NEW SONG

CHRISTIAN ACADEMY

Shaping Your Child's Heart, Soul & Mind

2026-2027 FAMILY HANDBOOOK

Revised January 2026

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Dear Parents and Caregivers,

Thank you for choosing New Song Christian Academy for your child's educational experience. The staff would like to welcome you to our academy. We are excited to be a partner with you in teaching and nurturing your child in a positive, inviting Christ-centered environment.

We recognize that parental support is an essential part in providing the best possible educational experience for your child. It is important that we all work together to ensure your child's growth spiritually and academically. With that goal in mind, this handbook has been designed to provide information about the policies and procedures of the academy. Please remember to sign the *New Song Christian Academy Family Expectations Agreement* and return it to us before the first day of school.

We are looking forward to the new school year and the opportunity to get to know both you and your child. If you have any questions or concerns, feel free to contact us. Thank you for trusting us with the education and care of your child.

Kind regards,

Jessica Hagen
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702-819-9090

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Philosophy

We believe that a safe, nurturing environment is the best environment for students to grow and learn. Furthermore, based on a Christian perspective, each child is a unique and special gift from God; he or she is to be treated with love and respect. As such, children deserve not only nurturing but also a passion for excellence in their training and education. As a result of this foundational understanding of Christian education, we hold unwaveringly to the hiring of degreed educators from accredited colleges and universities who are dedicated to working with every child in a gentle and loving way.

Mission Statement

At New Song Christian Academy, we provide a Christ-centered educational program focused on developing the uniqueness of each child. This is accomplished through a strong academic curriculum, integrating the arts, and fostering a love for God and His teachings.

We Understand This About Children And How They Learn:

- *Children are natural learners*
    - The curiosity and enthusiasm of a child provides for many teachable moments. These moments, when the child's interest is peaked, create natural opportunities to foster true understanding.
- *Children are active learners*
    - Learning happens through play, interaction, and experimentation, as well as through observation and listening.
- *Children are individual learners*
    - All children have individual needs and varying abilities. Therefore, they should not be limited to a standardized curriculum based solely on age.
- *Children are continuous learners*
    - Learning does not stop when the child is picked up from school. Parents and teachers must work together to create a continuum of learning

Based on our Mission, Philosophy, and Understandings of Children, our programs provide:

- Bible stories, related songs, activities and prayers to instill a love for God and God's Word, the Bible.
- An environment that fosters the development of initiative, self-control and self-confidence.
- Opportunities for children to learn and develop socially through play as they interact responsibly with one another and with adults.
- Experiences that allow children to explore God's world, to solve problems and to express feelings.
- Activities that aid the development of children's large and small motor skills.
- Foster the joy of expression through music, movement, dance and visual arts.
- Teachers utilize small and large group settings with independent and guided instruction to meet each child's individual learning needs.

What Parents Need to Know

Program Placement

Students who turn 4 by August 1 will be placed in a 4 to 5-year-old program. Students who turn 3 by August 1 will be placed in the 3 to 4-year-old program. Students who turn 5 by August 1 are eligible to enter our Kindergarten program. Students entering first and second grade may be asked to provide the academy with proof of completion of prior grade.

Dropping Off and Picking Up

New Song Christian Academy uses a digital sign in/out system to record the arrival and departure of children each day. The parent or other designated adult must accompany their child to the classroom and sign their child in on the Brightwheel App. Everyone must enter through the front door of the academy when dropping off or picking up children from the school. Any person designated to pick up your child must be prepared to show identification, be listed on file with the school office, and sign your child out on the Brightwheel App. Your registration packet includes a form for this information. It is imperative that you keep this information current.

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.

Clothing and Personal Belongings

Please dress your child in play clothes. School can be messy! Appropriate dress for your child **is important**. By state law, we are required to provide outside play each day, weather permitting, students must wear closed-toe shoes. Please bring a complete change of clothes labeled with your child's name to keep in his or her cubby for use in case of accidents. Remember to replace the set of clothes as the weather changes!

New Song Christian Academy is not responsible for any personal belongings brought into the academy. Toys are not allowed at school, except on designated "Sharing Days."

Parent Communication

A strong connection between your child's school and home is important. Therefore, we will make every effort to personally communicate with each parent daily. Please remember to check your child's cubby and/or backpack for more information and/or art projects, etc. Monthly newsletters will further strengthen our home-to-school connection. We will schedule Parent/Teacher Conferences to discuss your child's development twice a year. Occasionally, we may send home a progress note to communicate something specific regarding your child. If you have questions concerning your child or the academy program, please schedule a time to discuss them with your child's teacher and/or the director.

Parent Conferences

A scheduled conference time will be available to parents in the fall and spring. Conference dates will be announced and there will be an opportunity to sign up for 15-minute time slots. Please request additional conferences at any time you wish. Teachers may request additional conferences with parents if the need arises. Referral services are available and can be requested by the parents and/or the academy if it is deemed that the child needs an evaluation.

Parental Involvement

We have an open-door policy. All families are encouraged to observe our program when considering enrollment and to visit their child's class. However, waiting a few weeks into the school year for visits will help the teachers and students establish a routine without distractions. We do not provide childcare for younger siblings during regular class time. All younger siblings must be accompanied by a parent if they are in the classroom. *It is essential for the safety and security of all the children enrolled in the academy that you sign in at the front desk before coming to the classroom!*

Religious Instruction and Chapel

Reading and retelling of Bible stories, learning Bible passages, songs and activities about God, Jesus Christ and the Holy Spirit are part of our curriculum. Children will be given the opportunity to sing during a church service or special holiday performance. We encourage all families to attend these services and our Sunday services. All children will meet with a New Song Pastor for a weekly Bible lesson in the chapel (see classroom daily schedule).

Transportation and Field Trips

New Song Christian Academy will not transport any student in a school-operated vehicle. All children must have written permission from a parent or legal guardian in order to attend a field trip. Field trip drivers will be **parent volunteers**. All Clark County Child Care Regulations and DMV laws will be strictly adhered to for our field trips. All children must be in appropriate car seats provided by the parent guardian. Additional fees may be required for some field trips. Please note the state law below:

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."

Celebrations

We celebrate each child's birthday. The birthday child may bring a favorite food even if it is sweeter than our usual snack. Special party gift bags or napkins are not necessary. Invitations for home parties may be distributed only if there is an invitation for every child in the class. Please remember that we are a "nut free" zone.

Holidays

Christian holidays and national or community traditions will be observed. There is often a concern about the place of Halloween in our Christian setting. We will recognize Halloween as an event and talk about it. Our decorations will be happy and positive. Our emphasis in October is on "real and pretend". Dress up and pretending are an important part of a child's development. When children bring up fears or scary sights, it is an excellent opportunity to reassure them of Jesus' love and protection. We will hold a Halloween Party at the end of the month. Costumes that **do not** have masks, weapons, or promote violence are allowed.

Enrollment

Admission requirements

Children must be at least 3 years old by August 1 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. Your child can not be wearing a diaper or a pull-up even during nap/rest time. Occasionally accidents do occur. However, if accidents occur too frequently, we will ask that you wait until a later date to continue your child's enrollment at New Song Christian Academy.

In order to enroll your child, we must have an official copy of his/her current immunization records. We ask that you furnish us with any updates to your child's immunization records so that his or her file remains current. The Clark County Health Department requires that evidence of your child's health be provided to the center within 30 days of his/her admission. A health evaluation form is provided in your enrollment packet for this purpose. The written statement must be signed by a physician or licensed registered nurse.

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.

After the initial assessment of your child, it may be determined that a "trial enrollment period" be arranged for a time period of up to one month. The duration of the trial enrollment period shall be determined by the director. A prorated tuition for the class will be charged. During the trial enrollment period, constant communication and feedback between New Song Christian Academy and parents/caregivers will monitor the progress of your child. Upon completion of the trial enrollment period, a final assessment will be made to determine if our program is best suited to meet your child's needs.

If your child, currently enrolled in our program, is determined to have special needs, a consultation with the director, teacher, and parent must be held. The meeting will help determine the proper course of action in terms of whether New Song Christian Academy, without fundamental alteration, can continue to meet the specific needs of your child. If a determination is made that our academy can no longer meet the needs of your child, you will need to withdraw your child from the academy, and any tuition paid will be reimbursed to you on a prorated basis.

Enrollment Procedures

Parents wishing to enroll their child must complete the following steps:

1. Register your child by completing and returning all required forms.
2. Review this handbook; sign and return the "New Song Christian Academy/Family Expectations Agreement."
3. Pay the non-refundable registration fee of $300.
4. Pay a tuition deposit for the first month of school.

Change of Registration Information

Please notify the teacher immediately if there is a change of address, telephone numbers, family physician, medical needs or allergies or people authorized to drop off and pick up your child. It is **very important that this information be current** for your child's safety and our academy's administrative effectiveness.

Withdrawal

Parents wishing to withdraw their child from New Song Christian Academy must notify the director in writing at least two weeks in advance. If you are non-compliant with this request, your tuition deposit will not be refunded upon withdrawal. 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.

Health and Safety Policies

Illness Guidelines

Children must be free of the following symptoms for at least 24 hours before coming to school:

- Fever (temperature of 100° or higher)
- Diarrhea or vomiting

Please keep your child at home if he or she shows any signs of the following:

- Heavy nasal discharge (not just the sniffles)
- Severe sore throat
- Any symptoms of a communicable disease such as pink eye, chicken pox, ringworm, lice or an unidentified rash anywhere on the body

If you think your child is not well enough to play outdoors, we ask that you keep him or her home. Outside play is an important part of our curriculum, and when the class is outside we have no one to watch your child inside.

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, for the well-being of every child at our academy, we must insist that ill children go home as soon as possible. A child may only return to school when symptoms are completely gone for 24 hours and/or with a doctor's note.

If your child contracts a contagious childhood disease, please let us know so that we may alert appropriate regulatory agencies and notify other parents of symptoms they should watch for in their children.

Allergies/Health Problems

Please notify the director and classroom teacher in writing if your child is allergic to any food or drink. As part of our food activities and snack times, new foods and drinks may be introduced to the children. Please also notify the director and classroom teacher of any other health problems of which they should be aware.

Snacks

Parents will need to provide a daily snack for their child. Please minimize foods high in processed sugar. We recommend snacks such as cheese, fruit, vegetables, dry cereal, pretzels, chips, crackers, graham crackers, yogurt, etc. **We are a "nut free" zone. No nuts of any kind are allowed on campus.**

Medications

Although child care 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(s) that must be given during your child's school day, the following guidelines must be followed:

A doctor's prescription must accompany all medications administered by New Song Christian Academy. This includes over-the-counter medications. Medications must be in the original container with your child's first and last name, the dosage, and the frequency of administration clearly labeled. If the medication is to be given "as needed," the container or physician

authorization note should specify the symptoms that would indicate when the medication should be given, the length of time the medication is allowed to be given on an "as needed" basis, and the maximum amount of medication allowed in a twenty-four (24) hour period. Families must provide a medical information sheet for all prescribed medications to be kept on file for the duration of the treatment. A parent/guardian will be required to bring the necessary medication and information to the academy director and sign a form giving New Song Christian Academy permission to administer the medication.

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. Please list all phone numbers where you can be reached at all times. **It is paramount you keep this list current.** In the event a parent cannot be reached, we will call the emergency contacts provided on your registration form. We will contact listed emergency contact persons in the order given. When necessary, 911 will be called ASAP and a staff member will accompany your child to the hospital. Signed permission authorizing first aid and/or emergency care at a local hospital, if necessary, must be on file for each child. Please note that all of the teachers and assistants at New Song Christian Academy maintain CPR certification.

Emergency Preparedness Plan

In the event of an emergency that requires us to evacuate the academy, the students will be taken to the Vons in Anthem Village Shopping Center. The address is 2511 Anthem Village Drive, Henderson, Nevada, 89052. The Vons phone number is: (702) 617-2505.

If we are required to evacuate to a location farther away, the students will be taken to Del Webb Middle School. The school address is 2200 Reunion Avenue, Henderson, Nevada, 89052. The Del Webb School phone number is (702) 799-1305.

Reunification Plan

Once it has been determined that the situation is under control and safe then the children will be released to the parent/guardian or whoever is listed on child's emergency form.

Continuity of Care/Reopening Facility

Once the threat or emergency has been deemed safe by the proper authorities and officials, the parent will then be notified of reopening by the Director with a phone call and/ortext message. Childcare licensing will be notified once the facility has reopened

Alternate Care

In the event that our facility cannot reopen you may find alternate care by going to findchildcare.nv.gov

Fire/Natural Disaster Drills

Your child's safety is of the utmost importance to us. Fire and natural disaster drills will be conducted at New Song Christian Academy as required by law. These can sometimes be upsetting for young children. Please discuss the drills with your child to help him/her understand the reason for them. Our Security/Emergency Procedure Manual is available for review in the school office.

Discipline Policy

At New Song Christian Academy, training and discipline are guided by God's love and concern. It is our responsibility, as entrusted to us by families, to help each child learn to make appropriate choices and to accept responsibility for these choices. Common goals and cooperation between home and school is imperative.

Together We Must Share in:

- Creating a positive environment.
- Ensuring that proper procedures and behaviors are taught and modeled regularly so children know what is expected of them.
- Combining our knowledge of three- to eight-year-old developmental stages with our understanding of each child's individuality when interacting with our children.
- Ensuring that positive behaviors are praised and encouraged.
- Reminding children of proper behaviors and giving them opportunity to change undesirable behaviors on their own.

When Discipline is Needed:

- The teachers will use positive, gentle methods of Christian discipline that encourage children to use self-control, self-direction, self-respect, respect for others and cooperation.
- If misbehavior occurs, the teacher will remind the student of the rules and appropriate behavior.
- If the misbehavior continues, the child's attention will be redirected to another activity.
- Should the misbehavior continue further, the child will be placed in an independent work area for a few minutes or until the child regains control or composure.
- 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.

Behavior Modification Plan

- If a child's behavior interferes with learning, a conference will be held to develop a plan to address the problem.
- If a child consistently breaks academy rules and/or causes physical harm to another child or children, the parent/guardian will be called to come and pick up the child. The child will be removed from the academy until a conference can be held to discuss the child's behavior. A plan to address the child's behavior will be developed and implemented.
- Parents may be asked to seek outside help by a pre-determined date.
- The results are shared with the teacher and the Academy Director so strategies can be developed based upon the evaluation.
- If the pre-determined date passes with no progress made toward seeking outside help, the child will be asked to leave New Song Christian Academy, and enrollment terminated.
- 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. New Song Christian Academy will provide the family options of alternative facilities.

Immediate Probation/Dismissal:

We have the right to discontinue or decline the enrollment of a student if:

- Physical or disruptive behavior by a student which hurts other children, or staff and/or prevents the classroom environment to work for the other students and/or teacher.
- If after careful review and consideration the students' developmental needs cannot be achieved by our school, we will suggest appropriate alternatives.
- Disruptive behavior by a parent/legal guardian to another child, staff or to the administration.
- Excessive tardiness in the morning.
- Habitual lateness by parent/legal guardian or authorized escort in picking up the child after 3:00pm or if registered for aftercare 5:30pm.
- At the discretion of the administration and school advisory team, a delinquent account of more than **TWO WEEKS** could result in dismissal.
- If the parent/legal guardian is still not satisfied by our every best effort.
- Harassment, NOT limited to gossiping, libel/slander on social media about our staff members or about the academy, racial or sexual harassment. Verbal or physical bullying and electronic harassment by parent/legal guardian of student, to another student, parent/legal guardian or staff.

Discipline Methods Not Employed:

- We do not use methods that could cause harm to the health, safety, or welfare of a child.
- We do not use physical punishment or psychological abuse.
- We do not use discipline associated with eating, napping, toileting, medication or mechanical restraint.

Tuition Payment Policy

Our tuition is based on a ten-month academic school year calendar. By registering your child, you are committing to pay the full year's tuition. August tuition is due on August 1 prior to the first day of school. Monthly tuition payments will then be due on the first of the month from September through May. No reductions are made for sick days or vacation time.

All payments can be made by cash, online, or by check payable to: **New Song Christian Academy.**

Registration Fee: A $300, non-refundable fee is due at the time of registration.

Tuition Deposit: Tuition is due prior to the first day of attendance. This is to complete your enrollment, securing your place in the academy.

Tuition Payments: As part of the registration process, parents must sign a Tuition Agreement Form.

Late Pick-up Fee: If your child is not picked up by the end of his/her scheduled program, a late pick-up fee of $ 15.00 per 15 minutes will be charged to your account. You must pay this balance with your next month's tuition payment.

Late Tuition Payment: Late fees will be assessed at $5.00 per business day past the fifth of the month. Your child will not be admitted if your account is not current by the fifth day of each month. Your cooperation is appreciated.

Returned Check Policy: If a check is returned for any reason, a fee of $25 will be charged. We will not resubmit a check for payment, so you must make that tuition payment and the $25 fee payment with a money order.

Tuition Adjustments: When tuition adjustments are necessary (due to early withdrawal or late enrollment) tuition is calculated by applying a daily rate to the number of days attended.

Late Enrollment: Parents who enroll their students after the start of the academy year are still responsible for the $300 registration fee.

Early Withdrawal: Any unused portion of paid tuition is refundable in the case of withdrawal, as long as notice of the intent to withdraw is given to the director, in writing, two weeks in advance. 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.

Other Policies

Non-Discrimination Policy

New Song Christian 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, and ethnic origin in administration policies, scholarship programs and other academy administered programs.

Communication

Communication, respect, and understanding each other are particularly important. In order to attain this, staff and parents must work together to be effective. Please remember to inform your student's teacher and administration if something unusual is happening at home or in the life of your student that can affect them emotionally. Please call the Front Office at (702)819-9090, email academy@newsonganthem.org or jessica@newsonganthem.org, or send an "Admins only" message on the Brightwheel App with any questions.

Gossip is a sharing of generally unsubstantiated information. This is a hurtful method of communication that does not have a positive outcome. Parents need to be responsible and verify information they hear before sharing it with other individuals. Email or call the Front Office to substantiate any information you hear.

Parents who seek to share information with a teacher must be aware that their name will be used when the information is shared with the administration. The best way to stop gossip is not to listen or partake in the behavior.

Smoking and Alcohol Policy

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

Student Abuse or Neglect

We do not condone, hide or tolerate any type of child abuse. Our main responsibility is to ensure the safety of the child. 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

If you have any questions or concerns, please speak with your child's teacher. If needed, please see the director. If you have questions regarding tuition or your account, please speak with the academy secretary. You may also address the Academy Board concerning policies and procedures or complaints by submitting them in writing to the director or mailing them to the address listed below. You have the right to register a complaint with the Child Care Licensing office if you have an unanswered complaint. Their phone number is 702-455-3894. You may also contact them by mail at the address listed below:

New Song Lutheran Church
Attn: School Advisory Team
1291 Cornet St., Henderson, NV 89052

Child Care Licensing Office
Dept. of Business Licenses
500 S. Grand Central Parkway, P.O. Box 51810, Las Vegas, NV 89155

New Song Christian Academy
Family Expectations Agreement

New Song Christian Academy:

- Will provide quality early learning experiences that nurture the spiritual, intellectual, social, emotional and physical development of young children.
- Will communicate with you about your child's individual progress, listen to any concerns you may have about your child's needs and work with you to meet those needs.
- Will follow the policies in our Family Handbook.

Families

- Families will read the Family Handbook and be familiar with and support the academy's philosophy, goals and objectives, program procedures and policies.
- Families will support your child's teachers and work with them to meet your child's spiritual, intellectual, social, emotional and physical developmental needs.
- Families will remain current with tuition payments and other academy related fees. New Song Christian Academy is obligated to support its staff financially. Therefore, timely tuition payments are necessary. Delinquent payments could lead to the dismissal of your student from school.
- The responsibility to provide for and educate your child belongs to your family. New Song Christian Academy is a partner in that responsibility.

I accept and agree to abide by the policies and procedures set forth in the Family Handbook. I understand that failure to do so may result in the dismissal of my child from the academy.

Print Parent Name _____

Parent Signature _____

Date _____

THIS FORM MUST BE COMPLETED AND RETURNED TO THE ACADEMY BY THE FIRST DAY OF YOUR CHILD'S CLASSES.