

# *New Life Christian Academy Preschool*

2021-2022 Student Handbook

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## **BIBLE VERSE**

“Finally, my brethren, be strong in the Lord and in the power of His might.”

*Ephesians 6:10*

## **MISSION STATEMENT**

New Life Christian Academy exists to educate, equip, and encourage children to become fully-devoted followers of serving Jesus Christ.

## **LOGO**

A child shadowed by a soldier

## **PURPOSE**

It is the purpose of New Life Christian Academy (NLCA) to provide a sound, high quality academic program within a Christian environment. This objective is achieved through constant emphasis, which builds on the fundamentals of reading, writing, spelling, arithmetic, science and history. Added emphasis is given to proper development of social behavior and manners.

In addition, the academy’s purpose is to ensure that the salvation message, according to the Gospel of Jesus Christ, is clearly and truthfully presented to each student and that each child has an opportunity to give their heart and life to Jesus Christ as their personal Lord and Savior.

## **NON-DISCRIMINATORY POLICY**

NLCA admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, scholarship loan programs, athletic, and other academy administered programs.

## **CHRISTIAN EDUCATION**

The ideals of NLCA are to provide students with a high quality Christian education based upon Biblical values and principles.

We believe a student’s education must be more than knowledge of academics. It must include a firm basis for moral conduct, which will strengthen the student’s ideals and responsibilities throughout life. Therefore, teaching children how to stand as strong soldiers of the Lord is central in all of NLCA’s teachings, both in the classroom and on the playground.

## **TEACHING**

NLCA provides sound curriculum and applied skills in a sequential order that is developmentally appropriate. Learning takes place through accountability, relationships, motivation, goal setting, and a caring environment that stimulates learning.

Curriculum selected presents appropriate subject matter for students to develop the skills necessary to progress and become proficient in all subject matters. Materials are taught in a manner suggested by ABEKA, which is created to help students learn, memorize and retain material.

NLCA teachers are responsible for recognizing their student's academic strengths and weaknesses, for understanding a student's unique characteristics and the way in which they learn, and for implementing a variety of techniques that will help meet the student's individual needs. NLCA teachers are expected to demonstrate warm, fair, considerate, and respectful behavior toward all students. They are to encourage and teach students academically, socially, and spiritually by modeling moral maturity and characteristics of Christ through personal relationships not only with students, but also with parents.

## **NLCA OBJECTIVES**

### **Spiritual Growth**

NLCA desires to lead each student to:

- Know that God is their Creator and Sustainer of all things. To accept His Son, Jesus Christ as Lord and Savior, and to help students to be strong as soldiers in the Lord.
- Believe that the Bible is the Word of God, the foundation of our faith, and that God will speak to us through it.
- Turn away from sin and turn to God in belief through prayer, listening when He speaks, and growing in a personal prayer life.
- Be doers of the Word, accepting Christian standards and ideals as a basis for choices and opportunities.
- Adopt a world-view that includes seeing truth, reality, and ethics from a Biblical prospective.

### **Personal Student Growth**

NLCA seeks to build positive concepts in each student by:

- Increasing personal understanding of their physical and mental abilities.
- Encouraging the acceptance of mistakes as a part of the learning process, yet having students assume responsibility for their behavior.
- Helping them build strong relationships with families, teachers, adults and fellow students.

### **Social Growth**

NLCA strives to have each student:

- Demonstrate sensitivity to the similarities and differences of other students.
- Develop abilities to work productively and fairly in group settings, identifying with Christian ethics and values.
- Demonstrate obedience and respect for those in authority in order to achieve optimal group and team goals.

Home, church, and the academy should compliment each other in promoting positive and healthy spiritual, academic, social, emotional, and physical growth for the student. The training and examples in each of these areas should prepare the student for a life of fellowship with God and the ability to carry out God's will in their life.

## **DRESS AND GROOMING STANDARDS**

NLCA bases its dress code on two criteria: Biblical standards of modesty (I Timothy 2:9 and Romans 12:1) and for the student's personal safety.

### **UNIFORMS---Monday, Tuesday, Wednesday & Thursday**

Clothing & Hair

- ◆ **Polo Shirts**---Red, white, and navy blue (American flag colors)

- ◆ **Pants, Skorts, Shorts and Skirts**---Navy blue, black and khaki & black jeans or blue jeans (Shorts, skorts, and skirts must be no shorter than three inches above the knee.)
- ◆ **Shoes**---All shoes must be closed-toe with the heel covered. Rubber soles are recommended.
- ◆ **Socks, Tights, and Leggings**--- Red, white, navy blue, or black.
- ◆ **Hair**---Girls and boys must keep their hair cut and styled neatly. Hair styles that cause a distraction are not allowed. Boy's hair must not be touching their shirt collar. Dyed hair is not allowed. Faux Hawk is a hairstyle that is allowed which is a section of hair running from the front to the back of the head, but cannot be more than 1 inch in length. The sides or the back of the head cannot be shaved. Mohawks are not allowed.
- ◆ **Accessories**---nail polish, pictures and writing on backpacks, lunch pale, sweaters, sweat-shirts, pencils, hair accessories etc...must be in good taste and non-offensive. Monsters, tattoos, make-up, jewelry, skulls and cross bones, anything gothic in nature, gang related, drugs, tobacco, alcohol etc... are not allowed.
- ◆ **Undershirts**---If undershirts are worn, they **MUST** be in school colors only (red, white and navy blue).
- ◆ **Uniforms must be purchased in the uniform section of department stores.**

**Non-permitted attire and accessories:**

- ◆ Spaghetti straps, halter-tops, low necklines, or tops that show the tummy (All top straps must be 2 inches or more)
- ◆ Tattered, dyed, soiled, frayed, rolled up, slit, torn, faded, or oversized attire
- ◆ Baggie, extra-long pants or shorts (No hanging belts)
- ◆ Short shorts or short dresses (no higher than three inches above the knee)
- ◆ Sweatpants or sweatshirts
- ◆ Bandanas or sweatbands. (Caps, hats, and sunglasses can be worn outside only)
- ◆ Tattoos of any kind
- ◆ All backpacks, shoes, socks, clothing, notebooks, pencils, etc...must not display any form of alcohol, tobacco, illegal drugs, grunge or gothic look, secular music, violence or gang related activity or gesture
- ◆ Leggings, jeggings, yoga pants, biker shorts or any athletic wear are not allowed. (Recommended jeans)

**SCHOOL SPIRIT DAY---Friday**

Students may wear a spirit shirt with NLCA logo, which may be purchased in the office or a uniform shirt. Blue jean or black jean pants and shorts are acceptable. Otherwise, school uniforms are required. Pants and shorts must be in good repair (fraying and holes are not allowed).

**ATTENDANCE POLICY**

Be sure to sign in and out on the attendance sheet each day. A \$5 charge will be applied for not signing in and out. If your child is absent, please call the school to notify the office.

**SCHOOL CLOSURE POLICY**

NLCA will announce any school closures on our website at [www.nlcasoldiers.com](http://www.nlcasoldiers.com) or Gradelink via email or text message. Please make sure your email is current in the school office. It is the parent's responsibility to find out whether school is in session.

**DROP-OFF & PICK-UP PROCEDURES**

**Drop-off-** Parents are to park in the preschool parking lot located on the corner of Hercules and Seventh. Parking is not allowed directly in front of the preschool entrance. Students are to be dropped off after sign-in at the podium by the parent or guardian.

**Pick-up** – Parents are to park in the preschool parking lot located on the corner of Hercules & Seventh. Parking is not allowed directly in front of the preschool entrance. Students are to be picked up after sign-out at the podium by the parent or guardian.

### **COVID-19**

Here are some guidelines that NLCA will follow if students become ill at school or are sick at home.

- A. All students will have temperature checked and must answer wellness check questions which include covid-19 symptoms every morning before entering campus.
- B. An ill child will be sent home immediately. Parents will be notified, and child will be placed in isolation (room in office) with a face covering until parents arrive for pick-up.
- C. Students with a fever of 100.4 or greater will have to remain home or if any of the following symptoms occur.
  1. Chills
  2. Cough
  3. Shortness of breath
  4. Fatigue
  5. Muscle/body aches
  6. Headache
  7. New loss of taste or smell
  8. Sore throat
  9. Congestion
  10. Runny nose
  11. Nausea/vomiting
  12. Diarrhea
- D. Students who are ill with covid-19 symptoms will be required to be tested for covid-19 and will have to be quarantined until they receive their results.
  1. Positive results: student must receive clearance from primary doctor to return to school or complete 10-day quarantine and have no new symptoms.
  2. Negative Results: students can return to work after symptoms have subsided without medication following school policy.
- E. Students who have been exposed to a positive covid case, will have to quarantine for 14 days. They will not be allowed at school until either a negative test after 7 days of exposure or 14 days with no signs or symptoms. Please call the school office for guidelines.

### **VISITING THE CAMPUS OR THE CLASSROOM**

**Until Further notice, no visitors or volunteers on campus**

It is **mandatory** when coming onto campus during school hours to first sign in and obtain a pass from the elementary office.

### **LUNCHES**

When students bring a sack lunch, we encourage you to send healthy choices as this will help them in the learning environment. Before the beginning of each month a monthly menu will be sent home with your child. *Pre-orders will not be required.*

When your child comes to school, the teacher will take a count for those purchasing lunch that day. **Daily lunches must be ordered by 9:00 am at \$4 each. After 9:00 am, students may be subject to an emergency lunch which may consist of a peanut butter and jelly sandwich. The cost of an emergency lunch is \$5.00.**

Lunch invoices will be billed on the first Tuesday of the following month and must be paid within two weeks. If a lunch

invoice remains open after the two-week period, your child will not be allowed to order Hot Lunch until invoice is paid.

### **SNACKS**

A mid-morning and afternoon snack will be provided.

### **MEDICATION**

If your child needs to take any medication, including over-the-counter (Tylenol, cough drops, Neosporin, etc.), it is required that a form is completely filled out and accompanies the medication. Without the proper forms, NLCA will **NOT** be able to administer any medication for your child. Forms are available through the office.

- The school shall obtain both a written statement from the physician detailing the name of the medication, method, amount and time schedules by which the medication is to be taken and a written statement from the parent or guardian of the student indicating the desire that the school assist the student in the matters set forth in the statement of the physician. E.C. 49423 Revised: 4/25/07
- The medication must be brought to school by the parent or guardian.
- The medication must be in the original container with the physician's prescription on the label.
- All medication must be kept and administered in the preschool office except as allowed by state law.

### **HOURS**

Preschool hours are 6:30-6:30. Late Fee: If your student is not picked up by 6:30 pm, you will be charged \$1 per minute you are late which is due immediately and will be made payable to the attendant on duty. If you are late more than three times, your child may not be allowed to attend the academy.

### **DISCIPLINE POLICY**

*No discipline seems pleasant at the time, but painful. Later, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11*

The effectiveness of our discipline policy is greatly dependent upon cooperation between the home and NLCA. We do not expect parents to solve discipline problems alone; likewise, please do not expect NLCA to solve such discipline problems alone. We desire that both NLCA and the home will work together.

Students are required to respect all constituted authorities, including, but not limited to: teachers, principal, and all staff members. High personal standards of courtesy, decency, morality, fairness, and honesty will be encouraged and maintained through wholesome relationships at NLCA, along with respect for real and personal property.

Students must adhere to NLCA's rules, regulations, guidelines, procedures, and those provisions of the law, which apply to the conduct of juveniles or minors. NLCA's desire is to have a **bully-free** campus. This includes physical or verbal intimidation. We will do what is necessary to make sure your child is safe and enjoys his/her time at school.

*Any action, behavior, or practice, which interferes with another student's right to learn, enjoy recess or right to safety, will not be tolerated.*

### **ITEMS FROM HOME**

Please check your child's backpack and pockets before arriving at school. Any toys, electronic devices (cell phones, iPods, etc...), skateboards, magazines, movies, items other than school supplies or show and tell items approved by the teacher, etc... will be confiscated and left in the office to be picked up by parent or guardian. If items continue to be brought from home, they will be taken and not returned until the end of the school year.

### **STUDENT SEXUAL HARASSMENT POLICY**

This academy is committed to maintaining a safe academic environment in which all individuals treat each other with dignity and respect, minimizing all forms of intimidation, exploitation and harassment, including sexual harassment. NLCA is prepared to act to prevent or correct any violation of this policy. Anyone violating this policy will be subject to discipline, up to and including expulsion.

### **HOMEWORK**

Homework will be kept to a minimum, preferably 10 minutes per grade level, per day, and will be material the student is familiar with. In addition, we strongly recommend students to read or be read to 30 minutes each day. If students do not turn in their homework at the required time, they will be expected to do it during recess, even if homework was done but left at home.

### **NO ANIMALS ALLOWED ON CAMPUS**

For the safety of the students, staff and parents, animals are not allowed on campus.

### **CHAPEL**

**Until further notice, Chapel will be done in each classroom.**

Chapel is held on Thursday mornings at 8:15 a.m. in the Bible Room, unless otherwise indicated. This is a time of worship and growing together in the knowledge of the Lord. Parents and friends are welcome to attend any of our chapel service; however, we ask that you keep distractions to an absolute minimum. Our chapel services are designed to encourage understanding of how God is glorified, respected, and worshiped. Respect for chapel service is emphasized and reverence is expected.

### **PARTIES**

**Parties will be held in classroom. Only store-bought items can be brought in. No volunteers at this time.**

Parties are predominately held on Fridays, and under the leadership of the individual classroom teacher. Parents will be asked to participate with the parties. Parents who would like to celebrate their child's birthday during class time must notify their teacher one week prior.

### **FIELD TRIPS**

As part of the instructional program of NLCA, classes are encouraged to take field trips throughout the year. There will be times when recreational field trips will be permitted. Parents are encouraged to participate by volunteering to drive and/or chaperone.

- Proof of full coverage insurance & Driver's License must be on file in the office before the event along with a completed, signed Volunteer Driver Application Form.
- Seat belts are required for each passenger.

Complete guidelines for chaperones and drivers are available in the school office.

*Students who have received a severe clause during the quarter of the field trip may not be allowed to attend. Decision is at the Principal/Director's discretion.*

### **COMPLAINT OR CONCERN**

If a student or a parent has a concern about a policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the problems.
2. If the problem still exists contact the Principal.
3. If still unresolved, contact the Pastor.

**PROGRESS REPORTS**

One parent/teacher conference will be scheduled for Pre-K students at the end of the year to discuss student's progress or concerns.

**PRE-K GRADUATION**

All open invoices must be paid for your child to participate in the Pre-k graduation ceremony

NLCA reserves the right to change any policy at any time that would be in the best interest of the academy or student.

Information highlighted in yellow is due to changes with Covid-19. School Administration reserves the right to amend handbooks, guidelines, and procedures to ensure the safety of staff and students

### **New Life Christian Academy's Statement of Faith**

- We believe the Bible to be the inspired, only infallible, and authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation; and that heaven and hell are definite places.
- We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is essential.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling enables the Christian to live a godly life. I will not question my God-given, birth certificate gender, therefore I will not request nor expect to use the opposite genders' restroom.

### **Employees Lifestyle Statement**

New Life Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. New Life Christian Academy requires its employees to be born-again Christians, living lives as Christian role models (Rom. 10:9-10, 1Tim 4:12, Luke 6:40). An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow Matthew 18 principle when an issue arises with parents, students, employees, or management.



**New Life Christian Preschool Academy Student Handbook Consent Form**

I have read and fully agree to the statements made in this handbook. I consent to the terms outlined in the discipline plan. I will advise and encourage my child to comply with the rules, regulations, dress code, classroom procedures, and all other policies. I have read and understand the Statement of Faith and the Lifestyle Statement.

Please sign and return this form to your child's teacher no later than Friday, September 6, 2019. Failure to return this signed form, could result in a loss of enrollment for your child.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date