

# **NEW TESTAMENT CHRISTIAN SCHOOL**



## **PARENT/STUDENT HANDBOOK For The TODDLER PROGRAM**

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# Welcome to Our School

It is a pleasure to welcome you to the New Testament Christian School (NTCS) Toddler Program. We are committed to a quality Christian education and it is our desire to honor and strengthen each student and family as we grow together spiritually and intellectually. According to scripture, we know Jesus is concerned with the whole person, spirit, soul, and body.

New Testament Christian School accepts 2 year olds in the toddler component of our pre-school program. We are a non-profit Christian School, a subsidiary of New Testament Baptist Church. Our Toddler Program staff has caring, qualified professionals trained in Early Childhood Education. They understand and recognize the needs of each individual child. Our standard of excellence assures that the child's learning environment is one of quality and love. The entire staff is committed to making your child's early years as secure, enjoyable, and informative as possible.

We know that all children have individual needs and capabilities unique to their experience and age. Our program is designed to encourage the development of the whole child; spiritually, emotionally, socially, physically and cognitively. We focus on helping our school students develop problem-solving skills, build character through biblical training, develop cultural awareness, as well as develop their creative ideas, ultimately seeking to develop a positive self-image.

Children learn best through direct experience. NTCS believes that children's overall self esteem improves when they have the opportunity to learn the history of their ethnic origin and are able to understand that all people are precious in God's sight. It is our ultimate goal to provide avenues of growth for everyone and it is to this end that this handbook is provided for the students and their families.

We invite each of our parents to become involved in the school, their child's learning process, and the PTA so that the child can become the best he/she can be. Let us assure you that our entire staff is very concerned about the development and education of our children. Teachers play an important role in their student's lives and it is the wish of each teacher to do all they can to stimulate and motivate all students.

New Testament Christian School Board & Staff

# OUR MISSION

## MISSION STATEMENT

**With the help of the Holy Spirit, New Testament Christian School** will provide students with a good understanding of God's word, nourish and nurture students, prepare them spiritually and mentally, and build their character by providing an atmosphere of academic excellence that includes: encouraging a good self image, providing a challenge through a wide variety of activities, providing an atmosphere of love, safety, and understanding, and promoting Christian learning through bible stories and prayer, so that NTCS students will make God's word and his Son a part of their daily living.

## OUR PHILOSOPHY

*"I will instruct you and teach you in the way you should go. I will counsel you, and watch over you."*  
Psalms 32:8

New Testament Christian School (NTCS) is fully committed to Christian training and education. NTCS strives to provide a spirit filled environment that motivates the children to learn God's word along with achieving their educational goals and objectives. Our philosophy is based on the word of God. We believe that the truth is to be found in the word of God. A Christian education is essential and it must be administered in a spiritual atmosphere supported by the belief that God has supreme knowledge and wisdom and that his word must be followed.

Since the primary reason for the school is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is accompanied with instruction in right thinking, good conduct, respect, high morals and values. All students will pray, read the bible and learn scriptures. It is our duty to help students learn, understand, and accept the Old and the New Testament moral values, and that the practices of these Christian virtues become the rule and not the exception.

The academic program is developed to provide students with the best possible program of studies. All students are encouraged and expected to do their best. We will use only those methods of teaching proven to be effective and we will always strive for the mark of excellence, a better and more effective way.

# GOALS & OBJECTIVES

The primary purpose of the school is to provide a sound academic education integrated with a Christian view of God and the world. At NTCS, we believe that the only way a student can understand his/her place in the world is by understanding and acting upon what the Creator says about Himself and His creation, in other words, by understanding God's word.

A NTCS Toddler will.....

- X Start to learn about Jesus Christ
- X Start to learn about God's word
- X Develop language and communication skills
- X Begin to master the basic skills necessary for success in future grade levels
- X Begin to develop fine and gross motor skills
- X Learn to express themselves through art and play
- X Develop basic social skills

This process is initiated with our Toddlers and continues with the Beginning Preschool (3 year olds), Intermediate, and Advanced Preschool designed for four (4) year old children.

## GOALS

The toddler program is designed to enhance and promote growth in the following areas:

- < The ability to listen quietly for short periods of time
- < Active participation in group activities
- < Self expression through art and play

# APPLICATIONS & ENROLLMENT

## APPLICATION & ENROLLMENT PROCEDURE

A. The application procedure for new students is as follows:

1. Obtain an enrollment application form from the school office and return it completed to the school office accompanied with the registration or you may register and apply on-line by clicking on the application/registration link..
2. Make an appointment with the program director for an entrance interview. All parents must agree to uphold the goals of NTCS as outlined in the Handbook as well as demonstrate behavior that is characterized by a positive attitude toward authority, peers and God.
3. To complete the enrollment process the following must be submitted:
  - < Pre-admission Health History - Parent's Report
  - < Pre-Admission Health Evaluation - Physician's Report
  - < Identification and Emergency Information
  - < Consent for Medical Treatment
  - < Immunization Record
  - < Acknowledgment of Parent's Rights Notification
  - < Tuition Contract

New students will be accepted based on the completed application form, interview and references (when required).

B. The registration procedure for continuing students is as follows:

- Continuing students should register to secure their slot for the upcoming school year during Open Enrollment in March. Registration fees are to be paid at this time.
- Financial accounts must be current. All tuition and fees must be up to date.
- Complete new emergency cards prior to the start of the new school year.
- Sign a contract for the upcoming school year.

All continuing students will receive a school packet with the new emergency cards and contracts will be available for signature at parent orientation. Continuing students may also register on-line by clicking on the application/registration link or they may register at the school.

# ADMISSIONS

## ADMISSION STATEMENT

All children are precious in his sight, therefore, no child will be refused admittance because of gender, race, color or creed. NTCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in any way, on the basis of race, color, national/ethnic origin, or gender, in administration of its educational policies, admissions policies, athletic and other school administered programs.

It is expected that students and parents will support the doctrines of Christianity and the standards, goals, and philosophy of New Testament Christian School.

*As a general guideline, admission of new students is not permitted when the student has:*

- < A medical condition that precludes him/her from benefiting from the schools curriculum
- < A medical condition that has an adverse effect on other students that could lead to injury or death

## REGISTRATION/FEEES

### REGISTRATION:

Registration is open year round provided space is available. To complete registration, all new students who have been admitted to NTCS should obtain registration forms from the school office or you may register on-line by clicking on the application link. NTCS' continuing students will receive a student packet prior to the start of the new school year. Fees are subject to change after open registration. **All fees must be paid prior to completing the registration process.**

### FEES:

A non-refundable registration fee in the amount of **\$75.00** is charged each year. This fee is applicable for new and returning students. Applicable Miscellaneous fees are due prior to the first day of school or at the time of admission. There may be lab fees charged for those classes that require special materials.

Registration fees are charged each year and upon admission. The registration fee will be discounted 10% (early bird special) during Open Enrollment. When a request for withdrawal is made prior to August 1<sup>st</sup>, 50% of the registration fee will be refunded. **There will be no refunds given after August 1<sup>st</sup>.**

- < Parent participation fees are **\$ 100.00 annually**. This sum will be collected in conjunction with registration.

## TUITION

### **Toddler Program Tuition:**

Full Day Rate is \$ 460.00 (includes 2 snacks),

Half day rate is \$ 385.00 (includes 1 snack),

Emergency/drop in care is \$ 15.00 per 4 hours or \$ 25.00 for up to 8 hours, based on available slots. Emergency/drop in care is defined as providing care for any student not enrolled at NTCS. All drop-in students must complete an enrollment package and provide proof of immunizations and health screening prior to their first drop in date. Drop in day care is available on a daily basis from 6:30 a.m. to 8:00 a.m. and 4:30 p.m. to 6:00 p.m. and pre-school (toddler) hours are from 8:00 a.m. to 4:30 p.m.

**Extended care fees will be applied in the event students are picked up after their contracted hours.**

### **Extended Care Fees:**

The fees for extended care (before and after school) are.....

\$ 95.00 per month for 1 – 10 days

\$ 160.00 per month for 11 days or more

Extended care is opened from 6:30 a.m. to 8:00 a.m. and 4:30 p.m. to 6:00 p.m. A fee of \$ 1.00 per minute will be charged for those students still remaining after 6:00 p.m. For example, if a student is picked up at 6:15 p.m., \$ 15.00 will be added to your regular tuition bill.

## MULTI-STUDENT DISCOUNT

NTCS recognize the sacrifice parents make to give their children a good sound academic education with a Christian foundation. Therefore, we provide tuition discounts to those families that have more than one student enrolled as follows:

- Tuition for the 2<sup>nd</sup> student is discounted by \$ 30.00 monthly
- Tuition for the 3<sup>rd</sup> student is discounted by \$ 40.00 monthly
- Tuition for the 4<sup>th</sup> student is discounted by \$ 50.00 monthly

## PAYMENT OPTIONS

**There are three options for paying tuition. They are the full payment option, the ten-pay plan, and the 12-pay plan.**

### FULL PAYMENT OPTION

**Annual tuition for the Toddler Program is \$ 5520.00.** Full tuition may be paid at the time of enrollment. With this option, a 10% discount may be applied; therefore annual tuition becomes \$4968.00. In the event the student withdraws from the school, the unused tuition may be refunded. However, if a student attends class at any time during the month, the refund will not apply to that month but will be applicable for the following month and any paid months thereafter.

### TEN PAY OPTION

Tuition may be paid in ten (10) equal monthly payments beginning September 1<sup>st</sup> with the last payment due June 1<sup>st</sup>. Annual tuition is \$ 5520.00 with monthly payments of \$ 552.00 per month. In case of enrollment after November, tuition will be due in equal monthly installments with the last payment due on August 1<sup>st</sup>. All accounts are due on the first day of the month. A \$ 25.00 per student late fee will be charged for all accounts not paid by the 5<sup>th</sup> of each month. An account that is more than 30 days delinquent will result in the dismissal of the student. Once dismissed for non-payment, no student will be allowed to return to school until all past due bills are paid.

### TWELVE PAY OPTION

Tuition may be paid in twelve (12) equal monthly payments beginning August 1<sup>st</sup> with the last payment due July 1<sup>st</sup>. Therefore, the monthly payments are \$ 460.00 per month. All accounts are due on the first day of the month. A \$ 25.00 per student late fee will be charged for all accounts not paid by the 5<sup>th</sup> of each month. An account that is more than 30 days delinquent will result in the dismissal of the student. Once dismissed for non-payment, no student will be allowed to return to school until all past due bills are paid.

## WITHDRAWAL POLICIES

### Student Withdrawals

NTCS reserves the right to adjust their budget according to changes in enrollment. Hence, withdrawals from school must go through the school office/Director. **A thirty (30) day notice in writing is required for all withdrawals from preschool or elementary. Withdrawals with less than (30) days notification are fully accountable for the full month's tuition.** Failure to submit a written request to terminate service will result in the full month tuition owing. Any student attending school one day or more in a month will owe the full month's tuition. Record of students transferring to another school from NTCS will be sent to the new school upon receipt of request from the school. All financial accounts must be current prior to the release of records.

## **ATTENDANCE**

### **ATTENDANCE:**

Daily attendance is essential for the student's success. Students must be present and on time each day that school is in session. Toddler hours are as follows....

- ❖ Full Day                8:00 A.M. to 4:30 P.M.
- ❖ Half Day                8:00 A.M. to 12:00 P.M.
- ❖ Extended Care        6:30 A.M. to 8:00 A.M. & 4:30 P.M. to 6:00 P.M.

In case of an absence, parents are asked to call the school office by 8:30 a.m. and notify the school of the student's absence. If the absence is foreseeable, notification should be given in advance. The parent is responsible for making sure the school is notified of all absences.

Those students who need to leave school during their scheduled class time must be signed out on the roster located in their classroom and upon return to school, the student must be signed in on that same roster.

### **TARDIES**

Students will be expected to be on time for all classes, chapel, and school functions.

## **MATURITY REQUIREMENTS**

Our caring classroom environment is structured in a traditional classroom setting. Students are encouraged to learn to listen, use their words, share, respect others and have the ability and willingness to obey verbal directives. Active participation in classroom activities and play is strongly encouraged. Personal bathroom habits must be close to mastery prior to a student being enrolled. It is essential for children to learn to be able to remain quiet during naptime so that other students may rest.

We encourage and promote a high level of self-discipline. This teaches the student responsibility and provides him/her with a feeling of confidence.

## **AGE REQUIREMENTS**

Students entering the toddler program must be 2 years old. Students turning three prior to the end of the academic school year will not be promoted into the three year old class until the Fall of the new school year. Tuition will be based on the class the child is attending.

# CONDUCT

## STUDENT CONDUCT

A Christian school must provide an environment conducive to the spiritual growth and development of its students. Attendance at New Testament Christian School is a privilege, not a right. We believe that Christian school students should avoid practices that cause a loss of sensitivity to the spiritual needs of the students.

## STANDARDS OF CONDUCT

It is not the intent of New Testament Christian School to rob your children of their individuality. However, we have an opportunity to further develop strong stable Christian character traits in our students. In order to build character in our students, New Testament Christian School has adopted the following standards of conduct.

Toddlers will:

- X Learn to maintain high standards of courtesy, kindness, morality, and honesty.
- X Learn to be kind and helpful to others and always respect authority.
- X Dress in required uniforms at all times, unless otherwise excused.
- X Address teachers appropriately at all times.

## DISCIPLINARY POLICY

Students need character development so they will respond to authority, whether God or man. Discipline is aimed at teaching obedience. The school discipline policy allows the staff discretion in dealing with attitudes as well as actions. A variety of timely measures and procedures are used to bring about the desired behavior and attitude of a student. Constructive change is expected when a student is disciplined.

Students are required to learn and abide by a standard set of classroom rules. To encourage self-control, self-esteem, and self-discipline, our staff uses positive methods of discipline. Appropriate behavior is recognized and praised. Rewards, such as "Student of the Week", are distributed on a regular basis.

However, there may be an occasion when a child becomes disruptive, disrespectful, or could harm themselves or others unintentionally. When this happens, progressive discipline occurs as follows:

1. Staff tells child the specific behavior that is inappropriate and gives the child the positive alternative behavior. (e.g. "Please do not talk during table time. If you need help, I can help you.").
2. If behavior persists, staff gives child a verbal warning of consequences that will occur if the undesired behavior continues (e.g. "If you keep talking, I will have to sit you at the blue table.").
3. If behavior persists, staff gives consequence, which is a time out from the activity/group.
4. If after being separated from the group, negative behavior persists that is disruptive, disrespectful, or harmful, the child will be taken to the Director's office or another classroom.

If behavioral problems continue to exist, parents will be notified. It is the desire of NTCS to work closely with parents and their children to ensure a successful preschool career.

## UNIFORMS & DRESS

We have chosen uniforms in order to promote unity and consistency. We believe that there is a direct relationship between a student's appearance, his conduct, his attitude and seriousness of purpose. It is the goal of NTCS to have our students compete academically and grow spiritually vs being concerned with fashion fads and dress. All students must dress neat at all times. Students are to be sent to school in proper uniform or the student will be sent home. In addition, students will wear t-shirts with the NTCS logo every Friday and on all field trips. These t-shirts may be purchased from the school. There will be no exceptions to the dress requirements.

**Acceptable uniforms are a white or navy blue shirt/blouse with a collar and a navy blue or tan (khaki) colored bottom.**

### GIRLS

1. Girls must wear their school uniforms to school at ALL TIMES.
2. Skirts and jumpers should fit modestly and allow for movement.
3. The hem must not be more than 1/4 inch above the knee.
4. Blouses must be buttoned.
5. Casual wear may be worn on special designated days.

### BOYS

1. Boys must wear their school uniforms to school at ALL TIMES.
2. Shirrtails must be tucked in and buttons are to be kept buttoned.
3. Boys are not allowed to wear earrings.
4. Boys are not to wear ponytails.
5. Casual wear may be worn on special designated days.

## HEALTH

The school is not allowed to prescribe or give medicine. We do not stock medicine to administer to children. If a student must have medication during the school day, the medicine must be accompanied by the doctor's directions with a note from the parent granting permission for the school to administer the medication. The parent must give the directions, the note, and the medication to the School Director.

No student with a fever (100.0 degrees or more) or a known communicable disease such as ring worms, chicken pox, pink eye, etc. will be allowed to enter and/or remain at school. *Please do not send your child to school if you suspect he/she is infected.* We are also not allowed to admit or continue caring for any child who has diarrhea or who vomits at school, as these symptoms are also signs of illness. If your child becomes ill at school, we will notify you to pick up your child immediately.

Licensing regulations require a parent or authorized representative to be available to pick a child up within an hour of a call from the school in case of illness. If a child is prescribed antibiotics for an illness, or has an unexplained rash, we require a doctor’s note stating the child is not infected with a contagious illness. If your child becomes ill with any disease or illness other than a common cold or flu, please inform the school as we are required to report if our school has an outbreak of certain illnesses.

Students must have a physical examination by a licensed physician when entering NTCS. All students must have the required immunization shots and a record of these must be in the student's file.

## **MEDICAL EMERGENCY**

In case of a medical emergency, the instructions will be followed on the medical emergency card. When directed, the child will be taken to the appropriate agency and the parents will be notified immediately.

## **NUTRITION**

We provide a morning and afternoon snack each day. Half-day students will receive one snack. Full day students must bring their lunch or they can purchase a healthy hot nutritious lunch that is provided by an outside vendor. Lunch and Snack Menus will be posted for the upcoming month at the beginning of each month. We recognize that proper nutrition is essential and impacts a child's behavior and ability to learn. Therefore, our snacks and lunches meet the daily food chart requirements. We ask that parents who pack their child’s lunch provide a nutritious, easily managed lunch and beverage that can be stored at room temperature. Mark all containers with your child’s name.

Allergic reactions to foods, especially milk products, should be reported to our staff upon enrollment.

Should your child be celebrating a birthday on a school day, parents are welcome to bring a snack for the students to celebrate their child's birthday. However, this must be pre-arranged at least two days in advance.

Following is a sample daily snack menu:

### **Sample Daily Snack Menu**

Day	9:00 am Snack	3:00 p.m. Snack
Monday	Graham Cracker, Milk	Yogurt
Tuesday	Apples and Cheese Cubes, Milk	Milk, Vanilla Wafers
Wednesday	Bananas, Milk	Carrot & Celery Sticks, Juice
Thursday	Cereal and Milk	Snack Mix, Water

## HOURS and HOLIDAYS

### OFFICE HOURS

The school office will be open from 8:00 a.m. until 4:00 p.m. All parents are welcome to visit the school, however, when a visit to the classroom is desired, we ask that parents make prior arrangements with the teacher or the School Director. Please do not go directly to the classroom. Do not detain the teacher from his or her teaching responsibilities. Teachers are happy to arrange a visit or conference.

NTCS Toddler Program is open from 6:30 a.m. to 6:00 p.m., Monday through Friday, twelve months a year. The following holidays will be observed:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day

Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

Spring and Winter recess will be observed. Please check your school calendar for the dates. School will be closed during these periods. However, if there is a demand, day care will be available for a fee of \$ 15.00 per day which is over and above regular tuition.

NOTE: Thirty days notice will be given for any holiday or hourly adjustments.

### Sample Daily Schedule

6:30 - 8:00 a.m.	Before School Program
8:00 - 8:30 a.m.	Free Choice
8:30 - 8:40 a.m.	(Routine) Pledge of Allegiance, Bible Pledge, Prayer
8:40 - 9:15 a.m.	Skill Developing (Art Expressions.)
9:15 - 9:30 a.m.	Bible Story (Circle Time)
9:30 - 9:45 a.m.	Snack Time
9:45 - 10:00 a.m.	Clean up, Toileting
10:00 - 10:20 a.m.	Story Time
10:20 - 10:40 a.m.	Play Dough Time
10:40 - 10:50 a.m.	Clean up
10:50 - 11:10 a.m.	Outdoor Play Activities
11:10 - 11:30 a.m.	Circle Time
11:30 - 12:00 p.m.	Lunch
12:00 - 12:30 p.m.	Clean up, Toileting
12:30 - 2:30 p.m.	Quiet Time
2:30 - 2:45 p.m.	Snack
2:45 - 3:15 p.m.	Outdoor Play Activities (Includes toileting)
3:15 - 3:45 p.m.	Art/Crafts
3:45 - 4:00 p.m.	Music and Finger Plays
4:00 - 6:00 p.m.	After Program

## PARENT EXPECTATIONS

### PARENT PARTICIPATION AT NTCS

Parents of NTCS students will be asked to.....

- < Participate in field trips
- < Participate in fundraising efforts
- < Participate in special occasion events

Parents of NTCS may be asked to....

- < Prepare arts and crafts for the teacher
- < Tutor students
- < Volunteer in the classroom

### PARENT-TEACHER CONFERENCES

It is essential that parents and teachers work together to ensure the student's success in his/her spiritual and academic growth and development. Parents are encouraged to schedule conferences to discuss their child's progress/development at NTCS. However, we ask that the procedures outlined under Office Hours are followed. Please do not go directly to the classroom. Do not detain the teacher from his or her teaching responsibilities. Teachers are happy to arrange a time when they can give you undivided attention.

## GENERAL INFORMATION

### LEAVING SCHOOL

All parents coming to pick up students for appointments during class time must report to the Office and not the student's classroom. If a student must leave early, a written note should be provided to the office prior to the student leaving. **ALL STUDENTS MUST BE SIGNED OUT.**

### AUTHORIZATION TO PICK UP CHILD

The safety of your child is very important to us. Therefore, children will not be released to any person unless authorized by the parent on the Student's Emergency Forms, or a written authorization is provided by the parent(s). The person picking up the child (if other than the parent or designated person) must show a picture ID and must be 18 or older. **ALL STUDENTS MUST BE SIGNED IN AND OUT!**

## **SCHOOL DRILLS**

Drills for **fire, civil, and natural disasters** are held monthly to ensure that, in case of an emergency, the evacuation will go smoothly, with a minimum delay. Students are expected to cooperate during these drills. In the event of a mass disaster, staff and children will go into the sanctuary, unless a civic authority requires us to relocate. Should we be required to relocate, we will inform parents of our whereabouts. We pray that we never encounter such an experience.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office. Articles that are left in the Lost and Found for more than 30 days will become the property of the school and may be disposed of as deemed necessary.

## **FIELD TRIPS**

All students must have signed permission slips from parents for field trips. Field trips are announced in advance, and any required fees are printed on the permission slips.

## **FURNITURE/PLAYGROUND EQUIPMENT/TOYS INFORMATION**

### **Furniture**

- < Low large group tables 48" x 72" - Table height adjusts from 15" to 24".
- < Chairs - Fifteen and one half-inch chair seat height.

### **Storage & Display Units**

Age appropriate storage and display units are used throughout the school.

### **Playground Equipment**

All playground equipment is permanently installed. The complete area including the space under and around all playground equipment is covered with an impact-absorbing material.

# PARENT SIGNATURE PAGE

I have read and understand the New Testament Christian School's Handbook and agree to be responsible for the information contained inside the Handbook. I have also discussed the student expectations with my child.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_