



A ministry of New Kent Christian Center

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MISSION STATEMENT

New Kent Christian Academy is committed to providing a quality Christian education in a caring spiritual environment. We desire to assist families in evangelizing and directing their children in biblical truth and the Christian faith. NKCA operates under religiously except from license.

VISION

It is the vision of New Kent Christian Academy to offer a Godly alternative to the educational options available. We seek to set aside denominational distinctive and in the spirit of love, unity, and liberty, function as a preschool. We operate as a spiritual and educational resource to the greater community of our surrounding area.

DOCTRINAL STATEMENT:

INTRODUCTION

Welcome to New Kent Christian Academy. This Parent/Student Handbook is intended to help you by describing school policies and procedures. We urge all those enrolling children at NKCA to read this handbook carefully. Parents of students new to the school will find this handbook a useful tool in becoming acquainted with the school. It is our hope that this Parent Handbook will serve as a helpful resource and as a means of fostering better home/school relations. May the Lord bless you and yours through NKCA.

WE BELIEVE...

In the essential beliefs, we strive for unity. *“There is one Body and one Spirit... there is one Lord, one faith, one baptism, and one God and Father of us all...”* Ephesians 4:4-6

In the non-essential beliefs, we strive for liberty. *“Accept him whose faith is weak, without passing judgment on disputable matters... Who are you to judge...? Each of us will give an account of himself to God... So, whatever you believe about these things, keep between yourself and God.”* Romans 14:1, 4, 12, 22

In all our beliefs, we strive for charity. *“If I hold in my mind not only all human knowledge, but also the very secrets of God, and if I have the faith that can move mountains – but have no love, I amount to nothing at all.”* 1 Corinthians 13:2

Did you know a person can be positionally right, but dispositional wrong? Even though one might be correct about doctrine, he/she could still have an inappropriate attitude toward others. However, when believers dwell in unity, there is a place of commanded blessing. *“How good and pleasant it is when brothers live together in unity! For there the Lord bestows His blessing, even life forevermore.”* Psalm 133:1, 3b

- **The Bible** is the divine revelation of God to mankind, our fixed source of authority for faith and conduct, without error and enduring for all generations and cultures.
2 Timothy 3:15-17, 1 Thessalonians 2:13, 2 Peter 1:21, & Psalm 119:160
- **God** is eternal, having always existed outside of time and space and a single Being consisting of three Persons – Father, Son, & Holy Spirit.
Genesis 1:1 & 26-27, Psalm 90:2, Matthew 28:19, & Luke 3:22

- **Jesus** is the eternal Son of God, without sin, conceived by the Holy Spirit and born of a virgin, one who ultimately restores mankind from sin, and raised from the dead and seated with the Heavenly Father.
Revelation 1:8, Matthew 1:23, 8:16-17, & 28:6, Luke 1:31, 1:35, & 24:39, Hebrews 1:3 & 7:26, 1 Peter 2:22, Acts 2:22, 1 Corinthians 6:14 & 15:3-4, 2 Corinthians 5:21, Isaiah 53:4-5, James 5:14-16, Acts 1:9, 1:11 & 2:33, & Philippians 2:9-11
- **The Holy Spirit** is active today to make people aware of their need of Jesus as well as to empower believers to live the Christian life more victoriously.
John 16:7-13 & 14:16-17; Acts 1:8 & 10:44-46; Ephesians 1:13; 2 Corinthians 1:21-22; Romans 8:16; Luke 24:49; Acts 8:12-17 & 19:1-7; & 1 Corinthians 12:1-31
- **People** are made in the spiritual image of God, fallen from innocence due to a willful choice to do wrong, destined for eternal separation from God, provided an opportunity to be reconciled to God through Christ and invited to accept Christ, repent of sin, and get a fresh start.
Genesis 1:26-30, 3:6-24, Romans 3:23, 5:1, 5:12-19, 6:1-11, 6:23, 8:38-39, & 12:1-2, Ephesians 2:8-9, John 3:3 & 3:16; Acts 20:21, 1 John 1:9, Titus 2:11-13 & 3:5-6, John 10:29 & 15:6, 2 Timothy 1:12, 1 Peter 1:3-5 & 1:16, Hebrews 12:14 & 13:12 Revelation 22:19, Luke 8:13, 1 Thessalonians 5:23, Galatians 2:20, & Philippians 2:12-13
- **The Church** is the body of Christ that consists of all Christians on a three-fold mission to encounter Jesus, encourage each other, and engage the world and respectful of two ordinances – water baptism and The Lord’s Table (Holy Communion).
Ephesians 4:16, Galatians 3:28-29, 1 Peter 2:9, 1 Corinthians 11:26 & 12:13, Ephesians 4:11-13, Matthew 22:37-38 & 28:19-20; Acts 10:47-48, Romans 6:4, & 2 Peter 1:4
- **The future** is hopeful for those ready for the imminent return of Christ and bright for the Christian because of eternal life with God.
1 Corinthians 15:51-52, 1 Thessalonians 4:16-17, Revelation 20:11-15, 21:1-7, 22:5 & 22:12-13, Romans 8:23, Titus 2:13, 2 Peter 3:13, John 14:2-3, Mark 9:43-48, & Matthew 25:46

PHILOSOPHY:

NKCA will educate children in accordance with the principles of the Christian faith. Through integration of these principles in the process of learning, we believe that children develop Christian values and attitudes by which to live.

Essential to this process of growth and development is the Word of God. Christian principles are an integral part of the curriculum and teaching. The leading and guidance of the Holy Spirit in all aspects of teaching is also a crucial part of the educational process. Christian education seeks to provide a healthy atmosphere in which to teach solid academics and Christian discipleship.

Aligned with this philosophy of education is the realization that man is more than mind and body, but also spirit. Christian education is directed toward the whole person, spirit, mind, and body thus helping children reach their potential as Christian individuals. NKCA focuses on the child’s spiritual growth and his/her physical needs as well as academic knowledge. This

approach to education assists each child in developing a lifestyle by which his/her faith will translate into a visible witness.

Considering these principles NKCA offers a program which will provide our students with a wide variety of learning experiences in a Christian setting. The Word of God will be presented to children at their level of understanding and with opportunities and encouragement to practice the ideals being taught.

Christian education begins with Christian families. Ultimate responsibility rests upon parents to *“Train a child in the way he should go, and when he is old, he will not turn from it.” Proverbs 22:6.* NKCA in no way seeks to supplant the God-ordained family structure, but to support it in the total education of the child.

ORGANIZATION OF THE SCHOOL

Lead Pastor of New Kent Christian Center: Oversees Director/Principal for New Kent Christian Academy.

Director: Oversees New Kent Christian Academy. Assists and attends to the needs of the teachers, students, and parents. Responsible for the daily program. The Director is responsible for the execution of all school-wide policies, marketing and promotion, fund development, overall staff supervision, fiscal operations, facilities management, and assuring daily order. He/she implements policy at NKCA as developed by the Leadership Team of New Kent Christian Center and is responsible for selecting staff for the program. He/she is responsible for curriculum and instruction. He/she also provides assistance and accountability to teachers, and is responsible for overall discipline of students, and overall leadership of the school.

Asst. Director: Assists the Director in day-to-day management of facility and staff.

Bookkeeper: Handles all financial related activities including, but not limited to, tuition billing and record keeping, accounts payable, financial statement preparation, bank statement reconciliation, etc.

Teachers: Responsible for the day-to-day activities, instruction, and supervision of their individual classes.

Students: NKCA offers classes from 12-week-old through Preschooler 5 years old, Before & After School, and Summer Camp.

All Communications regarding the care of a child within our center should be done on KANGAROOTIME/ NKCA email or NKCA’s phone line to ensure confidentiality and professionalism. Any other contact between parents and staff should remain friendly and professional.

BUILDING/PLAYGROUND:

New Kent Christian Academy-Bottoms Bridge Location; 2700 Pocahontas Trail, Suite 6B, 6C, 7, 8, 9, 10, 11, Quinton, Va 23141; is a 6187 sqft which includes 12 classrooms, 3 offices, and 7 bathrooms; 10 toilets total (Map of center in the back of the Handbook. Our Playground has 6' tall chain length fence around the outside with Little Tikes playground equipment, commercial playground set for Toddler 3's and older.

New Kent Christian Academy-Quinton Location; 2587 New Kent Highway, Quinton, VA 23141, is 8450 square feet which includes 15 classrooms, 2 offices and 6 bathrooms. (Map of building is in the back of the handbook) Our Playground has 6' tall chain length fence around the outside, with Little Tikes playground equipment and swing sets.

PROGRAMS

Preschooler 5 & 4: This is our Pre-K readiness classroom. Our focus in this classroom is preparing your child for kindergarten and strengthening their relationship with God. However, we focus our learning through play and interaction with our friends & adult teachers. This is where the hands and feet of Christ begins, "to go out into the world" and share the love of Christ with love, grace, and mercy for others. Learning should be fun! Our class will learn the days of the week, months, year, seasons, follow 3-part commands, remembering parts of a story, understanding time better (morning, afternoon, evening), puzzles, games, pretend play, writing, math, reading, singing, site words, and so much more! The Abeka Book Program is fully used in these classrooms.

Preschool 3's: Preschool 3 classes will experience huge thinking, learning, social, and emotional changes that will help them to explore their new world and make sense of it. The focus of our 3-year-old class is reading, singing, pretending play, follow the leader, exploring, learning name & age, taking turns, encouraging positive behavior, coloring, sorting colors, shapes, and objects, learning our different emotions. The Abeka Book Program is used in this class.

24-36M: This year, children may not only grow by leaps and bounds, but also learn to leap and bound! Expect to see big things happening with big muscles (gross motor), as well as development in small muscle movement (fine motor skills). 2's are learning to engage more in pretend play and are beginning to play with a friend. The closer they get to 3, their understanding of vocabulary develops to where they can understand what you are saying to them. By the end of their 3rd year, they will master walking, running, and jumping with both feet. They will throw and kick a ball, stand on tiptoes and balance on one foot and climb on anything they can. Fine motor skills we look for are dressing themselves, washing own hands, build a tower of blocks, zipping backpacks, and holding crayons with fingers instead of with whole fist. Classroom learning will concentrate on story times, puzzles, following simple directions and sorting by type, size, or color. The 2-year-old class is where we begin potty training once everyone is ready.

12M-24M: During the second year, toddlers are moving around more, and are aware of themselves and surroundings. Their desire to explore new objects, and people also is increasing. During this stage, toddlers will show greater independence, begin to show defiant behavior, recognize themselves in pictures or a mirror, and imitate the behavior of others, especially adults and other children. Toddlers also should be able to recognize the names of familiar people and

objects, form simple phrases and sentences, and follow simple instructions and directions. The focus of our Toddler 1 Class will surround reading, singing, nursery rhymes, naming objects, sorting shapes, matching games, simple puzzles, exploring, and begin feeding themselves.

12 Weeks- 12M: Children reach milestones in how they play, learn, speak, behave, and move. In the first year, babies learn to focus their vision, reach out, explore, and learn about the things that are around them. Cognitive, or brain development means the learning process of memory, language, thinking and reasoning. Learning language is more than making sound or saying mama and da-da. Listening, understanding, and knowing the makes of people and things are all a part of language development. During this stage, babies also are developing bonds of love and trust with their parents and others as part of social and emotional development. The way a parent or caregiver cuddle, hold, and play with a baby will set the basis for how they will interact with them and others. The focus of this class will surround reading, singing, talking to, praises, cuddling, and playing with a child when they are alert and relaxed. This will help to build into a child's learning development.

Before/After School Program: is designed for morning drop off before school and afternoon childcare. On school holiday's/early dismissal our school program is available to our families of full-time students. Part-time students may sign up to attend, however it is on a first come availability. **Please notify the staff if your child will not be attending during an early dismissal day or holiday.**

Summer Camp: Summer Camp is designed for all day activities. Signup to attend Summer Camp is required. Students will participate in field trips once a week, Chapel activities once a week, arts/crafts, music, indoor/outdoor play, movies, reading time and quiet time. Summer Activity fee is due before summer camp begins and is Non-Refundable.

OPERATIONAL CONSIDERATIONS

Policies and Procedures: Parents must accept and agree to abide by all policies, procedures, and purposes of NKCA. The administration solely reserves the right to admit, refuse, discipline, suspend, or expel any student based upon all information pertaining to the child, the collective welfare of the Christian school's constituency, and the cooperation of the parents.

Learning Difficulties/Special Needs: NKCA stives to meet the needs of every student, for the benefit of the child, and will do our best to accommodate mild learning disabilities. We encourage parents who have children with speech, social, or development disabilities to contact New Kent County Elementary Schools, to inquire about Early Intervention Programs offered by our local school system.

Health: All students must meet all state health and immunization requirements prior to attendance. The child's physician must fill in the VA Health and Physical Form or submit other proof of immunization, signed and/or stamped with date, unless a religious exemption to immunizations is on file. These immunizations will need to be updated periodically. Students with severe allergies potentially requiring the use of an epi-pen/ Auvi-Q must have an allergy action plan on file with the school signed by their physician along with a MAT form filled out by the physician for the epi-pen/Auvi-Q. The same is true in the case of students with asthma.

Dispensing of Medication: Prescription medications may be sent to school **with a doctor's original prescription, MAT form and specific dosage instructions in the original packaging.** Parents must notify the office and teacher that the child will need medication. Medications will be held in the medicine cabinet and the student will come to the office, with the teacher, for any doses necessary during school hours. Only MAT certified personnel may dispense prescription/non-prescription medications, such as Tylenol, medicated creams, or lotions, etc. **If epi-pen/ Auvi-Q injection, Nebulizer or a prescription needed for longer than 10 working days, a doctor must fill out the MAT form.** This is in accordance with VA State Department of Health regulations.

ENROLLMENT PROCEDURE

Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody is required for legal guardian/custodial parent). **All forms provided to you upon enrollment must be completed before your child may attend New Kent Christian Academy.** All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to NKCA upon enrollment, and all immunizations must be kept current (see **Health**). NKCA must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

Before your child/children attends New Kent Christian Academy the following are required:

- **Current immunization records on each child**
- **Current child physical**
- **Copy of birth certificate**
- **All forms included in the enrollment packet**
- **Payment of registration fee**
- **First week's tuition fee**

From time to time, you will be asked to update specific forms. Please respond to these requests immediately to avoid any disruptions to your childcare services. We reserve the right to suspend services until the requested information is provided to us. If NKCA suspends childcare services due to failure to provide requested information on your part, NKCA is not required to hold your child's spot during the suspension period and tuition is still due during this time unless otherwise specified. School year registration is September through May. Summer camp registration is June through August.

TUITION AND FINANCIAL POLICY

Registration Fee: \$50.00 per child fee is **non-refundable** and must accompany the application for admission. *If you pay the registration fee and decide not to bring your child to our center, you must give 2 weeks' notice prior to your child's start date. If you DO NOT give 2 weeks' notice,*

you will be responsible for 2 weeks' tuition.

Tuition: Please see the tuition rate sheet that is part of the enrollment package.

Resources: Dance, Art, PE, and Music are from outside sources and cost an estimated \$50+ a week per child. We believe every child should be able to attend so we include this in your child's tuition. There is no extra fee.

Other fees: field trips, school pictures, and special projects are not included in tuition.

Payments: Tuition is due on Monday morning each week. You have the option of setting up your payments, weekly, bi-weekly, or monthly. A late fee will be imposed for any payments received more than 2 days past the due date of \$20.00. Should **any tuition payment reach 10 days past due the student may be suspended from school until the account is brought current. A letter advising parents will be sent when the account reaches 10 days past due.**

*****There will be a \$40.00 fee for all returned checks*****

Withdrawals: NKCA asks for 2 weeks advance notice to be given on Monday Morning if a child will be withdrawing from the program.

Dismissals: In the event of dismissal, the student will be charged for only the days leading up to and including the day of dismissal. If a refund is to be given NKCA has 14 days to refund the said amount.

BEHAVIORAL STANDARDS

The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Galatians 5:22-23

All schools have policies against any type of violence, fighting, bullying, etc. As servants of the Lord, we must do better than that. God's Word calls us to be kind, courteous, and respectful to one another and that is the expectation for our students, parents, and staff.

As a Christian school, we strive to honor God in all things, not just academically, but spiritually, emotionally, and physically as well. This goal is articulated through four core values:

1) RESPECT for Authority (God, Teachers, Staff, Substitutes, etc.)

Focus: Attitude

Standard to Uphold:

- * Reverence
- * Willing tone of voice
- * Positive, cooperative attitude
- * Courteous speech and kind actions
- * Protecting one another's dignity

2) OBEDIENCE to Directives

Focus: Response

Standard to Uphold:

- * Prompt, cheerful compliance
- * Honest communications
- * Being a positive role model

3) SELF-CONTROL

Focus: Individual Actions

Standard to Uphold:

- * Thoughtful actions and speech
- * Separating oneself from wrongful speech or actions
- * Practicing safe behavior

4) DISCIPLESHIP

Focus: Growing in Faith

Standard to Uphold:

- * Serving God and others
- * Developing Christ-like character
- * Deepening knowledge of Scriptural truth
- * Helping and encouraging others
- * Resolving conflicts peacefully

Students and/or parents/guardians who choose not to behave in a way that exemplifies these core values will be held accountable and be subject to discipline as outlined below.

NKCA DISCIPLINE POLICY

New Kent Christian Academy bases its discipline policies upon the principles of the Word of God which presents *God's discipline as primarily being redemptive, not punitive* (Hebrews 12:6-11.)

From that foundation, all discipline is administered fairly, lovingly, and with the philosophy that all discipline is for the purpose of correcting wrong behavior, for the good of the child being disciplined. The Bible teaches that God requires discipline, including respect for authority. It is our practice to involve the parent in the process of developing mature behavior patterns. A conference with the parents, students, and the teacher helps to resolve any difficulty that is being experienced. Consistent parental support of the teachers and administration is of major importance in the joint effort of training children. The degree of disciplinary action will reflect the nature and frequency of the offense. Each discipline case shall be reviewed regarding previous violations and individual merit. Parents must be aware that the disciplinary procedure includes, but is not limited to, recess deprivation, take a Calm Down Time, suspensions and, when warranted, dismissal.

Initially, discipline problems will be handled by the classroom teacher. If a disciplinary problem is persistent, the teacher will contact the parent by phone or when student is picked up; however, not every problem requires a phone call. This is left to the discretion of the teacher. In keeping with Jesus' instructions for resolving conflicts, the first level of administering discipline to students is within the classroom, and by the teacher directly involved. Teachers are to always strive to make the corrective action equivalent to the offense. NKCA will not administer any

form of physical discipline. Parents are reminded to direct any questions to the classroom teacher before addressing them to the Director of NKCA.

Consequences for Behavioral Infractions

We believe that if we love our students, we will discipline them for their good that it may go well with them, that they may live long, that they may have eternal life, that foolishness will be driven away (Proverbs 22). At the root of the word discipline is found disciple – meaning to teach or to train. This is the heart of discipline – the redemptive work of teaching children God-honoring behavior rather than just applying punitive measures. Correction does not stop with pointing out the wrong but instructs in the right to produce long-term change.

No Tolerance – Drug & Violence Policy: NKCA has taken a firm stand against drugs (including alcohol, tobacco) and violence. We will not tolerate any drugs or students using drugs at NKCA. Violence such as fights, threats, and weapons, will be grounds for immediate dismissal and the matter will be referred to the Leadership Team of New Kent Christian Center & NKCA. Any drugs or violence within the school will be reported to the local Police Department. NKCA strives to be a pleasant, loving environment for all staff, students, parents, and management.

NKCA reserves the right to give two weeks' notice of dismissal from our program if we feel we are not able to adequately serve a family to the standards they expect.

ATTENDANCE

*We expect you to **have your child here by 9am** so they will not miss out on any learning experiences throughout their day. If you will be bringing your child in late, please call us or message their teacher on Kangaroo time by 9am. To make sure not to disturb our schedule please bring in your child no later than 11. **Children that will be dropped off after 11:00 am**, please make sure to discuss with your child's teacher prior to.*

Elementary Before & After School

7am-8:00am Student Arrival
8:00am-8:30am Bus pickup
4:00pm Students arrive at NKCA
4:10pm-4:30pm Afternoon Snack
4:30pm-6pm Homework assistance/ Centers/outside play

Preschool Hours (during school year): Ages 3, 4 & 5yrs old

7:00am – 9:00am Student Arrival
9:00am-12:00pm Instruction
12:00-1pm Lunch
1pm-3pm Rest Time
3-3:30pm Snack Time
4pm-6pm Afternoon Pickup

Preschool Hours (during School year) 2 Yrs. & below

7:00am – 9:00am Student Arrival
9:00am-11:30am Instruction
11:30am-12:30pm Lunch
12:30pm-2:30pm Rest Time
2:30-3:00pm Snack Time
3:30pm-6pm Afternoon Pickup

Summer Camp Hours: 7am-6pm

7am-9am Student Arrival
9am-12pm Summer Fun Activities
12pm-3pm Lunch, Rest Time (preschool age), Quiet Time (School age).
3pm-6pm afternoon activities & student pickup

School Year: September-June

Summer Camp: June-August

HOLIDAYS

NKCA will be closed as followed; New Year’s Day, Good Friday and/or Easter Monday, *(based on Spring Break for the Public Schools)* Memorial Day, 4th of July, Labor Day, Thanksgiving (Thursday & Friday), Christmas Eve, Christmas Day, & the day after Christmas. *(In the event a holiday falls on a Saturday or Sunday the staff will determine if a Friday or Monday will be observed. Written notice of this will be provided every new calendar year).* **All holidays will be charged at the regular rate.**

SCHOOL CLOSINGS

If snow occurs NKCA will use Facebook & Kangaroo time messaging to communicate school closings. Schools closing do not always occur if our local school systems are closed. School closing decisions will be made by the Director and Assistant Directors. Snow days will be charged at the regular rate. If the building is without heat or air, water or electric, New Kent Christian Academy cannot be open. If power, water, or heat/air goes out during the day for longer than a two-hour period, parents will be notified to pick up their children. NKCA cannot remain open longer than two-hours in the event of a power, water, or heat outage. If a staff member is ill or absent, children may be reassigned to a different room. Substitute teachers may be assigned to your child's class. Any questions should be discussed with the NKCA director, 804-557-5676, or 804 557-2486 email: shelley@newkentca.com or you can send a message through Kangaroo time.

VACATION

If your child has been a full-time registered student for more than six months, you are eligible for one week of vacation during the school year and one week to be used during the summer months. If you plan to use this vacation during the school year, please let us know ASAP so we can adjust your billing. This is subject to change and may vary among different families/billing agreements.

ABSENCE NOTIFICATION

Parents are encouraged to establish regular and punctual habits of attendance for their children. Please notify NKCA by 9am for preschoolers and by 8am for Before/After school students. If a student who normally rides the bus/van to school or from the school who will not be using NKCA transportation, please notify us that your child will not be using the transportation services for that day. This lets us know that your child is safe and not expected at time of departure or pickup.

ILLNESS POLICY

These guidelines are for the welfare of all the children and employees of NKCA. To provide a safe and healthy environment, we rely on our parents to monitor their children with these guidelines in mind. As required by the State of Virginia, **a child that has any of the following illness or symptoms of these illnesses *must be* kept at home until the child is symptom free for a full 24 hours or a full school day, without the aid of related medications (Ex: acetaminophen, ibuprofen, anti-diarrheal medications and first round of antibiotics).**

As outlined by the State of Virginia, infectious diseases, are including, but not limited to, the following:

* Indicates that a **doctor's note is required** to return AND/OR the 24-hour time or a full school day has been met

Fever and/or behavior change (**temperature of 100.4 degrees or above without medication**)

Symptoms of severe illness such as:

- lethargy (more than expected tiredness)
- uncontrolled coughing
- excessive, non-stop coughing
- inexplicable irritability or crying
- difficulty breathing or wheezing
- other unusual signs (until medical evaluation determines the child can remain in care)

Diarrhea

- 2 or more within a 2-hour period
- defined as a more watery, less formed, more frequent stools not associated with a diet change or medication
- a stool not contained by the child's ability to use the toilet who have learned to use the toilet, but cannot make it to the toilet in time, must also be excluded

COVID-19- if exposed to or tested positive for Coronavirus there is a 10-day waiting period until he/she can return to school. We cannot properly care for a child who is required to wear a mask due to Covid infection so they will need to be excluded the full 10 days. (These rules are subject to change as the CDC and State health department updates policies related to Covid.)

Chicken pox*

Croup – 24 hours without fever

Ear Infections – 24 hours on antibiotics

Emergency Room Visit – 24 hours or a full school day before returning accompanied by a doctor's note*

Fifth disease

Hospital Stay – 24 hours or a full school day, before returning accompanied by a doctor’s note*

Hand, Foot, Mouth – No fever or signs of discharge or discomfort

Impetigo – 48 hours on antibiotics, all sores healed over, and doctor’s note*

Influenza – **48 hours symptom free**

Lice (no nits and/or live eggs present)

Measles *

Monkey Pox – we will follow the CDC guidelines/Va Dept of Health guidelines

Norovirus - **48 hours symptom free**

Pink Eye -diagnosed **or** symptoms associated with pink eye (child must be free of eye discharge before returning to care and on medication for 24hrs) *

Pertussis (whooping cough) *

Ringworm*

Rubella *

Roseola *

RSV – 5 days, and symptom free before returning *

Rota-virus - **48 hours symptom free**

Scabies *

Strep Throat *

Tonsils – (removal of tonsils) eating normal foods and doctor’s note*

Tuberculosis *

Tubes (in ears) – 24 hours before returning accompanied by a doctor’s note*

Un-diagnosed skin rash*

Vomiting * - 24 hours or a full school day vomit free and a regular meal consumed

- NKCA reserves the right to send any child home who is displaying any symptoms of the illnesses listed above or at our discretion and request the child be seen by a physician and provide a physician’s note before the child can return to NKCA.
- **When a child is sent home, he/she must stay home a full 24 hours or a full school day**
- If a child is displaying symptoms at drop off management reserves the right to not accept the child for care that day.
- If you are called to pick up a sick child, you must pick up your child within **1 hour**.
- If a child needs to be sent home and the parents are unreachable, we will call the emergency contacts on the Pick-Up Permission Form.

Teachers will fill out a Symptoms of Illness Notification Form when instruction has been given by management to send a sick child home. If you are asked to sign this form, please follow the guidelines outlined on the form. Also, please be aware that we must take the children outdoors and if a child is too sick to play outdoors, the child should be kept home. We cannot make accommodations and keep a child indoors due to illness.

MEDICATIONS

All medicines whether over the counter or prescription, must be accompanied by a MAT form. Parents will fill out #1-17 and #19-22 for medication administered 10 working days or less. A health care provider must complete #1-18 for prescription or over the counter medication to be

given more than 10 working days, nebulizer, or epinephrine auto-injector medication, and when dosage directions state "consult a physician". If over the counter medicine states, dosage by weight of child, we will need a doctor's note stating the weight of the child to make sure we are giving the proper dosage.

ACCIDENT REPORTS

Safety is a top priority of NKCA. Yet, there are times when an accident/incident will occur between your child and another child. If the accident/incident requires "more than a hug and a kiss" our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. This will be found in their daily report in Kangaroo time under health. This system is aimed at ensuring communication at all levels with more accurate information and to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle all behavior problems in a professional and appropriate way.

SAFE CONDITIONS POLICY

Ensuring a safe and healthy environment for all children is one of NKCA top priorities. The following steps will be taken to ensure that your child is safe while attending NKCA.

Children will be actively supervised with the required number of qualified adults who have completed and meet all mandatory employment requirements.

Children will not be cared for in rooms that are being remodeled, repaired, or painted.

The director will monitor all interior and exterior areas to ensure the areas are in safe condition for the children.

NKCA will take the following steps to maintain all areas:

Clean the facility daily.

Always keep the facility in a sanitary condition.

Sanitize toys daily, furniture, and other equipment used by children will be sanitized twice a day or after each use.

Wash all soiled items prior to sanitation.

ALLERGIES

We must be aware of any food or other known allergies that affect your child. This allows us to alert all our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies, you will need to fill out a "Non-Food Allergy Medical Statement" which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a "Medication Consent" form and an Emergency Action Plan Form which must be kept on file in case your child requires an Epi-pen/Auvi-Q or other emergency treatment. If your child requires an Epi-pen/Auvi-Q, or to be

given an antihistamine in the event of possible ingestion of the allergy, you must provide the necessary medication to NKCA, and it must remain on file as long as your child is enrolled. For the overall health and safety of the child with allergies, NKCA reserves the right to refuse service unless the correct preventative medications are provided. NKCA does not provide medications for children as this is the responsibility of the parent. NKCA will notify you when a new Epi-pen/Auvi-Q or antihistamine needs to be provided per the expiration date.

CLOTHING

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child **WILL get dirty!!** Children will have opportunities for outdoor play twice a day, weather permitting. Children will go outside if the temperature is above 45 degrees or below 90 degrees with the wind chill and heat index taken into consideration. We also encourage parents to please send their child in tennis shoes daily. We learn through play! It is required that you bring one set of extra clothes for your child in case of a spill or accident. If extra clothing is not provided, NKCA reserves the right to notify you that extra clothing must be brought in immediately if they will be staying for the rest of the day. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

Parents need to bring their children dressed appropriately for outdoor play daily. Outdoor playtime may not occur or be shortened due to weather conditions.

CELL PHONES/ELECTRONIC DEVICES

NKCA does not take any liability for lost, stolen, or broken electronic devices. We highly encourage no cell phone/watch or any other electronic device be brought to school/or to the summer camp program. If a child brings a cell phone/watch or any other electronic device from home, it must be kept in their bookbag and turned off. **NO EXCEPTIONS!** Students found in possession of or using a cell phone, whether for phoning or texting, will risk having the phone confiscated and parents will have to see the Director of NKCA before having the device returned to the student. If breaking this rule becomes a recurring action, dismissal from the program will be immediate. In addition, it is important to remember the mind of a child and the things introduced into their lives using electronic devices, including TV, videos, music etc. If there are any questions or concerns, you have about this rule please speak directly to the Director.

DROP OFF/PICK UP

Students are to be checked in and out with Kangaroo Time and brought to the door of their building. This notifies the staff/teacher that there is a child at the door to be checked in/out. There is a staff/teacher at the doors between the hours of 7:00 am – 9:00 am and then again from 4:00 pm – 6:00 pm. If you pick up or drop off between 9:00 am and 4:00 pm, you may need to ring the doorbell or call (804) 557-2486 if no one responds to the check in/out on the tablets.

Staff are required to complete Daily Health Screening Course Training through the Department of Education within 30 days of hire. Staff are required to do a daily check procedure on all students arriving at our center and are to report to the Director or Assistant Director any out of character findings of the child or new injuries. Parents will be notified either with a phone call, message, or through the Health Report in Kangaroo time of those findings.

LATE PICK-UP FEE

There will be a \$5.00 per minute fee added to the weekly tuition bill if pick-up takes place after 6pm. This fee is non-negotiable and is the responsibility of all clients. NKCA Staff will contact parent at 6:05. If the staff member is unable to contact the child's parents, they will begin contacting individuals on the emergency contact list after children have been left 10 minutes past closing. **Children left at NKCA longer than 30 minutes past closing will be considered abandoned and Child Protective Services and New Kent Sheriff's Office will be informed.**

For security purposes, all visitors to the school are required to check in at the main door. For the safety and security of all our students and staff, doors will remain locked during school hours, and you will only be admitted into the building by a staff member of NKCA. A doorbell is provided outside of our front entrance so we can easily be notified you need access to the building. The front entrance will be the only entrance used to enter and exit the building during school hours.

FIELD TRIPS

Some of the most significant hands-on learning experiences take place on field trips, off school grounds. Parents will be notified of upcoming trips and permission must be granted for students to participate. Please note that siblings are not permitted on field trips and only a set number of parents will be able to ride with their student.

CARE OF FACILITY

All students must respect and care for NKCA facilities and surrounding property. **Gum is not allowed at all on the school grounds.** Food is to be eaten only at lunch and snack time. No littering, particularly in the restrooms.

LOST & FOUND

Lost and found items will be held until the end of each month. Unclaimed items will be given to charity.

BREAKFAST/SNACK/LUNCH/SNACK

NKCA does not supply food items. Students arriving before 9am are encouraged to bring breakfast to school. Students should bring daily morning snack & lunch. NKCA provides afternoon snack for preschool students and Elementary age students. If a child forgets their snack or lunch, and the parent/guardian is not able to bring their child food in time, we will provide, to the best of our abilities something for the child to eat. **Parents please do not send your child with popcorn.** Parents of students between the ages of 12M-5yrs, please visit <http://www.nationwidechildrens.org/choking-hazard-safety> for safe foods to feed your child.

CHILD ABUSE REPORTING POLICY

The State of Virginia requires that New Kent Christian Academy and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities, all suspected cases of abuse to a child. All staff members are required to complete Child Abuse and Neglect

Training Course within 30 days of hirer.

At New Kent Christian Academy, our staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that parents make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

SPECIAL TREATS

Treats are welcome for birthday celebrations and holiday parties. Parents are to notify the classroom teacher in advance of their child's celebration. Summer birthdays may be celebrated during summer camp. Please check with the classroom teacher regarding any students with specific food allergies to avoid potential health risks. Special treats are for celebrations, and **we strongly discourage candy, soda, and other sweets in lunch boxes. All treats brought into our center must be purchased from a store/bakery. NO homemade items will be allowed.**

TRANSPORTATION

Transportation will be provided during the school year to New Kent Christian School for those students attending there. Those students enrolled at George Watkins Elementary School and Quinton Elementary will be provided transportation from New Kent County Public School Systems.

GRIEVANCE POLICY

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of New Kent Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of New Kent Christian Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, administration, and school committee.

If your brother sins against you, go, and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. (Matthew 18:15-17)

Students/Parents to Teachers:

1. Concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student themselves. If the student presents the concern, a respectful demeanor is always required.
2. If the problem is not resolved, the parents or student may bring the concern to the Director. If the student brings the concern, they must have permission from their parents to do so.
3. If the problem is still not resolved, the parents should contact the leadership team of New Kent Christian Center.
4. If the problem is still not resolved, the parents should submit a request in writing, to the New Kent Christian Center leadership team.

Parents to Administrator:

1. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should express their concerns to the Director.
2. If the problem is still not resolved, the parents should contact the leadership team of New Kent Christian Center.

NON-COMPETITION

NKCA staff operate under a legally binding confidentiality/non-competition agreement set forth by NKCA and are not available for hire without written consent of the Director.

OUR STAFF

At NKCA we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly staff is an integral part of providing this environment. Our staff has:
A detailed interview and screening process.

Approval by the state of Virginia & Virginia State Police through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.

State CPR and first aid requirements fulfilled.

Each staff member undergoes a yearly health screening by a physician/physician asst.

Each staff member is trained on each of the following Safe Sleep & SIDS, Daily Child Intake Health Screening, CRP/First Aid Training (Classes offered twice a year), and MAT Training (Classes offered twice a year).

DIAPERS/PULLUPS

Please provide diapers/pull-ups and wipes for your non-potty-trained children. All items must be labeled with the child's first and last name. You may bring a package of diapers/pull-ups to leave in their classroom. You will be notified when your child is running low on these items. Enough items must be provided for a diaper change roughly every 2-3 hours per day.

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the childcare program.

Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers will discuss how to proceed. Each child will begin at a different time and progress at a different rate. The staff will always allow enough time for each child to use the potty. Children may not sit on the potty for extended periods of time, no more than 5 minutes. More than 5 minutes on the potty will only be utilized if the child is going and needs more time. The staff cannot and will not force a child to sit on the potty if he/she does not want to use it or begins to cry. Due to Universal Precautions, underpants alone can be introduced only after the child has gained control and tells others that he/she needs to use the potty. We will do our best to support efforts in training but cannot support unrealistic expectations during the process. It is very important to allow the child to make choices and lead the way. This will create less stress and increase the child's feelings of success. The Director and staff are available as a

resource to answer any questions about your child's toilet training progress at NKCA. Several complete changes of clothes should be kept at the center during this process. Accidents do happen during toilet training and parents are encouraged to send in several changes of clothing during the training time.

TOYS/TRADING CARDS

NKCA has a wide variety of toys, games, and other resources to offer children during center time. NO type of trading cards is allowed on NKCA premises, (for example Pokeman, baseball, etc.). If personal items are removed, they may be confiscated and held to be returned to the parent at pick up. Personal toys are not permitted in the program, as they can cause disputes and can be broken or lost. The exception to this is a comfort item or sleep-toys which should be labeled with the child's name. NKCA is not responsible for stolen, lost, or broken toys or trading cards.

CURRICULUM & CLASSROOM ENVIRONMENTS

RATIOS PER AGE GROUP:

- 1 staff to 4 children ages 12 weeks to 16mths
- 1 staff to 5 children ages 16mths to 24mths
- 1 staff to 8 children ages 24mths to 36mths
- 1 staff to 10 children ages 36mths to 5yrs
- 1 staff to 20 children ages 6 to 12yrs

Building Capacity

Bottoms Bridge: 176
Quinton: 167

Child Capacity:

Bottoms Bridge: 160
Quinton: 156

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Class divisions are based upon three issues. These are: the individual developmental needs of each child, State set student to teacher ratios, and the overall enrollment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

NKCA carries a Public Liability Policy.

QUIET TIME:

It is our philosophy that children 5 years and younger need adequate quiet time and/or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch. Realizing each child's rest needs are different, we offer alternative ways of resting by providing soft music for those who choose not to sleep.

We believe that children need a balance of activities that include large motor skills and active play as well as structured quiet time. All children will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CURRICULUM OVERVIEW:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of most of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles of active learning:

Children learn through dynamic investigation.
Children instigate their own learning.
Learning comes from open-ended experiences.
Adults are facilitators of children's learning.

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulative, dramatic play, blocks, etc.

Group Time: Group times are child-centered participation sessions. The planned group activities include reading, music, movement, finger plays, and discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Mealtime: Staff sits with children while they are eating, encouraging, and participating in quiet conversation, modeling, and encouraging good table manners.

Rest Time: Children are given the opportunity to nap or rest each day. Specific activities vary based on age.

SUPPLIES

NKCA strives to keep costs down for our families attending our program. To ensure this from time to time we will post items needed. Each child beginning our program will be provided with a list of supplies needed for their classroom. Please bring these items to our open house or upon the child's 1st day of school.

ADDITIONS AND CHANGES

New Kent Christian Academy reserves the right to edit or adapt the policies in this handbook as needed. New Kent Christian Academy will make all changes and additions available at the time these changes are made. Parents/Guardians will be notified of these changes through the normal written communication system at the time they are made effective.

By signing this form, you agree to the following waiver:

Waiver: I, the undersigned, as the parent or legal guardian of the named child, do hereby give permission for him/her to participate in any activities conducted by New Kent Christian Academy.

LIABILITY RELEASE: I also hereby release, forever discharge, and agree to hold harmless New Kent Christian Academy and the directors thereof from all liability, claims or demands of personal injury, sickness, or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the above-named child that may occur during all New Kent Christian Academy activities. Furthermore, I hereby assume all risk and personal injury, sickness death, damage, and expense because of participation in these activities. The undersigned further hereby agrees to hold harmless and indemnify New Kent Christian Academy, its directors, employees, or agents, for any liability sustained by said ministry as the result of the negligent, willful, or intentional acts of the above-named child, including expenses incurred attendant hereto.

MEDICAL RELEASE: I attest that the above-named child is in good physical condition. Should any accident or illness occur during and New Kent Christian Academy activity, I will not hold New Kent Christian Academy or its directors responsible for medical aid rendered and will reimburse them for the medical and other expenses incurred. The above-named child may receive necessary first aid. He/she may receive medical attention by any duly licensed physician and may be admitted into a hospital in case of emergency.

DISASTER PREPAREDNESS: In case of disaster, my child may be released into the care of a parent, legal guardian, or the above listed emergency contact person.

CONSENT FOR PHOTOGRAPHS & VIDEOS: I hereby authorize and give full consent, without limitations or reservations, to New Kent Christian Academy to publish any photographs or videos in which the above-named child appears while participating in any program with New Kent Christian Academy. There will be no compensation for use of any photographs or videos at the time of publication or in the future.

COVID 19: The undersigned acknowledges that novel coronavirus (COVID-19) infections have been confirmed throughout the United States. In accordance with the most recent guidance protocols issued by the World Health Organization, The Centers for Disease Control and Prevention and The Virginia Dept of Health for slowing the transmission of COVID-19, the undersigned agrees that any participating minor children shall not visit or attend any facility at New Kent Christian Academy if they have (1) Been in close contact with a confirmed case of COVID-19 within 14 days (2) traveled to any area subject to CDC LEVEL 3 Travel Health

Notice (3) or had exposure to any confirmed or suspected COVID-19 case. The undersigned agrees their minor children shall not participate in any activities at New Kent Christian Academy if he/or she (1) experiences any symptoms of COVID-19 included but not limited to fever, cough, shortness of breath, gastrointestinal symptoms or (2) has a suspected or confirmed case of COVID-19. New Kent Christian Academy has taken all reasonable precautions to slow the transmission of COVID-19 including (1) increased cleaning of facilities (2) limiting group sizes (3) encouraging self-monitoring and self-reporting of all employees regarding COVID-19 exposure, suspected, and confirmed cases. The undersigned agrees and acknowledges that despite New Kent Christian Academy's best and reasonable efforts to mitigate danger, that possible exposure to COVID-19 could occur, which could result in quarantine requirements, serious illness, disability and/or death.

PUBLIC DISCLOSURE STATEMENT The Code of Virginia, Section 22.1-289.031, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION In compliance with the Code of Virginia, Section 22.1-289.031, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center." Found on Page 4 of this Handbook and is highlighted in Gray.

QUALIFICATIONS OF PERSONNEL Found on page 20 of this Handbook and is highlighted in Gray are position descriptions of staff presently employed with the Center.

DESCRIPTION OF FACILITIES is found on page 7 of this handbook and highlighted in gray.

The kitchen facilities are not available for use by the Center for day-to-day food preparation for students. Breakfast/Snack/Lunch explanations are found on page 18 of this Handbook.

ENROLLMENT/CAPACITY The maximum number of children that the Center will enroll is located on page 21 of this handbook as well as the building capacity.

NEW KENT CHRISTIAN ACADEMY- PARENT/STUDENT HANDBOOK ACCEPTANCE

Please complete, sign, and return this portion to NKCA before the students first day of attending.

I, _____, have read and understand all provisions,
(Print Parent's Name)

included in this Handbook. By signing below, I agree to all policies and procedures listed, herein and agree to make timely tuition payments according to NKCA policy.

I further agree to support the policy and disciplinary decisions of the NKCA School Director, Staff & Teachers.

Parent's Signature

Date

Parent's Signature

Date

Child's Name

Emergency contact

Phone number