

PARENT HANDBOOK



WELCOME

Dear Parents,

We welcome you and your child to New Beginnings Christian Academy! We strongly believe that open communication between parents and our staff is essential to fully meeting your child's needs. We look forward to developing a positive relationship with you.

At New Beginnings Christian Academy, we are dedicated to educating the whole child. Our primary method of learning involves hands-on exploration and play in the Montessori style, guided by caring Christian teachers. Our curriculum is designed to help your child meet and exceed their most important developmental milestones in all areas of life, spiritual, intellectual, social, and physical. Most importantly, your child will have numerous opportunities to learn about God's world and His Word each day

The purpose of the handbook is to share information and ideas with parents to promote understanding of our program and to foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an orientation to both our policies, programs, and services.

Sincerely,
New Beginnings Christian Academy

"I have no greater joy than to hear that my children are walking in the truth" -3 John 1:4

OUR PROGRAM

PROGRAM

New Beginnings Christian Academy is a developmentally appropriate program designed to enhance the growth of young children ages three to five years of age. We believe that young children learn through play. We provide a variety of play activities in an open, nurturing atmosphere. By structuring a safe and stimulating environment, the staff provides experiences which allow children to develop trust in themselves and others, as they interact with people, materials and ideas. We also want to provide a supportive, educationally rich environment and program consistent with the highest standards that will provide opportunities for each child to grow spiritually, socially, emotionally, physically, and academically according to his or her individual development.

CURRICULUM

New Beginnings Christian Academy uses Montessori Style Curriculum and developmentally appropriate resources, as a foundation for the program and daily lessons. The curriculum is faith-based. Children's individual differences and learning styles are considered as they learn through play and interactions with supportive early childhood teachers to maximize each child's learning potential.

OUR PROGRAM INCLUDES:

BIBLE- To help children develop a love for God and others. An age-appropriate Biblical curriculum will be interwoven through weekly chapels, Bible stories, life application stories, prayer, pictures, stories, puppets, songs.

CIRCLE TIME- To encourage the development of language skills, socialization between groups of children, appreciation for literature, increase attention span and vocabulary, expressive language, introduce concepts, group singing,

BLOCKS- To encourage their problem solving, creative play, imagination, math, grouping, social development cooperation play and spatial relations.

PLAYGROUND- Toys and playground equipment are used to develop muscular coordination and control. Also to encourage large muscle development, dexterity, coordination, balancing.

CREATIVE ART- Includes easel and finger painting, clay, play dough, gluing, crayons, chalk, paper, glue, scissors, to stimulate the child's imagination and help him/her express their feelings and ideas through artistic activities.

DRAMATIC PLAY- To encourage symbolic play, imagination, family relations.

MUSIC, MOVEMENT - To develop and encourage appreciation of music, singing, rhythm, and experimenting with rhythm instruments. Music appreciation is developed through listening, musical games, group singing and chapel worship.

SCIENCE- Our science program is an active program that uses magnets, magnifying lenses, measuring, exploration, discovery, encourage thinking, problem solving, insects, plant and animal life, nature and sensory materials which enhances the curriculum.

CENTERS- Manipulatives, blocks, problem-solving, matching, dramatic play, musical instruments, sorting, shape and color discrimination, encourage self-motivation, independence, making choices, free choice of working alone or interrelating with other children.

BOOK CENTER- To encourage a love for literature, a cozy place to relax, to look at pictures and words, and a place to be by oneself or others. We have plenty of books available for children to enrich experiences and interest.

COOKING- Simple cooking experiences develop many skills and concepts, as well as enriching the vocabulary. It also stimulates conversation and appreciation for group effort.

LANGUAGE & LITERACY- To encourage the ability to express oneself verbally, book awareness, vocabulary development, word recognition, listening comprehension, to understand words.

SPANISH CLASS- Foreign language gives our students an opportunity to reach outside our familiar experiences and be exposed to the language spoken by many of our American neighbors. Songs, games and other activities help to expose our preschoolers to vocabulary such as days of the week, months of the year, colors, numbers, greetings and even some simple Scripture verses.

EXPECTED STUDENT OUTCOMES

Physical Well-Being, Health, and Motor Development

Acquire & refine the fundamental movements of balance, movement, touch, and coordination

- *demonstrate strength and coordination of large motor muscles
- *actively pursue gross motor activities such as jumping, hopping, throwing, catching, balancing, kicking and skipping

Acquire and develop fine motor skills

- *use various drawing and art materials (crayons, brushes, scissors, finger paint, etc.)

Children develop sensory motor skills

- *develop hand-eye coordination
- *plays with materials of different textures

Social and Emotional Development

Children develop positive interactions and friendships with peers

- * develop friendships with one or more peers
- *demonstrate positive negotiation skills (taking turns, sharing, and conflict resolution skills)

Cognitive and General Knowledge

(General)

Be able to engage in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question

- *demonstrate awareness of cause and effect
- *develop problem solving skills and multiple solutions to tasks, problems and challenges

Enjoy creative expression

- *be free to work with mediums that uniquely express the creative element for process art
- *use imagination through music and movement activities and dramatic center play

(Numeracy)

Understand math vocabulary, concepts, and directed activities

- *engage in opportunities to explore counting, sorting, and classifying objects

(Language and Literacy)

Understand the importance and use of language in the environment

- *have a desire to look at books with text and illustrations

Have cultivated prewriting skills in the context of emergent literacy

- *be able to write their own name and some alphabet letters

(Science)

Scientific Knowledge and Thinking

- *engage in exploring the natural world by manipulating objects, asking questions
- *observe and describe characteristics of living things and of the earth

ADMISSION & PROGRAM POLICY

REGISTRATION FEE

There is a \$150 non-refundable, registration fee that is due at the time of registration. Preschoolers will register for a four day program.

DAYS/HOURS

Monday - Thursday. The day begins at 9:00 a.m. and all children are to be picked up by 1:00p.m.

ADMISSION/REGISTRATION PROCEDURES

1. A tour of the preschool.
2. A facility and classroom visitation which allows parent and child to become comfortable with the facility, staff, and program.
3. Completion of registration application & payment of a non-refundable annual registration fee.
4. Completion of enrollment packet and health forms from your child's physician must be completed prior to your child starting the program. Please bring in an updated immunization record when additions are made.

STAFF

We have a staff of committed Christians who consistently model God's great love for the children, their friends and their families. We employ individuals who can work in a loving, patient, calm and creative manner with small children. New Beginnings Christian Academy maintains child-to-staff ratios designed to provide a safe, nurturing, and high-quality learning environment.

TUITION

Since the number of school days per month sometimes varies greatly, it has been found most convenient to divide the annual tuition into nine equal monthly payments. Tuition remains the same amount each month. The first month's payment will be due on August 1st. September through April's payments are due on the 1st of each month. Accounts remaining unpaid after the due date may result in suspension of attendance until satisfactory arrangements have been made with administration. Tuition covers a student's place in the classroom, not the child's attendance. Monthly payment can be made online through our website, cash or a check made payable to New Beginnings Church. If a check or online payment is rejected due to insufficient fund, the account will incur a charge of \$30. For tax purposes, please note the Federal Tax ID for New Beginnings Church is 86-1166113. This number may become necessary in March or April.

ARRIVAL

- Always ESCORT your child to his/her classroom.
- Take your child to the restroom before he/she gets to the door.
- Children will be invited to enter their classrooms between 8:55 and 9:00. Until then, the classroom doors will be kept closed while the teachers complete the last prayers and preparations for the busy day. Please be respectful of this important time.
- As the teacher meets your child in the morning, we ask that you part with your child outside the classroom door. Most preschoolers adapt better without long good-byes.

ADMISSION & PROGRAM POLICY

DEPARTURES

- Children will meet their parent or other pre-authorized adult at the classroom at 1:00 pm for the end of the day dismissal.
- The pickup person will give the matching sticker to the child's teacher.
- If this person changes, the parent needs to inform the director. You must send a picture or get the matching sticker to the person picking up. That person must be on the emergency pick up list.
- For the safety of our preschoolers, identification may be requested if the pick-up person is not recognized by the teacher.
- Teenagers 16 years old and older may pick up a child if prior arrangements are made with the New Beginnings Christian Academy office.
- **Written notification of any known person who may pose a threat to your child's safety or well-being should be submitted to the office and kept on file.**

SECURITY

New Beginnings Christian Academy is kept locked at all times during the school day. The doors leading into the Preschool Office are opened for drop off and pick up during the following times: 8:45 -9:00 a.m. and 1:00-1:15pm

ABSENCES

If your child is ill or going to miss preschool for any reason, please let us know. You may call New Beginnings Church at (417) 334-6392. This helps the teacher to better prepare for the day.

VACATIONS

Our wish is that every student will be in attendance every day, but if there is an unavoidable need for your child to be out for several days due to family plans, please let the teacher know as soon as possible. This will help her as she plans and prepares for upcoming activities. No refunds can be given for days missed.

TARDINESS

It is very important that the children be in class on time each day so that they do not miss any of the classroom activities or instructional time. The teachers have many wonderful things planned. We hate to have anyone miss a minute of the day. Some classes leave for their special classes the first of the day. Late arrivals will need to sign in at the classroom door. Then the parent will be responsible for escorting the child to his special class, posted on the classroom door, allowing the teacher time to continue the important preparations for the students' return.

LATE PICK-UP

Your child needs to be picked up promptly at 1:00 p.m. After a ten minute grace period, your child will be taken to the New Beginnings Christian Academy office and a fee of \$2.00 per minute per child will be charged for each minute after that time. You may pay when you pick up your child, with that month's tuition or before the 28th of the current month. If you know that you have run into an issue with pick-up, please call the office so that we can reassure the child, aid the teachers and better be able to help the parents.

HEALTH POLICY

DISCIPLINE POLICY

Children will be guided using age-appropriate positive discipline methods including redirection, encouragement, modeling, and problem-solving. Physical punishment, humiliation, threats, or withholding basic needs will never be used.

ILLNESS

To minimize any spreading of disease between children and for the health of the children and staff, parents must keep their child/children home when he or she shows symptoms of infection or illness. Please use the following as a guide to whether your child should stay home: has had a fever during the previous 24 hours; has a cold with a nasal discharge and/or constant cough; has symptoms of a possible communicable disease. These symptoms may include reddened eyes, sore throat, headache, diarrhea or abdominal pain. Please notify the preschool immediately when your child has a communicable disease. Children must be symptom free for 24 hours prior to their return to preschool.

Children who have a persistent runny nose, rash or skin condition due to allergies, or asthma, must provide documentation of the condition from a doctor before the child can return to preschool.

If the child becomes ill during class time, he or she will be helped to rest quietly in isolation from other children. The parent will be called and asked to come immediately to pick up their child.

MEDICATION

Emergency medications prescribed by a physician (such as EpiPens, inhalers, or other emergency medical devices) may be accepted with proper physician documentation and signed parent authorization forms. Parents are welcome to come during the day and administer medication to their child. For children with allergies who require an Epi-Pen/Auvi Q, the following is required: The Epi-Pen/Auvi Q must be in its original box with the child's name and expiration date on the box. Parents must also sign a Medical Authorization Form each year.

EMERGENCIES

Parents will be notified of injuries occurring during the preschool day. Incident reports will be completed for significant injuries requiring documentation. In life threatening situations, 911 will be called and the child will be taken to the nearest health care facility. Parents will be notified immediately in the event of an emergency.

PARENT / TEACHER COMMUNICATION

PARENT/TEACHER CONFERENCES

Feel free to request a conference with your child's teacher at any time. Conferences are good opportunities for you to both share insights into your child's behavior at home and to find out how they are doing in our program.

DAILY COMMUNICATION

We will maintain consistent and clear communication with families through multiple channels. Each month, a newsletter will be sent home to provide important updates, upcoming events, classroom highlights, and key reminders. In addition to the monthly newsletter, we will also communicate regularly through email to share time-sensitive information, announcements, and any classroom or program updates that families need to be aware of. Our goal is to keep parents well-informed and connected to what is happening in the preschool, ensuring open and ongoing communication throughout the year.

GENERAL INFORMATION

CLOTHING

Children in our program are active. They will be using expressive materials including paint, sand and water. They will be involved in climbing and running activities. Please dress them appropriately for play. Please label all personal items with your child's first and last name. An extra set of labeled clothes including underwear and socks must be brought each day in the child's backpack.

INCLEMENT WEATHER

If Hollister Schools are canceled for snow or extreme weather, our program will also be canceled. The Director will post it on the New Beginnings Christian Academy facebook page. Teachers are not responsible for calling their students to inform them of cancellation.

Emergency drills including fire, severe weather, and security procedures may be conducted periodically.

LUNCH

Each family is responsible for their students' lunches and drinks each day. The lunches may be brought in a lunch box or paper sack. Please send food that can be eaten by your child with minimal assistance. Please do not send soda or any carbonated beverages with your child. Water will be available for children who do not bring a drink. Please keep a cup in the lunch box for this purpose. Please include any required eating utensils, such as a fork or spoon. Please be sure that your child's name is on his lunch box, thermos and all containers. We are unable to serve lunches that need to be heated. Due to student allergies, families may be asked to avoid sending peanut products or other identified allergens.

BIRTHDAYS

Birthdays are so much fun! Please check with your child's teacher concerning birthday celebrations. In the event that your child has a summer birthday, feel free to work with your child's teacher to choose an alternate day for special recognition. All birthday treats must be store purchased and in original packaging. If personal party invitations are to be passed out at school, please make certain that every child in the class is invited. To protect the privacy of our families, we do not give out addresses and/or phone numbers of our preschoolers. If you need a phone number or address, please speak personally to the other parent.

CLASS PARTIES

Your child's teacher will inform you of any upcoming parties or special days. There will be a sign-up sheet for treats, the teacher may communicate with you through a **Remind text**.

SPECIAL OCCASIONS / EVENTS

We have planned numerous school-wide special events, such as our Grandparent Celebration, Thanksgiving Feast, Christmas, Valentine's and Easter parties, a Spring Program, Dad's Day and Mother's Day Celebrations

FIELD TRIPS

We also have fieldtrips throughout the school year. They include visits by special guests including animal handlers, storytellers, police and firefighters. We never transport our students, but rather bring our fieldtrips into our school.

***New Beginnings Christian Academy operates as a religious-exempt preschool in accordance with Missouri law. The facility has been inspected by those designated in section 210.252 and is complying with the fire, health and sanitation requirement of sections 210.252 to 210.257.

***Background checks have been conducted on each individual caregiver and all other personnel at the facility. The background check is conducted upon employment and every two years thereafter.

***New Beginnings Christian Academy is state-mandated to report any reasonable suspicions of child abuse or neglect concerning any of our students to the Department of Family Services.

Thank you for taking the time to read our Parent Handbook. If you have any further questions please email, tiffany@mynewbeginningschurch.com or call the office at (417) 334-6392.

We are excited about the school year and look forward to loving on your child and sharing Jesus with them each day!