



## **NORTHLAKE CHRISTIAN SCHOOL**

**"AND HE WILL BE LIKE A TREE FIRMLY PLANTED ... "  
PSALM 1:3**

**August 2012**

Dear Preschool Parents:

Welcome to the 2012-2013 new school year! We are very excited about and grateful for each of our school families here at Northlake Christian School. Your enrollment and participation says so much about God leading us as a school and you as parents together in a partnership to provide the very best education in a loving and nurturing environment for your child.

Anyone seeking to raise children, to protect and to afford their little ones a measure of innocence, must recognize a growing darkness which would seek to consume the hearts and minds of our children. We witness a lurid fascination with deviancy and violence in our culture through the internet, television, video games, music, printed literature, and a whole host of other influencers.

Our purpose at Northlake Christian Preschool boils down to about four chief objectives:

- to give our children an awareness of the great value they hold as unique individuals, designed and loved by God for a specific destiny and purpose;
- to encourage them to know the person and character of Jesus Christ;
- to help construct a foundation of eternal truth in their hearts and minds so that they might discern right and wrong, good and evil, and truth and untruth; and
- to begin the process of equipping them for leadership, that they not only stand but also shine as lights in their world.

We pray that you share these same objectives, that we will work together to love and educate and discipline your most highly prized gift from God -your child. We look forward to the many joys, the laughter, the challenges and the victories that we will experience together on this journey.

Welcome to NCS!

We look forward to a great year together!

Rev. L. Joe Shorter, Ph.D.

Head of Schools Northlake Christian School

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MISSION STATEMENT, DOCTRINAL STATEMENT BACK COVER

## **INTRODUCTION**

### **DESCRIPTION**

Northlake Christian School is a private, non-denominational, non-profit Christian school that exists to assist the Christian community in providing a Christ-centered environment in which faith can be integrated with learning to offer a high quality education for its students from preschool through 12th grade.

### **MISSION/PURPOSE STATEMENT**

Northlake Christian School will provide children with a loving, encouraging and challenging environment where they can come to know the character and person of the Lord Jesus Christ and can grow to achieve their fullest potential, with an emphasis on affirming their knowledge of the Word of God, their growth in spiritual maturity, and their preparation for good works in the will and to the glory of God.

### **PORTRAIT OF A PEOPLE IN PROGRESS**

(Philippians 3:10-14) At NCS, we are a people in progress, perfect in the imputed righteousness of God and yet imperfect in our ability to manifest His indwelling Spirit. We therefore seek to encourage each other to know God and to walk in fellowship with Him. Our purpose is to help each other achieve God's best for our lives -spiritually, academically, physically and emotionally. In that process, we hope to manifest and foster these qualities:

- Knowledge of God (Philippians 3:10)
- A personal, practical faith in Christ (James 2: 17)
- Quality of character, manifested in the fruits of the Spirit (Galatians 5:22)
- Spiritual discernment in every area of life (James 1:5)
- School spirit evidenced by a commitment to God's purpose at NCS (Col. 3:23)
- An appropriate understanding of and response to authority (I Peter 5:5-6)
- A passion for academic, spiritual and physical excellence (Philippians 3: 13-14)
- A cooperative attitude (Psalm 133: 1)

### **ADMISSIONS POLICY**

Northlake Christian Preschool is a private, nondenominational Christian preschool, offering a program of quality education for children ages six weeks through five years. The school admits students and/or employees without regard to the person's race, color, national origin or ancestry. NCS reserves the right to refuse admission or hire on the basis of religious belief and/or lifestyle choices contrary to the school Mission Statement or Biblical standards. Families, for example, who deny the deity of Christ will be denied admission as the NCS Mission Statement asserts that the mission of the school is "to assist the Christian community" and Article #3 of the school Doctrinal Statement affirms the deity of Christ. In the same way, families or students who choose to pursue or promote a homosexual lifestyle will be refused admission or hire because of the Biblical standards set forth in Lev. 18:20; Lev. 20: 13; 1 Kings 14:24; Romans 1:24,26-27; and I Cor. 6:9.

## **DISCRIMINATION POLICY**

Northlake Christian School is non-discriminatory in its admission policies and does not offer preferential admission on the basis of race, color, national origin or ancestry.

## **ACADEMIC PHILOSOPHY (II Timothy 2:15; 3:16, 17)**

Northlake Christian School bases its academic philosophy on the Bible, God's Holy Word. Since "All truth is God's truth," there is no other foundation upon which to build a curriculum. From this premise, the teachers construct their curricular syllabi and work to both integrate and correlate Biblical understanding into course work being done by students. Students are encouraged to do their very best -for the Lord. Curricular offerings at Northlake Christian Preschool are designed to meet the needs of our students, to comply with the mission of the school, and to meet or exceed requirements set forth by all relevant regulatory agencies.

## **ENROLLMENT, DISMISSAL & WITHDRAWAL**

### **ENROLLMENT PROCEDURES**

Northlake Christian Preschool is a private, nondenominational Christian preschool, offering a program of quality education for children ages six weeks thru five years. Here at NCS, families are assured equal opportunity for all qualified persons without regard to race, color, national origin or ancestry in admission, attendance and/or employment.

Tours can be easily arranged by appointment, and the administrative staff is fully equipped to answer any questions parents may have. Tours must be completed before the application process begins. Parents are responsible for completing all enrollment forms prior to the child's attendance at NCS.

Applications are always available online at [www.northlakechristian.org](http://www.northlakechristian.org) under the Admission Link. Northlake Christian School only accepts online applications.

Forms required by the State of Louisiana and Northlake Christian Preschool are as follows:

- an application
- current Louisiana State immunization record
- copy of birth certificate
- handbook acceptance form. These forms must be on file before your child begins school.

The withholding of information by any family regarding a student's diagnosed medical condition, learning disability or expulsion from another school will be grounds for expulsion from NCS.

### **PRIORITY**

Applications are dated in the order in which they are received and are processed on a first-come, first-served basis. Within that chronological structure, the school administration reserves the right to offer preference to (1) children with siblings enrolled at other grade levels, (2) children of NCS alumni, (3) full-time enrollees, and (4) staff children.

## **DISMISSAL POLICY**

It is the educational, spiritual and social purpose of NCS to encourage all students to honor God in all things. It is important for both children and parents alike to realize that we honor God by honoring those He places in positions of authority. God's authority is invested in the classroom teachers and administrators while children are at school. When any student or family is not capable of or willing to honor the teachers, administrators, policies, requirements, doctrinal statement or mission of the school as stated in this handbook, that student may be dismissed by the Preschool Director, subject to review of the Head of Schools.

Specific justification for dismissal review includes:

- Disregard for meeting financial obligations,
- A manifest lack of respect for school personnel and/or policies,
- Failure to comply with discipline plan(s). This includes continued biting and aggressive or abusive behavior,
- Behavior which is judged by the school administration as threatening or dangerous, or
- Behavior by the parent/guardian, relative or child perceived by the Preschool Principal as sowing dissent or disorder.

## **WITHDRAWAL**

In the event that a child must be withdrawn from the Preschool for any reason, written notification must be sent to the Preschool office at least two weeks prior to the withdrawal date. Charges are posted on a timely basis unless notification is received. Students who withdraw after the first of the month are charged the full month's tuition.

## **ATTENDANCE**

Regular attendance is vital to the success of each of our preschoolers. The regular school day for preschool students begins at 8:00 a.m. and ends at 2:30 p.m. For those students requiring care outside of these hours, programs are provided at an additional cost. Occasionally there will be half-days for teacher workdays or conferences; parents will be notified in advance in order to make accommodations.

## **ARRIVAL AND DEPARTURES**

It is mandatory that children be signed in and out every day. Parents must sign their child in and out on the computer in their child's classroom. Teachers will sign in those children who arrive through carline in the mornings. There will be a computer used for sign-out in the carline; no one will need to leave their car.

## **LATE ARRIVAL**

If a parent anticipates that his or her child will be tardy, the preschool office should be notified by 8:25 A.M. so the child can be added to the lunch count for that day. The school reserves the right to request that all tardies arrive prior to 11:00 A.M., unless there is an emergency or prior arrangements have been made through the preschool office.

## **EARLY PICK-UP FROM SCHOOL**

If it is necessary to pick a child up early, a note should be sent in the morning to the teacher stating the time the parent will be at school. Due to legal considerations, the school can not and will not release any child to any party other than the parent or guardian without a specific, prior written request (email is acceptable) from the parent or guardian, even if the person picking up is listed on the pickup list. All third party persons will be asked for appropriate identification.

## **EXTENDED CARE - Preschool Before Care**

Preschool Before Care (7:00 a.m. – 8:00 a.m.) begins in Room 17 under the direction of Mrs. Margie Loomis. At 7:30 a.m. Mrs. Loomis takes the 3-and 4-year olds to Room 24 until 8:00 a.m. Two-year olds remain in Room 17 under the direction of the classroom teacher.

## **Preschool After Care**

Children who remain at school after carline is over (2:50 p.m.) will remain in their classroom or a nearby classroom playing in centers with a teacher until 3:30 p.m. From 3:30 p.m. to 4:30 p.m. children will have outside playground time. At 4:30 the children return to the classroom for bathroom time, snack time, inside center and art time until 5:30 p.m. when After School Care closes. If there is a heat advisory or inclement weather the children will remain in an air-conditioned classroom.

## **CHANGE OF ADDRESS**

If addresses or phone numbers change, please change it on RenWeb right away so that communications may continue between the school and parents. Please keep this in mind in regard to cellular phones and car phones so that the school can reach parents in a timely fashion in the event of an emergency.

## **EDUCATIONAL PROGRAM**

**GUIDANCE & DISCIPLINE** It is the philosophy of the NCS Preschool that praise, encouragement and support is the focal point of all classroom discipline. We believe that the purpose of discipline is to disciple students in the Lord's way. Mr. Webster defines discipline as "training which corrects, molds, strengthens or perfects; to develop by instruction and exercise; to train in self-control or obedience to given standards." To discipline is to train, as when an archer "trains" his arrow upon a target so that, when the time comes to release the arrow from his direct control, it will fly straight and true to his purpose. In this same sense, the Bible tells us, "Train up a child in the way he should go." Prov.22:6.

At NCS, discipline measures are directed to the positive training necessary for acceptable and responsible behavior. The school cooperates with the home in establishing these rules of behavior:

- We must use kind and gentle words to our friends.
- We should never hurt others.
- We should always be obedient to those in charge of us.
- We should always be honest and tell the truth.

Within these parameters, there is more latitude to individualize. The following list provides examples of actions which the school may take in trying to manage behavior:

Redirecting the child to another activity

- Telling the child what he or she CAN do
- Giving choices when there is that opportunity
- Establishing eye contact and light touch to emphasize the importance of what is being communicated
- Embracing the child until he or she regains control
- Rewarding good behavior

The child's behavior, age, intellectual development, emotional make-up and past experience will be considered as the teacher seeks to redirect or guide a student's behavior. Consistency will be maintained in setting rules and limits for each child. NCS Preschool does not use corporal punishment. No child shall be subject to verbal abuse or threats, or cruel, severe or unusual punishment. Derogatory remarks of any kind shall not be made. No child or group of children shall be allowed to discipline another child. No child shall be deprived of meals or snacks for disciplinary reasons.

## **PERSONNEL**

Northlake Christian Preschool employs full-time and part-time staff to provide qualified, consistent care and learning experiences for young children. Staff members are trained in child development and the best practices in early childhood education. They continue training through in-service workshops and conferences. All staff members are certified in CPR and pediatric First Aid.

## **ANNUAL PROGRAM**

School functions, special events and days of operation are included in the school calendar. A monthly newsletter, The Preschool Parade, will help keep the school family informed about events occurring in the preschool. Other pertinent information such as menus, the school's Open Door policy and discipline are posted in the reception area of the Preschool office and on the website.

## **CONFIDENTIALITY AND MAINTENANCE OF STUDENT FILES**

Northlake Christian Preschool assures the confidentiality of all student records. A written consent is required for the release of any information concerning any student. The disclosure of any information concerning any student or his or her family, directly or indirectly, will only be released to authorized persons (administration and pertinent staff).

## **SNACKS**

A well-balanced morning and afternoon snack is provided to students. These may consist of cereal, crackers, cheese or fruit. If you wish to provide a special snack for your child, please notify the teacher in advance.

## **LUNCH**

NCS provides a well balanced and nourishing lunch. Should a medical or therapeutic reason preclude a child from enjoying the provided lunch program, a letter to that effect from that child's physician should be submitted to the Preschool office where it will be kept on file. In this case, lunch may be brought from home.

## **NAPTIME**

All children will nap in cribs or on mats. Daycare crib sheets and blankets and preschool blankets and mats are provided by NCS. Parents of three and four-year old children are asked to bring a crib sheet for their mat. All crib sheets are washed daily all blankets are washed weekly unless soiled earlier. All children nap fully clothed, with shoes remaining on in the event of an emergency. Children are allowed to keep special toys for naptime.

## **DAILY RENWEB UPDATES**

All parents will have a daily update on Renweb concerning their child. These updates will contain important information from the classroom teacher, the office, or general information about upcoming events happening at school. Please check your parent Renweb account daily.

## **WEB SITES**

The school web site can be accessed at [northlakechristian.org](http://northlakechristian.org). Please watch for more information in this regard. The office may also be contacted by email at the following addresses: [lbusbee@northlakechristian.org](mailto:lbusbee@northlakechristian.org) or [mgaddy@northlakechristian.org](mailto:mgaddy@northlakechristian.org).

## **DEVELOPMENTAL SCREENINGS**

Developmental screenings will be done by the teacher periodically to keep parents informed of their child's developmental progress. Samples of the screenings will be given to parents prior to any screening and signed permission by the parents will be granted before screening occurs. Screening results will be sent home to parents when completed.

## **SOCIAL-EMOTIONAL SCREENINGS**

In order to support our young children's development across all domains, we will be conducting social-emotional screenings on all the children at the beginning and ending of each school year, with a consent form being signed by the parent. Teachers will meet with parents with results to help ensure each child can build the strongest possible foundation for further emotional development.

## **PLEDGES**

American Flag: "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Christian Flag: "I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe."

Bible: "I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light into my path. I will hide its word in my heart that I might not sin against God."

## **HOLIDAY CARE**

The Daycare provides extra care during times the rest of the school is closed. Please refer to the Preschool Calendar at the back of this handbook for specific closings. No credit on tuition is given for scheduled school holidays or vacations.

## **CURRICULUM AND METHODS**

The curriculum and methods of Northlake Christian Preschool are in line with acceptable practices for Early Childhood Education and the Bureau for State Licensing. However, in keeping with the stated purpose and mission of Northlake Christian School, the unique feature is our desire to integrate the Word of God into our entire preschool program. The Bible, God's Truth, is the ultimate source of truth in all areas of child development.

Our program has a four-fold emphasis, based upon our Mission Statement and Luke 2:52: "And Jesus grew in wisdom, and in stature, and in favor with God, and in favor with men."

Although our materials of instruction are selected carefully, and incorporate developmentally appropriate practices, we are convinced that our most important "living curriculum" is our teachers and staff as they interact with students. In keeping with our Christian philosophy of education, students receive instruction in the following:

- **BIBLE:** Godly truth and Christian living with an emphasis on character development are taught through Bible stories, songs, scripture memorization, and daily life applications.
- **READING:** Our reading program begins in the two-year-old program, developing readiness skills through songs, oral stories, conversations, finger plays and poetry and phonics. Phonics will be developmentally introduced in our three-year-old program and taught in our four-year-old and five-year-old prekindergarten classes. Northlake Christian Preschool employs the Saxon Early Learning Curriculum in our three and four-year old programs, supplemented with ABeka resources. Our two-year olds enjoy the full ABeka curriculum supplemented with the WEE Learn curriculum, which is also incorporated in our Infant and Toddler classrooms.
- **WRITING:** Writing readiness is carefully developed throughout the Preschool program. Developmentally appropriate writing readiness skills are emphasized in the program for two and three year olds. Examples of these skills would include left-to-right as well as top-to-bottom progression, recognition of upper and lower case letters, and pre-writing strokes and tracing. These writing readiness skills will be expanded in the four-year-old and five-year-old program to include proper pencil grip, posture and paper placement; correct letter formation; formation of numbers zero through ten; similarities and differences; and position.
- **MATH AND NUMBERS:** Early math concepts will be introduced through a variety of hands-on learning experiences that are meaningful and concrete. Some examples of specific skills include recognition of shapes, numerals, patterns, sequencing, rote counting, matching and time concepts such as calendar months and seasons. Children will be encouraged through these opportunities to extend reasoning and thinking abilities.
- **SOCIAL STUDIES & SCIENCE:** These two areas of study are incorporated in our Bible time with emphasis placed upon creation, family life and citizenship as well as in the Saxon Early Learning curriculum. Science is also offered as a special class once weekly in addition to its use and instruction in scientific principles throughout the school day.

- **MOTOR SKILLS:** Children will be provided with regular opportunities for vigorous play and fundamental gross motor skill development during playground time and creative movement exercises. Fine motor skills will be enhanced through such activities as cutting, lacing, tracing, using different manipulatives, and playing with Play-Doh.
- **COMPUTER:** Opportunities to gain experience in computer usage will be provided in classrooms for 3-year old, 4-year-old and 5-year-old students. Software that enhances reading and math classroom instruction will be provided.
- **MUSIC:** Music plays an important part in child development. We will offer music as a special class on a weekly basis, in addition to its use throughout the school day in class.
- **FOREIGN LANGUAGE:** All children will be introduced to Spanish and American Sign Language throughout their curriculum and will be encouraged to use it in their daily activities.
- **FIELD TRIPS** State regulations on the transportation of students make field trips for preschool-age children a much more difficult task. Every effort will be made to bring people and programs directly into preschool classrooms to provide meaningful enrichment. Preschool students at CS will not take off-campus field trips.
- **CENTER TIME & OUTSIDE PLAY** An appropriate amount of time is designated each day for inside center time and outside playtime. These blocks of time help the child explore, reason, and imagine. Please be sure your child has sufficient clothing for cold days.

## **HEALTH AND SAFETY**

### **SAFETY REQUIREMENTS**

To ensure that no child is left unattended at the center, the entire center is checked after the last child departs. The evening manager conducts a visual check, which is reviewed by the Director.

### **SERIOUS INJURIES**

In the event of a severe injury or acute illness, the student will be transported immediately to Lakeview Regional Medical Center. The parent or guardian will be called and informed of the circumstances and where the child has been taken. In the event that a parent can not be reached, an "Emergency Contact" listed on the child's application will be called. Written accident reports will be submitted to the Preschool Director and a copy placed in the child's file.

### **FIRE SAFETY**

Fire drills will be conducted monthly to practice specific procedures in the event of a fire. All students in daycare through high school are taught the importance of fire drills, the necessity for silence, and an orderly evacuation system. Drills are conducted monthly, with at least one occurring during naptime.

### **WEATHER SAFETY**

Weather stations are monitored on campus. A weather emergency calls for a quiet, calm, and orderly response. In the event of a weather warning, the administration may decide to use any of three separate alarm systems. States of emergency will be defined as either Green, Yellow, or Red

and communicated to classrooms via intercom, walkie-talkie or office staff. Appropriate responses will be as follows:

- **CODE GREEN:** A Code Green call indicates an expected response window of seven to ten minutes. Students will return to the classroom and move away from windows. Teachers will guide students through a “drop and tuck” procedure.
- **CODE YELLOW:** A Code Yellow call indicates an expected response window of five to seven minutes. The same procedure is followed. Everyone remains in their emergency procedure until the administration gives an All Clear signal.
- **CODE RED:** A Code Red call indicates little or no response opportunity to a perceived threat of violence on campus. Teachers will close and lock doors, move students away from windows, and guide the students to a safe place in their classroom. Everyone should assume a high state of emergency until the administration gives an All Clear signal.

### **TORNADO DRILLS**

Tornado drills are conducted during the months of March, April, May, and June.

### **VIOLENCE**

Any threat of violence to our school family is regarded as serious and dangerous. Anyone who makes threats of violence or physical harm are in violation of the law and may be prosecuted for assault. Any threat of physical harm needs to be reported immediately to the appropriate principal. The principal may act for the school in choosing the appropriate level of response or may choose to defer to the director and local authorities. All administrators, teachers, and assistants are trained in correct procedure for a threat of violence, with drills conducted regularly.

### **SCHOOL CLOSING**

There are circumstances such as severe weather or loss of the school water supply that may require the school to close. In almost every case, Northlake Christian School will follow the lead of the local public schools in this regard. As such incidents occur, parents will be notified via telephone through School Reach, radio or TV. In the event of a hurricane, snow, or freezing temperatures, parents are encouraged to tune into local television and radio stations rather than calling teachers or the school office.

### **PERSONAL HYGIENE**

Staff and children will wash their hands at a minimum the following times: upon entering the school, before and after the preparation of snacks; before and after eating a meal/snacks; after toileting or changing diapers (gloves to be used); or any time hands become soiled with body fluid. Parents are responsible for bandaging cuts and sores that may ooze or drain. Ice or soap and water are our only means of First Aid.

### **BITING POLICY**

If a child is bitten, the wound will be washed with soap, water and ice will be applied, the child will be consoled, and the child's parent will be called. The parent of the biter will also be called. The biter will receive a stern admonishment and the parent will be called. If the child continues such aggressive behavior, he or she will be paired with a teacher until the biting stops. It is the parents' responsibility to discourage this behavior. In the event the biting continues and is

disrupting activities enjoyed by the rest of the children, the biter's parents will be called in for administrative review which may lead to dismissal.

### **TOBACCO, ALCOHOL & ILLEGAL SUBSTANCES**

Tobacco, alcohol, and other controlled or potentially toxic substances are strictly prohibited on the Northlake Christian School campus as well as at, going to, or coming from any school-sponsored function in any other location.

### **CPR AND FIRST AID**

All staff members will be trained in CPR. There will be a minimum of at least 50% of all staff on the premises and accessible to children with documented current approved pediatric First Aid training. Each preschool building will house one currently certified staff member. Water activities involving wading/swimming pools (not to exceed a depth of 2 feet) will meet these same requirements.

### **ABUSE AND NEGLECT**

Northlake Christian Preschool is required by state law to report any suspected abuse and/or neglect of a child in accordance with R.S. 14:403 to the local Child Protection Agency at 893-6225.

### **HEALTH AND ILLNESS**

NCS has taken the responsibility to educate the Preschool staff in the rationale and regulations regarding basic hygiene practices in order to properly care for each child. Effective disease control is a joint responsibility between our program, parents, employees, and attending physicians.

Any illness which has your child feeling poorly and in need of one-on-one care, which the school cannot provide, should stay at home. Upon arrival at the preschool, each child will be observed for possible signs of illness, infection, bruises, and injuries, etc. When noted, results will be documented.

Please keep your child home/Your child will be sent home with the following symptoms:

- Fever of 100 degrees or higher (May return when fever free for 24 hours without the aid of a fever reducer.)
- Diarrhea (until regular movement)
- Vomiting, irritability, or excessive sleepiness
- Respiratory infection
- Ear infection accompanied by fever
- Lice (until treatment has begun and all nits are removed)
- Scabies (until treatment has begun)
- Strep throat (until 24 hrs. after beginning treatment)
- Undiagnosed generalized rash
- Thrush
- A need for one-an-one care
- Staphylococcus Aureus

Any child with the following must be kept at home or will be sent home and may not return without a doctor's written approval:

- Undiagnosed rash (except for diaper or known allergy)
- Chicken pox (blisters all scabbed over)
- Conjunctivitis/Pink eye
- Hepatitis A -one week after illness and fever gone
- Measles
- Meningitis
- Mouth sores with drooling
- Mumps
- Rubella
- Strep throat
- Tuberculosis
- Whooping cough
- Impetigo
- Ring worm
- Meningococcal
- Hib Disease
- AIDS (or my infection) until the child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons to include the choice of the parent and the Director.
- Staphylococcus Aureus

## **ADMINISTERING MEDICATIONS**

It may be necessary for students to take medications during the school day. The policy at Northlake Christian School, in compliance with state guidelines, is as follows:

Only staff trained in medication administration may assist students in taking medication.

Short-term prescribed medication must be brought to the school in its original bottle by the parent or guardian. Instructions for giving medication must be clearly marked on the medicine container, and the parent must fill out a required medical form for each medication. A form listing possible side effects must accompany the medication. No outdated medicines can be administered

Long-term prescribed medication must be in its original bottle. Forms, available in the school office, must be completed by the parent and the prescribing physician.

Staff trained in medication administration may no longer administer over-the-counter medications such as cough medicine, Tylenol, etc., unless it is prescribed by a physician and supplied to the school in compliance with medication procedures as outlined above for either short-term or long-term prescriptions.

Failure to comply completely with these regulations, including the submission of the required form and/or printed documents listing any possible side effects, will result in our inability to administer medication.

All medication will be sent home daily.

## **GENERAL INFORMATION**

### **CLASSROOM VISITS**

Parents are welcome and encouraged to visit, observe and participate in the classroom. Parents who can schedule a time to read to the children are especially welcome. Because of the obvious potential for disruptions, siblings should not accompany parents or friends into the classroom. If a parent wishes to visit at lunch, an advance note delivered to the child's teacher will enable the classroom teacher to make accommodations. All visitors, including parents are to register in the office before going to a classroom. Cooperation in this regard helps us to safeguard the children and is much appreciated.

### **PARENT TEACHER CONFERENCES**

To maintain effective communication between the home and preschool, parent-teacher conferences may be scheduled at intervals throughout the year, but the second week of September is set aside particularly for scheduling the conferences. Feel free to request a conference with your child's teacher or the Preschool Director at any mutually convenient time.

### **PARENT EDUCATION MEETINGS**

Parent education meetings will be held at various times to help parents with various stages of child development issues. We urge all parents to take advantage of these special meetings.

### **POTTY TRAINING**

Students need to be able to use the bathroom facilities with minimal assistance by the time they enter the three-year-old program. NCS is happy to work with parents to reach this developmental milestone.

### **TRANSPORTATION**

NCS is unable to offer transportation services to and from school to Preschool students. Daily bus service is restricted to students enrolled in the elementary and secondary schools.

### **COMPLAINT PROCEDURES**

In the spirit of Christian accountability, every effort should be made to resolve any differences or criticisms of any classroom teacher in private conference with that teacher. Once that step has been taken, any internal or external complaints or unresolved issues may be directed in writing to the Preschool office, to be addressed in person with the parent and or teacher, Preschool Director or any other relevant school personnel. If resolution is still not met, the issue may then be submitted to the school Director. Any further issues, particularly in regard to standards set for "Class A" licensing, may be referred in writing to The Bureau of Licensing, P.O. Box 3078, Baton Rouge, LA 70821. The Bureau may be reached by telephone at (225) 922-0015.

### **DELIVERY OF ITEMS TO STUDENTS AT SCHOOL**

If items need to be delivered to students during the school day, bring these items, labeled with the child's name and class, to the Preschool office. A member of the Preschool office staff will deliver the item(s) at an appropriate time so that class will not be unnecessarily disturbed.

## **CARPOOL LINE**

The carpool line is operational from 8:00 a.m. to 8:20 a.m. and again at 2:30 p.m. until 2:50 p.m. The carpool line is designed for drop off and pick-up only! Because it is very important that the carpool line moves in a timely and efficient manner, all parents must remain in their car. Teachers and assistants will help get the children in and out of the car. We ask that the child's carseat be on the right passenger side of the vehicle so the child does not have to exit the car on the street side. When picking up a child in carline it is very important for parents to use the window-visor name card supplied by the preschool office and be ready to give their ID number. During the rest of the day, parents must park in the lot and walk children to the classroom. To go into the building for any reason, parents should park in a designated parking area and not in the drop-off lane. The lane in front of the preschool office is a fire lane. Do not stop or park in this area.

## **PARKING TO WALK CHILDREN IN**

Parents of infants, toddlers and two year olds must park and walk their children in to their classrooms. ALL PARENTS PLEASE NOTE: All automobiles must be turned off and keys taken out of ignition when you leave your car. NEVER leave any children in the car while you walk your child to class. Take them with you.

## **COMMUNICATIONS**

All correspondence to the teacher or the office should be delivered in a sealed, labeled envelope. Notes may be delivered by attaching them securely to the child's backpack or dropping written messages off in the office. Email may also always be used.

## **SCHOOL DRESS**

There is no uniform for students in the NCS Preschool; however, NCS Preschool t-shirts may be ordered. All students are expected to arrive at school appropriately dressed for the day. It is also important that all children be dressed in clothing that they can effectively and independently manage when going to the bathroom. Shoes should be comfortable and fit well; tennis shoes are usually the best choice. Please do not send children with hats, cowboy boots, open-toed sandals or open-back shoes. It is important to label all outerwear with the child's name. It is also required that each Preschool child provide the teacher with a complete change of clothes enclosed in a labeled ZipLoc bag. This will be kept at the school in case of accidents.

## **BACKPACKS**

Each child should have an appropriate backpack for carrying personal supplies, papers and school communications.

## **PHOTOGRAPHY**

Pictures are taken each fall and each spring by a professional photographer. Parents may choose to purchase or not to purchase photographs, but every child will have his or her picture taken to provide pictures to the school yearbook. The school application contains a written release statement which allows the school to use student photographs for promotional purposes.

## **LOST AND FOUND**

Each year, the school accumulates a small fortune in lost and found articles. Check here first. Eventually, unclaimed items will be given away.

## **MARKING BELONGINGS**

It is so important to mark ALL belongings -uniforms, jackets, lunch boxes, school supplies, etc. This will help your budget and alleviate the crowded condition of the Lost & Found closet.

## **BIRTHDAY PARTIES**

Birthdays may be celebrated in school during snack time with prior teacher notification. Please limit these celebrations to a refreshment and snack for each student in the class. The school is not prepared for "full-blown" birthday celebrations during school hours; cupcakes or special treats may be brought in for a snack as long as those are provided to every child in the class. Invitations to off-campus parties should be mailed and not delivered inside the classroom unless all of the students in the class are invited. The school encourages participation in the Birthday Book club; more information is available through the Media Center.

## **HOLIDAY CELEBRATIONS**

Because the school has chosen to emphasize the spiritual aspect of holidays and not offend fellow believers, the school family is asked to respect the following guidelines:

- Halloween is not observed in any fashion.
- Thanksgiving is celebrated in its original intent as a time to focus upon God's goodness toward our nation.
- Christmas is celebrated as Christ's birthday. We do not discourage the belief in Santa Claus, but we also do not use decorations which include Santa Claus, Rudolph, the Grinch or other fictitious characters.
- Valentine's Day is cast as a celebration of God's unfailing love.
- St. Patrick's Day is recognized. Students may choose to wear green, but there will be no associated classroom activities.
- NCS does not celebrate Mardi Gras with classroom activities.
- Easter is a celebration of the Resurrection of Christ. All activities and decorations need to be centered upon that event.

## **PRESCHOOL SUMMER CAMP**

Openings for Preschool Summer Camp will be very limited. Applications will be accepted on an individual basis.