



“Building Christian Leaders prepared to  
thrive in Life, Work, and Service”

## PRESCHOOL PARENT/STUDENT HANDBOOK

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## Introduction

### Role of a North Valley Christian Academy Preschool Parent

As a parent of an NVCA child in preschool, you play a critical role in helping us provide a rich environment for your child's mental, physical, emotional, and spiritual growth during the critical formative years in their life. This handbook describes how you, your child's teacher, and the NVCA staff can work together to achieve this goal.

### Our Mission

The mission of NVCA is to prepare discerning young adults to reach their full potential in scholarship, leadership, and service in order to influence their community and the world for Christ.

Our Early Childhood Program lays the foundation for our mission by:

- Offering loving, nurturing care by qualified Christian Early Childhood professionals
- Maintaining a Christ-centered environment that fosters a child's individual growth – spiritually, physically, socially, and academically
- Introducing children to know God's personal love, thereby building positive self-concepts and self-esteem
- Promoting wholesome social relationships by teaching children how to work and play cooperatively
- Providing safe, age-appropriate indoor and outdoor facilities
- Encouraging and supporting families through daily contact, parent education, and opportunities for service

### Our Values

We establish and maintain a Christ-centered culture by holding the following values inviolate:

- **Excellence** - in the way we perform our roles as leaders, teachers, and students
- **Integrity** - in the way we handle the truth
- **Respect** - in the way we treat one another
- **Responsibility** - in the way we understand and complete our duties
- **Reverence** - in the way we keep God first in our lives

We are accountable to our students and their parents for maintaining a Christ-centered culture. Every teacher at NVCA is required to sign the school's statement of faith as shown in Appendix A to this handbook. Although NVCA parents are not required to sign a statement of faith, by enrolling their children at NVCA, they know the teachers are committed to nurturing a Christ-centered community and teaching their students the tenets of Christian life.

## Organizational Overview

### Leadership

All NVCA academic and preschool activities are under the authority of the Principal, who is accountable to the Head of School. The Principal may appoint a Preschool Director, who will have the authority and responsibility to develop and implement curricula; hire, train, and nurture preschool and extended care personnel; formulate operating policies and procedures; and manage day-to-day operations.

## **Department of Health Services**

The Office of Child Care Licensing in the Arizona Department of Health Services (ADHS) licenses our preschool. We are inspected annually to ensure a high quality of education and safety. Licensing inspection reports are on file in the Preschool Director's office. All personnel meet the requirements of the State of Arizona. Our teachers are experienced early childhood educators. All faculty members are required to have Continuing Education Hours in the field of Early Childhood to meet Arizona licensing regulations.

Arizona Department of Health Services  
Office of Child Care Licensing  
150 N 18<sup>th</sup> Avenue – Suite 400  
Phoenix, AZ 85007 602-364-2539

ADHS has the authority to (1) interview children or staff; (2) inspect and audit child or facility records without prior consent; (3) observe the physical condition of a child, including conditions that could indicate abuse, neglect, or inappropriate placement; and (4) have a licensed medical professional physically examine a child.

## **Conflict Resolution and Grievance Policy**

Maintaining healthy relationships among our staff, teachers, and parents is an important part of our culture. Often those relationships are tested when disagreements arise. In those instances, we expect the parties to the disagreement to employ the practice of resolution by honoring the guidance in Matthew 18, which can be summarized in the following steps:

1. Go to the person with whom you have a disagreement.
2. Carry out your conversation with civility and humility.
3. If an understanding is reached and the disagreement resolved, the goal has been achieved.
4. If the conflict remains, go back to steps 1, 2, and 3 to give resolution another chance.
5. If the matter is not resolved after step 4, bring the concern to the attention of a second party. In the case of issues concerning NVCA parents and teachers, the second party is the Preschool Director.

While we expect our relationships will be tested from time to time by disagreements, we take such situations as opportunities to demonstrate our commitment to a Christ-centered culture, characterized by civility, humility, and grace with one another.

## **Admissions and Enrollment**

NVCA does not discriminate on the basis of race, religious preference, color, gender, national, or ethnic origin and grants all rights, privileges, programs, and activities generally accorded or made available to students at the school. For the 2018/19 school year, enrollment will be open to all children ages two to five years old. A child's birth certificate is required at time of enrollment and they will be placed in a classroom based upon their age as of September 15 of the school year. Our class sizes reflect the standards set by the state, and they allow us to give ample attention and deliver quality care to your child. Once a class reaches the maximum teacher/child ratio, applicants for that class will be put on a waiting list. Priority will be given to existing families when selecting children from the waiting list. The NVCA policy regarding class sizes is summarized below:

| <b>Age Group</b> | <b>State Standard Ratio</b> | <b>NVCA Maximum Class Size</b> |
|------------------|-----------------------------|--------------------------------|
| 2 years old      | 1:8/2:14                    | 14                             |
| 3 years old      | 1:13/2:16                   | 16                             |
| 4 years old      | 1:15/2:20                   | 20                             |
| Kinderbridge     | 1:15/2:20                   | 20                             |

Potty training is not required for children in the Preschool 2's class. If you let us know that you are working on potty training at home, we will try to help you and your child during this transitional time. Children aged 3 years old and older must be reliably toilet trained to take part in our program. Reliable toilet training is defined as a child who can tell an adult when he or she needs to use the bathroom. None of the 3 to 4 year olds should be wearing pull-ups to school as a "just in case" measure. Reliably potty-trained children are past this need.

**Re-enrollment**

For those who desire to re-enroll their child for the subsequent school year must pay a re-enrollment fee. To re-enroll, the family's account must be current. Payment of the re-enrollment fee implies intent to attend the following school year and is non-refundable. Returning families have a one-month period to re-enroll after which new applicants will be offered openings. NVCA desires to meet the needs of each student enrolled. However, if it is determined that we cannot meet the educational needs of a student, or if a student's conduct is inconsistent with the school's behavior guidelines, we reserve the right to deny re-enrollment.

**Withdrawal or Termination**

Our desire is to welcome parents and their children and keep them a part of the NVCA community for as long as it is in the best interest of the school, the child, and their family. However, situations arise with families - a job transfer, financial change, or family crisis - that necessitates withdrawal from the school. In the event of a withdrawal, a parent is required to send notification in writing to the school office. To allow us to replace your child with a child on the waiting list, we require at least one month's written notice prior to withdrawing your child. If it is necessary for you to physically withdraw your child before a month's notice, you will be charged tuition for the month.

Separation from NVCA may also arise if the school believes it is in the best interest of the child and the school. Accordingly, NVCA may terminate a child's enrollment due to one or more of the following:

- Continued failure to keep a sick child home
- Continued failure to pick up child on time at the end of the program
- A child's repeated aggressive and uncontrollable behavior
- A parent's serious violation of school regulations or misconduct
- A parent or child's unwillingness to comply and cooperate with the school and staff
- A child's inability to adjust to the program
- Unmet financial obligations to the preschool, elementary school, or extended care
- Other reasons where NVCA has determined that termination is best for the child and the school

The termination process will include documentation of the situation, including the basis for termination, past notifications to the parents, meetings with the parents, identification of opportunities to avoid termination, and other factors necessary to communicate clearly why NVCA believes termination is the most appropriate course of action.

### **Financial Arrangements**

A schedule of fees is established annually by the NVCA School Board and distributed to current families during the fall semester in preparation for enrollment for the next academic year.

### **Registration Fee for New Students**

A registration fee is required for each child being enrolled. Since the payment of registration fee implies intent to attend and will result in a space reserved for the child, it is non-refundable.

### **Current NVCA Student Re-Enrollment Fee**

The non-refundable registration fee is due at the time of re-enrollment. Returning families have one month to re-enroll after which new applicants will be offered openings.

### **Tuition Payment Options**

To set up your account: Go to [www.northvalleyca.org](http://www.northvalleyca.org). Select Campus Life, Parent Links, FACTS Account.

All tuition payments will be made using FACTS Tuition Management.

Annual tuition paid in full by July 5th receives a 5% discount.

Semester payments paid by July 5th and December 5th receive a 3% discount.

Monthly payments are made the 5<sup>th</sup> of each month starting in July.

Refer to details in the enrollment packet.

### **Uniform Expenses**

The cost of uniform clothing will be the responsibility of each family. Uniforms are required for Preschool 3's, Preschool 4's, and Kinderbridge. Preschool 2's do not need to dress in uniform.

### **Financial Aid**

We currently do not offer tuition assistance to preschool students.

### **Hours of Operation**

NVCA Preschool is open from 8:00 a.m. until 3:00 p.m. Class start time is 8:00 a.m. All students are expected to be in the classroom on time. Children arriving late may miss important activities pertaining to their curriculum. Likewise, all students are expected to be picked up at 3:00 p.m. Extended care is provided on a first-come, first-served basis from 7:00-8:00 a.m. and from 3:00-6:00 p.m. Students must be registered to use this service. There is no "drop-in" extended care service available for preschool students, due to staffing and state ratio standards. We do not recommend that any child stay from 7:00 a.m. until 6:00 p.m. Children tire from being away from home for such a long period. Therefore, we urge you to pick up your child as soon as possible each evening.

We are open from Monday through Friday for the entire school year with the exception of:

Labor Day

Parent-Teacher Conference Days

Fall Break  
Thanksgiving and Thanksgiving Break  
Christmas and Christmas Break  
Martin Luther King Day  
Presidents Day  
Spring Break  
Good Friday  
Teacher In-Service Days  
Other TBD days

## Health and Safety

### Emergency Information

Every child enrolled at NVCA must have **up-to-date emergency information** on file at all times. This information card is filed in the school office with a copy in the student's classroom that accompanies the student in the classroom, on the playground, and during on-campus field trips (i.e. chapel). This information is also used to contact parents in the event of a child's illness or injury. Since it is critical that the school can contact parents in the event of an emergency, we ask you to inform the school office whenever there is a change to any of the information contained on the emergency card. When child custody information changes, inform the office clearly when and where emergency contacts will be available.

**When both parents will be out of town, it is important that the school be notified in writing of those dates, as well as the names and phone numbers of caregivers/carpool drivers.**

### Peanut/Tree Nut Sensitive Campus



NVCA is a Peanut/Tree Nut Sensitive Campus to protect our students and adults who have life-threatening peanut or tree nut allergies. No peanuts, peanut products or products containing traces of peanuts or tree nuts are allowed on campus.

## Illness and Injury

### Precautions

Communicable diseases spread easily in child care settings. When it is a child's first experience to a group setting, they may get sick more during their first year of school. Children are more at risk of spreading or contracting a disease than adults because they are constantly hugging, touching, exchanging toys, and are generally unaware of basic sanitary precautions. The school and teachers take precautions by sanitizing and cleaning as frequently as possible. We take seriously the responsibility to protect children from injuries and communicable illnesses.

### Illness at School

When a student is not feeling well at school, they should report to the teacher in charge of the class or activity. When necessary, the student will be sent to the school nurse's office for further evaluation. If in the judgment of the nurse, the child should be sent home, the parents will be so notified. Parents are then required to pick up their child as soon

as possible, but no later than one hour after being notified. If parents cannot be reached by phone, the school will contact the person authorized on the emergency card to pick up the child. Working parents must make arrangements in advance for the care of children when they are sick.

### **Returning to School**

A child who is sent home ill will not be allowed to attend preschool the next day unless authorized by a medical doctor. Do not bring your child to school if illness is suspected. Please be considerate of your child and others by observing this rule. Inform the school immediately if your child has been diagnosed with a contagious disease so that we can inform other parents of possible exposure.

If you have a question about whether or not you should keep your child home, call us before coming to school. Continued failure to keep a sick child at home may be grounds to have your child removed from our program. Also, if your child is not well enough to participate fully in all school activities (e.g., outdoor activities), do not have them return to school until fully recovered.

To ensure that sick children have their needs met, and to minimize the spread of illness, NVCA staff members will expect you to keep your child home when the following conditions exist:

1. **A temperature of 100F or higher:** Your child must be fever-free (98.6F) for 24 hours without the use of fever-reducing medications before returning to school.
2. **Vomiting or diarrhea:** Your child must be free from these symptoms for 24 hours before returning to school.
3. **Significant symptoms of respiratory illness:** Thick-colored mucus from eyes or nose, serious cough, wheezing, runny or crusty eyes, sore throat, or earache
4. **Rash of unknown cause:** If your family physician can identify the rash as not being contagious, we will admit the child to school, providing the rash is not making him/her sick or excessively uncomfortable. Please bring a note from your doctor clearing them to return.
5. **Suspected conjunctivitis (pink eye):** Symptoms include red, itchy eyes, with crusts that form on the eyelids.
6. **Contagious conditions:** Contact the NVCA Nurse's Office immediately if your child contracts a communicable disease, such as, but not limited to: strep throat; scarlet fever; head lice; chicken pox; impetigo; ringworm; Fifth's disease; hand-foot-mouth disease; pink eye; mononucleosis.
7. **Head injury:** With any brief loss of consciousness, severe headache, or visual disturbances
8. **Any suspected fracture:** Unless the parent requests that the student be allowed to stay at school (Obvious displaced fractures must be sent home.)
9. **Cuts, gashes or open sores:** That require additional medical attention (e.g. bleeding that cannot be controlled)
10. **Infections requiring a doctor's prescription:** Keep your child home 24 hours after beginning the antibiotic.

## **Medication**

If a child has a prescribed medication, his/her parents are expected to:

1. Complete the Parent Release for Administration of Physician Prescribed Medication by School Personnel form. These authorizations, which are completed in the nurse's office, must be renewed whenever the prescription changes and at the beginning of each new school year.
2. Provide prescribed medication, which must be in the original container, prescribed to the student to whom it will be administered, and with the attached label containing the following information:
  - a. Child's name
  - b. Physician's name
  - c. Name of medication
  - d. Dosage, schedule, and dose form
  - e. Date of expiration of medication
  - f. Prescription number
3. Develop with the physician a schedule for taking medication at school.
4. Assume full responsibility for the supply and transportation of all medications to and from school.

## **Over the Counter Medication**

1. Written permission from the parent is necessary for the administration of over the counter (OTC) medications at school. Medications must be kept in the original container. Dosage must be weight and age appropriate per label.
2. At the discretion of the nurse, acetaminophen (Tylenol) or ibuprofen may be given to students who have written permission on file.
  - a. The nurse has a supply of acetaminophen and ibuprofen that can be given to a child if it appears they will benefit from its use and it will help keep them in school. Analgesics will be used on a discretionary and prudent basis; they will only be administered 5 times in a school year unless you supply a note from your doctor authorizing more frequent doses.
  - b. OTC medications may not be given longer than 3 consecutive days without a medical provider order.
  - c. To minimize the possibility of an accidental overdose, non-prescription medication will generally not be dispensed during the first or last hour of the school day.

## **Immunizations**

All students must meet the Arizona State immunizations requirement before attending school. A copy of the child's current immunization record from a health care provider must be submitted at the time of application. Parents may also submit a form citing religious preference for not immunizing in lieu of an immunization record. This form is available in the front office.

## **Injury**

When a child is injured at school, they are given appropriate first-aid by the teacher and/or the school nurse, who will determine the proper treatment. In the event the nurse considers the injury serious enough, the parents will be contacted immediately. If the parents cannot be contacted and the student's condition merits, we will call the paramedics while continuing attempts to reach the parents and/or other emergency card contacts. Until the arrival of a parent, the doctor, an ambulance, or the paramedics, the school nurse or their designee will be in charge and make all decisions about the care of the child.

Payment for emergency medical services will be the responsibility of the student's parents or private insurance.

### **Child Abuse Reporting Requirements**

As a school, we are required by law to report any suspected or known case of child abuse.

### **Closed Campus**

NVCA does not allow students to leave campus except in the company of an appropriate adult. Any adult picking up an NVCA student must be on the emergency pick-up list or provide written permission from the parent and a picture ID. All preschool students must be signed in and out of their classroom by an adult listed on the emergency contact form.

### **Emergency Preparedness**

NVCA takes extra precautions for the safety of students in the event of a disaster/emergency situation during the school day. We have comprehensive fire, disaster, and lock down procedures for the safety and security of our children, which we practice on a regular basis. First Aid supplies are adequate for all preschool students. All NVCA Preschool team members are First Aid and CPR certified.

To ensure we are fully prepared for emergencies, we ask parents to:

- Keep the office informed of any changes of telephone numbers
- If your child takes daily medication, provide the health office with a three-day emergency supply
- Sign in and out at the front desk and wear a visitor's badge while on campus so we are aware of all individuals present on campus

### **In Case of Fire**

- All students will be evacuated
- No student will be allowed to return to any classroom until it has been cleared by the proper authorities
- Parents will be notified to pick-up their children if necessary

### **In the Event of a Disaster**

- We will activate the parent telephone tree to keep you informed
- Students will be taken to a safe location for supervision
- There will be a clearly visible student release center for students to be reunited with their parents or guardians. In the event a parent is unavailable, the child will be released only to those adults named as authorized on the child's emergency card
- In the event of a disaster, remain calm and be assured that our teachers and staff will care for your children in your absence

### **Conduct During Disaster Drills**

Students are to remain silent, file out of the building in an orderly manner, and follow the teacher's instructions explicitly. Parents on campus during a drill are to follow the same procedures as the students and check in with the Command Center in the parking lot. All visitors and parents must be accounted for during drills and actual emergencies.

### **Liability Insurance**

NVCA maintains general facility liability insurance. Evidence of insurance coverage is on file in the Business Office. Accidents involving injuries to children, parents, or visitors must be reported immediately to the school office.

### **Pesticide Application**

At least 48 hours prior to a pesticide application on our campus, NVCA Preschool will post notices on our premises that contain the date/time of application, the concentration of each specific pesticide to be used, the name and number of the pesticide business licensee, and the name of the specific applicator. The business licensee can make available the pesticide label and the material safety data sheet. Parents will also be notified in the classroom newsletters or in a specific notice sent home with the student. The notices will remain posted for at least 48 hours after the application.

### **Playground Standards**

For the safety of the student as well as their peers, all children on the playground will be expected to adhere to the following rules:

- Keep hands, feet, and objects to oneself
- No fighting or wrestling
- Use equipment properly and safely at all times
- Use good sportsmanship and obey game rules
- Return all equipment at the end of recess
- Do not go after a ball that has rolled under or bounced over the gate or fence without permission
- Stay within playground limits
- Skateboards, skates, and scooters are not allowed on campus before, during, or after school

Additionally, each year the teachers will instruct the students on the proper use of specific play equipment and standards for various activities and games; there are NO closed games, all students may participate.

## **Addressing Student Behavior**

### **Separation Anxiety**

Many children exhibit moderate to severe concern about separating from the parent early in the school year or after a long absence from school. Some continue to show some concern at various times during the school year. Early in the year, their concerns may arise from the child's uncertainty about being reunited with the parent. Therefore, it is important for the parents to tell the child when s/he will be picked up and by whom. It is also important for the parent to be on time for pick-up.

When children show signs of concern about separation after the initial adjustment period, it may be more a bid for attention and control than a result of anxiety about reunion with the family. We recommend that parents be very matter-of-fact about school attendance, saying something like, "Today is a school day. Would you like to wear this outfit or that one?" If the child cries or says, "I don't want to go to school," the parent can simply restate calmly, "This is a school day..." and continue with preparations. It is best to avoid lengthy discussions about how much fun the child will have or complicated explanations about the benefits of going to school. (Parents are welcome to call the Preschool Director once their child has been dropped off to find out how their child is doing.) Most children who

claim to hate coming to school usually become involved quickly and clearly demonstrate that they enjoy the experience once they are at school.

### **Biting**

Although biting is not unusual with very young children, it is socially unacceptable and harmful for all who are involved. Since the harmful effects of biting are clear, our staff will take immediate action to deal with instances of biting. We will assess what led to the biting and teach the children alternative acceptable ways to express anger or frustration. Parents will be given resources/modifications to use at home that reinforce what we are doing in the classroom. If biting continues, the parents will be contacted and asked to work with the child for a probationary period. If biting continues, it will be grounds for dropping the child from the program.

### **Discipline**

We view discipline as a method of teaching, not a means to punish a child who has acted inappropriately. Positive discipline teaches children where the limits are set, how to maintain control over their bodies, and how to problem solve in the event of a conflict. We maintain a Christian attitude regarding discipline as being one of loving concern. In that context, we make clear what is acceptable and what is unacceptable. We model God's forgiveness, respect and cooperation.

We utilize Core Knowledge Social Skills concepts to develop effective self-management skills. Children shall never be made to feel naughty or bad. We love the child, not the action. When children are involved in age and developmentally-appropriate activities, there is little need to be disciplined.

Discipline problems will be handled in the following manner:

1. The problem will be discussed with the child. When possible, logical consequences will be applied. Redirection will be used in most situations. Occasionally separation from the group or an appropriate time-out may be necessary.
2. Should the problem persist, the parents will meet with the teacher and/or the Preschool Director. Every effort will be made to work with the children and parents. However, to be fair to the other children in the class, if a child displays chronic disruptive behavior that is upsetting to the physical or emotional well-being of another child or the class, the following actions may be necessary:
  - Initial consultation: Parent meeting to identify solutions, establish goals and agree on action plans.
  - Second consultation: If the initial plan for helping the child fails, there will be another meeting with the parents to reiterate the problem, propose new approaches to solve it, and discuss the consequences if progress is not achieved. At this time, an evaluation or counseling may be suggested.
  - Final consultation: If a solution is not found after the first two consultations, it may be necessary to suspend the child for an agreed-upon period. If the problem is serious enough and shows little chance of being resolved, the child may be permanently removed from the school.

A parent may be called at home or work any time the child exhibits behavior that cannot be modified by the staff. The parent may be asked to take the child home immediately and may also be asked to meet with the teacher to discuss whether a longer suspension is appropriate.

There will be NO CORPORAL or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other acts of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping or toileting, withholding of shelter, clothing, medication or aides to physical functioning.

## Attendance

### Absences and Tardiness

Regular attendance and punctuality are necessary to achieve learning goals. If your child needs to be absent from school, please notify the teacher ahead of time or call the school in the morning. Unless it is an illness, we urge you to keep absences to a minimum since your child's learning process could be hampered. If your child will be late or absent, please email or call the NVCA office at 623-551-3454 to report the absence. If your child is sick with any contagious illness, please notify the office immediately. Children with a fever of 100.0 or higher, and/or have vomited must remain at home for at least 24 hours. Please note that there is no reduction of tuition due to absences for any reason.

### Arrival and Dismissal

We require that your child be brought into the classroom by a responsible adult, 18 years of age or older with a picture ID available for verification. This person must sign the child in on the sign-in/sign-out sheet each day and record the child's arrival time. Then s/he must remain until the teacher has made an informal health check. Likewise, at pick-up time, an authorized adult with picture ID must sign out the child on the sign-in/sign-out sheet and record the child's departure time. Please sign your child in and out each day from the classroom using a full, legible signature.

### Early Arrival/Late Pick-up

The chart below shows the respective times and places for drop-off and pick-up for the various preschool programs:

| Program       | Drop off after: | Pick-up by: | Where         |
|---------------|-----------------|-------------|---------------|
| Extended Care | 7:00 am         | 6:00 pm     | Main Entrance |
| Full Day      | 7:45 am         | 3:15 pm     | Classroom     |
| Part Day      | 7:45 am         | 11:00 am    | Classroom     |

**Students who are dropped off prior to their program time or not picked up after their assigned programs will be charged a fee.** This policy applies to all Extended Care and school programs - morning, part-time and full-time. This charge will be reflected on your monthly bill.

**Because our campus closes 6 p.m., a charge for a pick-up after 6:00 p.m. will be assessed at the rate of \$5.00 per minute.**

### Release of a Student

Parents must indicate on the "Identification and Emergency Information" form the names of persons authorized to pick up their child. No child will be released to a person who is not authorized by the parent under any circumstances. Any designated person picking up a child must show a picture ID and a note from the parent stating the adult's name and date (or dates) this will occur. Likewise, a written note is required to remove a designated person from the pick-up list.

To ensure the safety of our students, please note the following:

1. A telephone call to add an adult to pick up a child is not sufficient
2. The teacher will check the authorized adult for their ID to verify the adult's identity before releasing the child to them
3. If the designated person appears to be under the influence of alcohol or drugs, NVCA will not release the child until an alternate authorized person is reached. In certain cases, we may contact the Police Department.
4. We will obey any court orders or restraining orders issued by the courts pertaining to one of our children.
5. Under no circumstances will we release a child without written authorization from the parent.
6. Parents may authorize a change of pick up by telephone, but only if they give their password, which is recorded on their Emergency Card.

### **Extended Care**

Extended Care is available before and after school Monday through Friday during the school year and is closed during school holidays and after 11:00 a.m. on certain early dismissal days. Contact the Preschool Director for more information regarding our program.

### **Early Risers (7:00 a.m. – 8:00 a.m.)** *(Available first-come, first-served for students who are registered in advance)*

The Early Risers program is available for Preschool – 6<sup>th</sup> grade students until 8:00 a.m. daily and is charged according to our published fee schedule.

### **Lion's Den (3:00 p.m. - 6:00 p.m.)** *(Available first-come, first-served for students who are signed up in advance)*

The Lion's Den program is available for Preschool – 6<sup>th</sup> grade students and is charged according to our published fee schedule.

## **Parent Information**

### **Communication**

At NVCA we strive to build strong relationships between school and home. You will be receiving weekly emails and newsletters from your child's teacher. The school office will send weekly updates and notices of events and activities. Lesson plans are posted in the classroom. Themes and curriculum information are distributed at back to school night. We welcome questions and the opportunity to share the activities of the day. We have a communication folder that travels back and forth with your child, which contains additional information and reminders.

We encourage you to speak to your child's teacher about anything happening in your child's world that may affect their attitude or behavior at school. We will let you know if we are noticing any changes in mood, behavior or health. You can always find out how your child is doing. Feel free to talk with your child's teacher at any time, but be aware that you may need to schedule an appointment to do this.

### **How You Can Help Your Child**

As parents, you are responsible for the early training of your child. Although your child is now old enough for preschool, you are still the most important teacher in your child's life. Parents and teachers working together can help the child develop to their fullest potential. Feel free to come visit our busy, creative classrooms and see your child at work and play. We want you to understand the importance of purposeful play and what your child is learning. We want you to understand our use of the Core Knowledge Preschool Sequence, which aligns with our Kindergarten program.

Here are some ways you can help your child in preschool:

1. Attend Open House and school activities as often as you can.
2. Read and answer all notes from your child's teacher.
3. Give special help to your preschooler by:
  - a. Promoting good health and safety habits
  - b. Praising your child for things done well
  - c. Talking about every day experiences
  - d. Planning family activities
  - e. Reading stories
  - f. Watching carefully selected children's television shows with your child
  - g. Providing materials for drawing, cutting, and gluing
  - h. Teaching your child to take care of their own needs

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are held in the fall, the spring, and as needed during the year to discuss student progress and to obtain parent feedback. This strengthens the relationship between parents, teachers, and the school to best address the needs and abilities of the young child. Teachers use observations, assessment tools, and portfolios to document student progress in the areas of social-emotional, physical, cognitive, and faith development. We also utilize the Core Knowledge Sequence Critical Skills assessment to document progress and development for all students. Since these evaluations show the developmental level of your child, it is not a comparison of your child with others in the class.

### **Parental Rights**

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the preschool facility in which their child is receiving care, without advance notice to the provider. Entry and inspection rights are limited to normal operating hours while their child is receiving care.
2. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising his/her right to inspect the facility.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law authorizes the person in charge of the facility to deny access to a parent/guardian under the following circumstances:
  - The parent/guardian is behaving in a way that poses a risk to the children in the facility;
  - The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to deny access to the non-custodial parent; or
  - There is a court order denying access to a child.

### **Personal Rights**

Every child receiving services at NVCA Preschool has rights, which include, but are not limited to, the following:

1. Be accorded dignity in his/her personal relationships with staff and other persons.
2. Be accorded safe, comfortable accommodations, furnishings, and equipment to meet his/her needs.
3. Be free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To leave or depart the facility at any time so long as they are properly signed out.
5. To not be locked in any room, building, or facility premises by day or night.

6. To not be placed in any restraining devices without advance approval by the licensing agency.

### **Screening and Referral Policy**

NVCA's BEST (Believe/Excel/Strength/Tailor) program provides teachers and parents help attaining the services needed for students to thrive. We have a school psychologist who will meet with families and teachers to help get the school district, developmental pediatricians, or other professional screening and service providers involved. Speech evaluations and therapists are available on site.

### **Transitions**

It is our goal to provide children with a safe environment in which to learn and grow. To aid them in feeling comfortable and ready to learn, the following actions are taken:

- Meet the Teacher Night is scheduled prior to the beginning of each school year. A student questionnaire is filled out prior to the first day of school. Teachers are provided with information on each child before they attend class
- Time is spent with the lower elementary classes, creating a family atmosphere
- Collaboration among preschool and lower elementary school teachers ensures consistent expectations, routines, and curriculum
- Preschool teachers use the AZ State Early Childhood Standards to inform the planning and activities to support and prepare children for Kindergarten and beyond
- Informational meetings and "Kindergarten Round-Up" are held during the school year.

## **Miscellaneous**

### **Birthday Celebrations**

Birthdays are a special occasion! If you wish to celebrate your child's birthday at school, please let the teacher know at least one week in advance. Note that all birthday food items or treats must be nut free. If the entire class is invited, you may bring invitations for a party to school. If a birthday is to be celebrated away from the school and the entire class is not invited, be considerate of our children's feelings and mail the invitations.

### **Calendar**

The NVCA calendar for the 2018-2019 school year can be found on the NVCA website (<http://www.northvalleyca.org/>). You may also find the calendar on RenWeb.

### **Chapel**

Preschool Chapel is held every Wednesday and Thursday from 8:45-9:10am. Family and friends are always welcome!

### **Dress Code (NVCA Uniform)**

Both research and experience have shown that student conduct, school goals, personal pride, and self-respect are related to personal appearance and mode of dress. NVCA's dress code starts in Preschool 3's and is designed to help students develop a sense of school community, while educating them on appropriate dress for the proper place and time. Uniforms convey a sense of equality, thus reducing competition and emphasis on dress. Students are expected

to conform to dress code at all times, with the exception of designated “Free Dress” days. It is the responsibility of the parents to ensure that students who attend NVCA follow the school dress code for daily and special events.

We are not responsible for lost or damaged clothing, jewelry, or other personal items. All personal and uniform items, especially sweatshirts and sweaters, should be labeled with the child’s name.

The following are policies relating to dress and personal appearance:

- Only uniform items are to be worn in class, including sweatshirts and sweaters.
- Girls may wear small barrettes, small bows, ribbons or plain head bands of any color
- Hairstyles for both boys and girls must be of modest cut and natural color
- Tennis shoes (laces or Velcro) are to be worn every day. They must fit securely and allow the students to run and jump safely on the playground. Shoelaces must be tied. Shoes with characters (including skulls), flashing lights, or wheels are not allowed, nor are boots of any style. For safety reasons, open-toed shoes, open-back shoes, flip-flops, and high heels are not allowed. White socks must be worn with shoes always.

There is no dress code for Preschool 2’s, however, think of your child’s comfort and provide clothing that is free of complicated buttons, snaps, and zippers. Provide clothing that is washable and sturdy.

## Uniform Requirements

**Shirts:** Embroidered polo shirts must be purchased from one of the following:

<https://greggorydesign.com/t/nvca>  
602-625-3862

Dennis Uniform Company  
NVCA Plaid: RR 201-545  
School Code: QNV

**Pants:** Pants may be purchased from any store. They must be khaki or navy blue. They may have a button or elastic waist.

## Free Dress

On occasion, students will be permitted a “free dress” day. On “free dress” days, students may wear their regular, non-school clothing, but still must wear tennis shoes and socks.

It is the responsibility of the parent to ensure that their child comes to school dressed appropriately, and will be called to remedy any non-compliant clothing.

## Dress Code Violations

- First offense: E-mail or note home from the teacher
- Second Offense: Phone call from the teacher requesting appropriate clothing be brought to school
- Third Offense: Child is picked up and taken home for the day, resulting in an absence

## **Lost and Found**

To ensure identification, label all school articles, including lunch boxes, backpacks, clothing, and supplies with your child's full name. Lost articles will be placed in Lost and Found, which parents are encouraged to check frequently. Small valuables are held at the front office. Unclaimed items will periodically be sent to a charity.

## **Field Trips**

Field trips are not part of our curriculum unless they are on our campus (e.g., visit by a fire truck and firemen).

## **Breakfast**

Children who begin each morning with a nutritious breakfast are better equipped to deal with the demands of a workday at school. Please make sure your child has a nutritious breakfast to get them through the morning, as no breakfast is served at NVCA.

## **Snacks**

Morning and afternoon snacks are provided by NVCA. Each snack time will include one serving from two different food groups. Peanut, tree nut products, chewing gum, candies, soda, carbonated drinks or glass containers and other non-nutritious food are not permitted at school. Because to the potentially life-threatening nature of peanut and tree nut allergies, we will be especially diligent in enforcing their restriction.

## **Lunch**

No hot lunch program is provided for preschool students, therefore, students attending a full-day schedule must bring a lunch to school. Lunches from home must include an ice pack to keep refrigerated items cold. Students/teachers do not have access to a microwave in the classroom, so all foods sent must be ready to eat without being heated.

## **Rest Time**

Rest time is a part of each afternoon. The classroom teacher will give you a rest time supply list.

## **Parent Participation**

Throughout the school year we have special activities that are organized and hosted by SERVE. SERVE is a volunteer organization made up of all parts of the NVCA community with the purpose of promoting a culture of caring, community involvement, and Christian fellowship. As a parent of a child at NVCA you are considered a part of SERVE. SERVE information will be shared via your child's teacher, the SERVE bulletin board, and school emails. We encourage all parents to volunteer in their child's classroom.

## **Parking**

In order for our children to be safe, we need everyone's cooperation. To guarantee the safety and security of our children, safety rules for the parking lot have been established:

- Drive at a slow, safe speed
- Park only in DESIGNATED parking spaces; NO PARKING in red fire zones
- Children must ride in a car restraint system that meets federal safety standards
- Drive slowly, following directional arrows, and watch for children
- NEVER leave children in a car unsupervised

### **Photography and Videography**

Enrollment at NVCA constitutes an agreement to use your child's likeness for classroom documentation, portfolios, displays, the NVCA website, and/or advertising purposes. If you do not want your child's likeness to be used, you must sign an "Opt Out" form, available in the front office.

### **Privacy Practice**

We are committed to protecting your privacy. Personal information (i.e., address, telephone numbers, email addresses) are used only by NVCA authorized personnel. Personal information is not shared with, or distributed to, any individual, entity, or organization without parent consent.

### **Restroom Standards**

All students are expected to use only restrooms designated for student use. Students are expected to:

- wash their hands after using restroom facilities
- keep restrooms clean and quiet
- never play in the restrooms
- never take food into the restrooms
- leave playground equipment outside when entering restrooms

### **Staff**

Our teachers and assistant teachers are experienced, early childhood educators. They are Christians who provide a warm and loving environment and have a sincere concern for each of our students. Our school is licensed by the State of Arizona Department of Health Services - Office of Child Care Licensing. Each teacher is required to have met, or be currently working toward, the requirements for continuing training in Early Childhood education. All staff members participate in a continuous program of in-service training, regular regional workshops, conferences and studies for professional advancement to remain alert to the ever-changing needs of today's families and to the findings of current research.

### **Sunscreen**

We ask that you apply sunscreen before sending your student to school in the morning.

### **Television and Video Viewing**

Occasionally the class will watch an educational program for no longer than 15 minutes. These programs coordinate with the curriculum units being taught in the classroom.

### **Transportation**

NVCA does not provide transportation to or from our campus.

### **Visitors**

All visitors on campus must check in at the front office to sign in and obtain a visitor badge prior to entering the classroom.

### **Website**

School information, newsletters, calendars, etc. are posted on our website at [www.northvalleyca.org](http://www.northvalleyca.org)

## North Valley Christian Academy Statement of Faith

### FOUNDATIONAL BELIEFS

“Steadfast in faith, NVCA is committed to a Christ-centered education that can transform lives and touch communities. Our role is to help define and reinforce a deep sense of God-given value, purpose, and meaning in the pursuit of knowledge and growth in Christ for a transforming influence on the world. An NVCA education forms the foundation upon which all academic pursuits are built, thereby enabling students to reach their full educational potential.”

### Doctrine

NVCA is associated with the Lutheran Church Missouri Synod (LCMS) and adheres to the beliefs of the Lutheran Church Missouri Synod (LCMS), which is fully described at [www.lcms.org](http://www.lcms.org).

### Statement of Faith

- \* We believe the Bible to be the one inspired, infallible, authoritative Word of God. (2 Timothy 3:16-17, 2 Peter 1:20-21, John 20:31, Matthew 25:35)
- \* We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4, Mark 12:29, Matthew 28:19, 2 Corinthians 13:14)
- \* We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and 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. (Matthew 1:20-21, John 10:30-38, Matthew 26:28, Hebrews 9:14, 1 Peter 3:22, Philippians 2:9, Revelation 19:11-12)
- \* We believe that regeneration by the Holy Spirit is necessary for salvation of the lost and sinful man. (Romans 8:11, 1 Peter 3:18, Romans 10:9-13, 1 John 1:9)
- \* We believe the Lord Jesus Christ died for men’s sins according to the Scriptures, and all who believe in Him have the forgiveness of sins through His blood. (1 Cor. 15:3, Eph. 1:7) We believe an individual becomes a child of God by being born of the Holy Spirit by the word of God through a personal faith in Jesus Christ. (John 1:12-13, 1 Cor. 3:16)
- \* We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:16, Galatians 4:6, 1 John 3:24, 1 Corinthians 3:16)
- \* We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (Hebrews 9:27, 2 Peter 2:9, Revelation 20:12, Psalm 96:13)

- \* We believe that heaven and hell are definite places. (Luke 11:12, Acts 7:49, John 14:2-4, Hebrews 11:10)
- \* We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 14:23, Ephesians 5:30, 2 Corinthians 11:2, Deuteronomy 14:2)
- \* We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). The rejection of the image of God within that person.
- \* The Holy Scriptures teach that God, in creating the world, gave marriage to be the lifelong union of one man and one woman (Genesis 2:24), a gift to be held in honor and kept pure (Hebrews 13:4, 1 Thessalonians 4:2-5).
- \* We believe that any form of sexual immorality (including fornication, homosexual behavior, bisexual conduct, and the use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10).
- \* We believe that in order to preserve the function and integrity of NVCA as the a body of believers in Christ, and to provide a biblical role model to the families and staff of our school, it is imperative that all persons employed by NVCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).
- \* We believe that every person must be afforded compassion, love kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of NVCA.

#### Biblical Authority

The Statement of Faith does not exhaust the extent of our faith. The Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all we believe. For purposes of school doctrine, practice, policy, and discipline, our Board of Directors is the school's final interpretive authority on the Bible's meaning and application.