	Navy Blue or White (must have school logo)

UNIFORM FOR BOYS

Pants or Shorts:	Navy Blue or Khaki
Button Down Shirts:	Navy Blue or White (must have school logo)
Polo Shirts:	Navy Blue or White (must have school logo)

DISCOUNTS:

We are pleased to offer the following discounts: (1) 25% discount for siblings attending NHCS (the discount will apply to oldest child enrolled); (2) 10% discount to all clients who are members of New Hope Community Church. Discounts do not apply to drop in tuition rates, hourly tuition rates, registration fees, material fees, or late pick-up fees.

RECEIPTS AND TAX STATEMENTS:

Receipts and tax statements are available upon request. Annual statements for tax and accounting purposes are available to account holders only, for all accounts with a zero balance. Statements and receipts are confidential in nature and will not be available to any third party without written consent from the account holder or a court order/subpoena.

VACATIONS, ILLNESS & GENERAL ABSENCE:

Vacations and illnesses will be charged at the regular weekly/monthly rate; tuition is not based on attendance habits, but is based on the spot reserved for your student in our program. There is no discount on tuition given if your child is absent or on vacation, this means whether your child is present or not you are still responsible for their tuition fees.

If your student is going to be absent from school, please communicate with the main school office within one hour of the designated drop off time, which is 9:30am. The school office can be reached at 954-973-1129 xt102.

HOLIDAYS/SCHOOL CLOSING

The school is closed for most major holidays and 2 Parent-Teacher Conference days each year. All closings will be decided before the beginning of each school year and a calendar will be handed out at the mandatory orientation prior to the first day of school. There is no pro-ration of tuition for holiday closings; all holiday closings will be charged at the normal tuition rate. The school calendar and important school wide celebrations will be posted for your convenience on the school website www.nhcsftl.org

HURRICANE CLOSURE

In the event of a hurricane or natural disaster, New Hope Christian School will follow the recommendation of the Broward County public school; if the public school system is open/closed, we will follow suit.

DISCIPLINE POLICY

Effective classroom discipline is a necessary key ingredient for a good learning environment. We expect full cooperation from both students and parents when misconduct occurs. Corrective measures will be used to help the student change his/her behavior and attitude.

Faculty members are trained to use Christian principles and discipline as set forth in the Scriptures as a foundational means of classroom management. Firm and orderly standards of behavior will be maintained by setting consistent boundaries, which clearly establish limits and expectations for children. We believe that children need limits to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior, develop self-control and good character traits.

Discipline will always be reasonable, appropriate, and in terms the child can understand. Spanking or any other type of corporal punishment is prohibited, along with discipline that is shaming, humiliating, frightening, or verbally abusive.

When the school feels that student/parents cooperation is lacking, the student may be requested to transfer out. Attendance at NHCS is a privilege and not a right. Students forfeit this privilege when they do not conform to the behavioral standards and expectations set forth.

Warning: Student is given a warning to discontinue disruptive and inappropriate behavior.

2nd Warning and Loss of Privilege: Student will be required to miss a special class or part of recess.

Conduct Referral: Student will receive a conduct referral for serious infractions, including but not limited to fighting, cheating, use of vulgarity, insubordination towards authority, direct disobedience, and/or upon continuing behavior previously warned to stop.

Meeting with Principal: Student will be sent to the Principal's office where a meeting with the student will be conducted and parent(s) of the student will be telephoned. Parents telephoned to visit their student due to behavioral issues are required to arrive at the school within 1 hour of notification. When parents arrive, they will be given time alone with their student to discuss and correct the inappropriate behavior. The student will be required to remain at school and return to class after meeting with their parent unless there is less than an hour of the school day remaining.

Probation: Parents will be required to attend a behavior intervention meeting with the administration to strategically implement a plan to change undesired behavior. This meeting becomes necessary when inappropriate behavior is consistent and traditional methods of management are not successful. The child's parents, classroom teacher and a member of the leadership team are required to attend any and all behavioral intervention meetings. This meeting is mandatory following the 8th conduct referral in a given academic year.

If undesired behavior does not change, student will be permanently dismissed from New Hope Christian School. The booklet "Under Loving Command" and the book "Dare to Discipline" by James Dobson are highly recommended for parents struggling with disciplinary issues.

EXPULSION POLICY

Immediate grounds for expulsion include: student is at risk of causing serious injury to fellow student, themselves, or faculty member; student threatens faculty with physical harm; student has uncontrollable tantrums/angry outburst; student displays ongoing physical or verbal abuse to faculty or other children; excessive biting; parent/guardian habitual lack of respect for policies and procedures set forth in the Parent Handbook.

SICK POLICY

Although we hope all of our students remain healthy, it is likely that at some point during the school year your child will become ill and it is vital that you understand and abide by our sick child policy. NHCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. Sick children are not permitted to be in school. If your child is sick please keep him/her home, as one sick child in a classroom can lead to a dozen sick children with similar symptoms.

If a student becomes ill at school, the parent(s) will be notified for pickup and are expected to arrive at the school within 1 hour of notification. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the enrollment packet in the order listed.

General sick feeling: If your child wakes up feeling sick, with a headache, upset stomach, or is overly tired, he/she should not attend school. Please allow your child a morning of bed rest in order to see how things develop. A doctor should assess persistent fatigue.

Fevers: Fever is a sign of potential contagious infection, even if your child feels fine. No child with a fever above 99.9 will be permitted to be in school. If your child is on an antibiotic and is still running a fever, he/she must stay home. If your child comes to school with a fever, you will be called and asked to pick up your child immediately. Parents telephoned for pick up due to illness are required to arrive at the school within 1 hour of notification. Children may return to school once they have been fever free for a period of 24 consecutive hours.

Vomiting & Diarrhea: If your child has vomited or had diarrhea, he/she must stay home from school until they have been symptom free for a period of 24 consecutive hours. If you child vomits or has diarrhea during the school day, you will be called to pick up your child immediately.

Skin rashes: All rashes must be examined by a doctor and a “non- contagious, return to school” doctor’s note brought into the office before the child is permitted to return to school. If your child comes to school with a rash and without a doctor’s note, you will be called to pick up your child immediately.

Pink Eye: (conjunctivitis): Pink Eye is highly contagious. Children with red, runny, itchy, or goopy eyes must stay home until they have been examined by a doctor and a “non- contagious, return to school” doctor’s note brought into the school office. If your child comes to school with the appearance of pink eye, you will be called to pick up your child immediately.

Lice: Throughout the school year, our staff conducts head checks for lice. If lice or nits are found on your child, you will be called to pick up your child immediately. If your child has lice/nits they must remain home until they are 100% lice/nit free.

MEDICATION/OTHER HAZARDOUS MATERIAL

New Hope Christian School is NOT permitted to give students any medication unless it is a current prescription from a doctor. All medication given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor’s prescription or by the pharmaceutical company. All medicine scripted must be in an up-to-date bottle and not expired. Please do not put medication, ointments, sunscreen or other hazardous material in your child’s lunch box or backpack; it must be given to a staff member upon arrival. NHCS will not dispense any non-prescription medication.

ACCIDENT REPORTS

Safety is a top priority on campus. There are times when a student will have an accident/injury that is unforeseen and unavoidable. If the accident/injury requires, our teachers will complete a report for you detailing what happened and the nature of the injuries. A copy of the report will be provided to you and a copy filed with the Head Administrators office.

TEXTBOOKS

New Hope Christian School utilizes a combination curriculum approach consisting of A Beka Book and Bob Jones University. These curriculums are specially designed for the Christian school environment and meet all of the educational standards set forth by the Florida Department of Education. Each student is personally responsible for the textbooks assigned to them; damaged or lost textbooks will be billed to the student's account.

BIBLE

Bible study is recognized here to be of fundamental importance and is a required subject. It augments the study of Language/Literacy, Heritage Studies, Arithmetic and Science. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for life to come. Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study.

CHAPEL

Each morning students have devotions in the New Hope Sanctuary. Devotions consist of a time of prayer, worship, and devotion. We have several special chapel times set apart during the school year when we recognize our students accomplishments, achievements and character. Our teachers, school administrator and school pastor facilitate these ceremonies. Please mark your calendars to join us and celebrate your child's accomplishments.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons including, reinforcement practice, remedial activity and for special projects.

We request parents' full cooperation in ensuring that assignments are completed. Failure to complete homework will affect the student's academic progress.

MEALS AND SNACKS:

Our meal and snack time consist of breakfast (8:00 a.m.), lunch (11:15, 11:30 or 12:00), and afternoon snack (3:00 p.m.). If your child arrives after 8:10 A.M. they should have already eaten breakfast at home. All food served must be nutritious and healthy, so

please pack your child's lunch box accordingly. We cannot microwave or refrigerate your child's lunch. If the items you pack need to be kept at a certain temperature (hot or cold), please use a thermos or ice pack. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions, as we want to accommodate and respect individual preferences.

If your child comes to school with no lunch or an inappropriate lunch, an emergency lunch will be provided to them and your account will be charged accordingly.

INFANTS & TODDLERS DIAPERS/WIPES:

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. Teachers will notify you when your child is running low on supplies. If you run out of diapers or wipes, we will automatically provide them to you for a fee of \$3 per diaper and \$3 per travel package of wipes.

NAP TIME PROCEDURES FOR PRESCHOOL STUDENTS:

It is our philosophy that children under 5 years of age need adequate rest as a part of their daily routine, especially since they are constantly engaged in stimulating activities during the school day. We require that all children rest on individual cots after lunch, between the hours of 12:00-1:45 p.m. For infants, individual schedules will determine when they nap. Please bring ONLY the following items for nap time and mark them clearly with your child's name: a small blanket and a crib sheet.

SAFE SLEEP POLICY FOR INFANTS:

According to the American Association of Pediatrics, infants should be placed in a supine (back) position for sleep, to lower the risk of sleep related deaths. Infants under 12 months of age will be placed fully on their backs for sleep time, unless the infant's primary care provider has completed a signed waiver indicating that the child requires an alternate sleep position.

BITING POLICY:

Biting is a common and developmentally appropriate behavior for children under 2 years old. Experts in the field of child development report that biting occurs chiefly as a result of a child's inability to effectively communicate. Children over the age of 2 have communication skills, which means biting is an inappropriate behavior that warrants a conduct referral. If children over the age of 2 bite, a parent will be called for immediate pickup. To ensure the safety of all children, if multiple attempts to stop chronic biting fail, we reserve the right to terminate the biting child from the program.

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 teachers at the center. Toilet training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should cooperate to encourage toilet training and commit to working with the child in a

consistent manner. All children need to be completely toilet trained by 36 months of age unless there is a medical condition hindering the toilet training process. If your child reaches the 36-month mark and is not fully toilet trained there will be an additional non-toilet trained fee, in addition to the normal weekly tuition.

TOYS:

Our facility has a wide variety of toys, games, and other resources to offer children during center time. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. If such items are brought to school they will be confiscated and locked in the School Administrator's office. A parent or guardian must schedule an appointment with the School Administrator to retrieve the confiscated item.

ELECTRONIC DEVICES/ & CELLULAR PHONES

NHCS has a strict no electronic devices at school policy. Please leave all electronics, including cell phone at home. If your child chooses to bring these items to school they will be confiscated and locked in the School Administrator's office. A parent or guardian must schedule an appointment with the School Administrator to retrieve the confiscated item.

PORTRAITS AND PICTURES:

We offer school pictures two times a year, in the spring and fall. The photos usually include two sittings per child. Also, we often take pictures of the children during the school day for use on their cubbies, with a project or for promotional material. There is an understanding based on your choice to enroll your child in our program, giving us permission to take your child's picture and include them in promotional material.

CHILDREN'S BIRTHDAYS:

Birthdays are special days for children. If you wish to celebrate your child's birthday at school, please make arrangements with your child's teacher at least one week prior to the celebration. Teachers celebrate birthdays on Friday's of the child's birthday week.

CHILD ABUSE REPORTING POLICY:

The State of Florida requires that New Hope Christian School and all members of educational institutions report to the State and appropriate authorities any and all suspected cases of abuse and/or neglect of a child.

At NHCS, our staff is mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to Child Protective Services for investigation. We are not permitted to do our own investigation, but we 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 injuries on the child to minimize suspicion of possible child abuse or endangerment.

The Number for the Florida Child Abuse Hotline is: 800-962-2873

TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to and from the school. Under NO circumstances are employees of NHCS permitted to transport children in their personal vehicles.

INSURANCE REQUIREMENTS:

New Hope Christian School complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, see the School Administrator.

STUDENTS REQUIRING SPECIAL ACCOMMODATIONS

NHCS complies with the Americans with Disabilities Act (ACT) and other applicable regulations about providing services to individuals with disabilities. We do our best to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so.

SUMMER CAMP:

A summer camp program is offered during the months of June –August for children 6 weeks old through 5th grade. Our camp is fun and exciting, with an academic emphasis. We continue our curriculum in the summer while offering a minimum of two special events per week. To be a part of our summer camp program, a 10-week commitment is required.

STUDENT-TO-TEACHER RATIOS:

Student-to-teacher ratios are based upon guidelines set by state licensing and accreditation agencies.

ADDITIONS AND CHANGES:

New Hope Christian School reserves the right to edit or adapt the policies in this Handbook as the needs arise. The school will make all changes and additions available to clients in a timely manner through the normally written communication system.