



# Policies and Procedures

**Mission Statement:** New Song Christian Academy's mission is to foster a never-ending love of learning in our students and educate them in a holistic manner – spiritual, social, emotional and physical – as a partner with our families and as a service to our community.

**Program Placement:** Students who turn four by September 30<sup>th</sup> will be placed in a four-year-old program. Students who turn three by September 30<sup>th</sup> will be placed in a three-year-old program. Students who turn five by September 30<sup>th</sup> will be eligible for our kindergarten program.

**Dropping Off and Picking Up:** Our academy uses a sign in/out system to record the arrival and departure of children each day. Parents or caregivers must walk their child to the classroom and pick up from the classroom. Please remember to sign your child in and out every day. Any person designated to pick up your child must be prepared to show identification and be listed in your child's file as an authorized person for this purpose.

**Daily Attendance:** Good attendance is necessary so that your student can participate in classroom activities. Please notify the academy if your student is going to be absent. School starts promptly at 8:30am. Please make sure that your child arrives on time to start the school day. Outside doors open at 8:15am.

**Clothing and Personal Belongings:** Please dress your child in play clothes. Closed-toed shoes must be worn at all times. Please bring a complete change of clothes to be kept at school in case of accidents. We are not responsible for any personal belongings brought into the academy. Toys are not allowed at school, except on designated "share days".

**Parent Communication and Involvement:** A strong connection between your child's school and home is important. Please make sure to check for communication from the teacher in your child's school folder. This folder will be sent home daily in your child's backpack. New Song Christian Academy will also communicate with you via email. Please make sure to check your emails regularly. If any of your contact information changes, provide your new information to the teacher.

**Transportation and Field Trips:** New Song Christian Academy will not transport any student in a school-operated vehicle. Parents or guardians must drive their children to any field trips unless alternate arrangements have been made with other parents. Students are required to have a signed Field Trip Permission Slip on file. Children must be in appropriate car seats provided by the parent or guardian. NRS 484.474 "*any person who is transporting a child who is less than 6 years of age and who weighs 60 pounds or less in a motor vehicle operated in this state which is equipped to carry passengers shall secure the child in a child restraint system.*"

**Admission Requirements:** Children must be at least three years old by September 30<sup>th</sup> of the school year in which they are enrolling. We are not licensed to provide diapering services at our facility. All children who attend the academy must be completely toilet trained. Pull-ups are not allowed. In order to enroll your child, we must have a copy of your child's birth certificate, immunization record, Health Form signed by a medical practitioner, Payment Authorization Form, and completed registration packet including registration fees. Parents of children with special needs must meet with the director to determine if New Song Christian Academy is the least restrictive environment for their child. We will provide for any special needs in accordance with our facility and available staffing.

**Withdrawal:** Parents wishing to withdraw their child from our academy must notify the director in writing at least two weeks in advance. A two-week lapse in attendance without notification and without tuition payment is considered withdrawal. New Song Christian Academy reserves the right to dismiss any student if we feel his or her needs are not being met by our program. Refusal or inability to follow our policies by students or parents may also result in dismissal of a student. A student's dismissal will occur if the health, safety, or education of that child, other students, or our staff is at risk.

**Illness Guidelines:** Children must be free from fever (100 degrees or higher), diarrhea, or vomiting for at least 24 hours before coming to school. Please keep your child home if he or she has heavy nasal discharge, severe sore throat, or any symptoms of a communicable disease such as pink eye, chicken pox, ringworm, lice or an unidentified rash anywhere on the body.

**Picking up an ill child:** If a child becomes ill while at school, he or she will be placed in an isolated area until the parents can be notified, and the parent or authorized person arrives to take the child home. We understand that this can be an inconvenience for parents, however we must insist that ill children go home as soon as possible for the well-being of every child at our academy.

**Allergies/Health Problems:** Please notify the director and classroom teacher in writing if your child is allergic to any food or drink. Please also note if there are any other health problems or allergies that the staff needs to be aware of.

**Snacks and Lunches:** **We are a nut-free school. No peanuts or tree nuts will be allowed on campus.** Please make sure your child's snacks and lunches are nut-free. Please also bring a refillable water bottle for your child every morning.

**Medications:** Although childcare providers are not required to administer any medications to students, we understand that this may be helpful to some parents. If your child requires medication that must be given during your child's school day, please see the director to fill out the necessary paperwork.

**Minor Accidents:** You will be notified in writing of any minor accidents that occur during school. These "Accident Report Forms" must be signed and returned to your child's teacher. A

first aid kit is kept in each classroom. Standard first aid practices will be followed if the incident is not an emergency.

**Emergency Care and Authorization:** In case of an emergency that requires medical attention, a parent will be notified immediately. In the event a parent cannot be reached, we will call the emergency contacts provided on your child's registration form. When necessary, 911 will be called and a staff member will accompany your child to the hospital. Signed permission authorizing first aid and/or emergency care must be on file for each child. All teachers and assistants at New Song Christian Academy maintain CPR and First Aid certification.

**Emergency Preparedness Plan:** In an event that requires us to evacuate the academy, the students will be taken to Del Webb Middle School. The school address is 2200 Reunion Avenue, Henderson, NV 89052. The phone number is (702) 799-1305. If we are required to evacuate to a location farther away, the students will be taken to Henderson International School at 1165 Sandy Ridge Ave., Henderson, NV 89052. Their phone number is (702) 818-2100. Parents will be contacted immediately if such an evacuation becomes necessary.

**Fire/Natural Disaster Drills:** Fire and natural disaster drills will be conducted at New Song Christian Academy as required by law. Fire drills are conducted monthly.

**Discipline Policy:** When discipline is needed, teachers will use positive, gentle methods of discipline that encourage children to use self-control, self-direction, self-respect and respect for others. If misbehavior occurs, students will be reminded of the classroom rules and appropriate behavior. Teachers may redirect a child's attention to another activity if misbehavior continues and place a child in an independent work area for a few minutes or until the child regains control if misbehavior persists. Please note that if a child is physically aggressive toward another child or adult or if the child's behavior has the potential to result in self-harm or harm to others, the child will be separated, and the parent notified. If appropriate disciplinary measures and behavior modification plans do not correct the disruptive behaviors, New Song Christian Academy has the responsibility to dismiss the child.

**Tuition Payment Policy:** Tuition will be paid in nine equal monthly installments. The first installment is due on September 1<sup>st</sup> and the last installment will occur on May 1<sup>st</sup>. A Payment Authorization Form must be on file by the first day of school. All monthly tuition payments will be by direct debit from a checking or savings account designated on the Payment Authorization Form. We offer a 5% discount on total fees for those who wish to prepay for the school year by September 1<sup>st</sup>. If you have more than one student at the academy, there will be a 10% discount on the younger sibling's tuition.

**Late Pick-Up Fee:** Parents or caregivers must pick up children promptly at the end of the school day. We do not offer after-school care. If your child is not picked up by the end of his/her scheduled program, a late pick-up fee of \$25 will be charged to your account. You must pay this balance with your next month's tuition payment.

**Late Enrollment:** New Song Christian Academy has ongoing enrollment as long as there are spaces available. Parents who enroll their children after the start of the academy school year are still responsible for the registration fee.

**Early Withdrawal:** If at least two weeks of advanced notice is given, any unused portion of paid tuition is refundable for any full month of non-attendance. No refunds will be given for withdrawal within two weeks of the last day of the school year. If you withdraw without notice, no refund will be given, and you are still responsible for any unpaid tuition for days attended.

**Non-Discrimination Policy:** Our academy admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration policies and other academy administered programs.

**Smoking and Alcohol Policy:** It is the policy of New Song Church and New Song Christian Academy that smoking, carrying lit tobacco products or the use of smokeless products or alcohol is prohibited at all times while on the church or academy property. This policy applies to all teachers, staff and visitors.

**Child Abuse or Neglect:** Nevada law requires school authorities, teachers and other staff to report any suspected case of child abuse or neglect. Immunity from civil or criminal liability is provided under the law to those making such reports. Nevada law defines child abuse and neglect as “physical or mental injury of a non-accidental nature, sexual abuse, sexual exploitation or negligent treatment or maltreatment of a child under the age of 18 years by a person who is responsible for the child’s welfare under circumstances which indicate that the child’s health or welfare is harmed or threatened thereby.” Teachers do not have the authority to determine what action or care is needed, but will report all suspected cases to the director, and make a report to Child Protective Services (702) 399-0081. The Report of Possible Child Abuse and/or Neglect will be completed and filed. Academy personnel are not required to notify parents or guardians of these references.

**Concerns/Conflict Resolution:** Please see your child’s teacher or the academy director for any questions, concerns or complaints. You have the right to register a complaint with Child Care Licensing at (702) 455-3894 or by mail at Child Care Licensing Office, 500 S. Grand Central Parkway, P.O. Box 51810, Las Vegas, NV 89155.