



TRAINING MINDS AND TOUCHING LIVES
WHILE BUILDING CHARACTER

PARENT HANDBOOK

New Covenant Academy's Mission:

Is to touch the lives of young children (ages 2 years to 12 years old) and their families with the love of Jesus Christ. New Covenant Academy will reach and teach in an exciting way that the children will understand, as well as train children how to use their gifts and abilities which God has given them.

New Covenant Academy Purpose:

Is to provide a safe, fun-loving, creative, and developmentally appropriated learning (**DAP**) environment for your child. We will provide a curriculum which will assist in advancing and enriching your child intellectually, spiritually, socially, emotionally, and physically in developmental growth.

New Covenant Academy Goal:

Is to plan and implement developmentally sequenced activities in which every child can build confidence and experience success in his or her own ability, which will also help every child build character that will enliven them to be lifelong followers of Jesus Christ.

Admission:

Admission is complete and your child may start attending when all paperwork is completed and turned in along with the \$40.00 enrollment fee. You and the director will set the start date and hours of care for your child.

Tuition/Payment Policy:

It is the policy of NEW COVENANT ACADEMY that the tuition be paid on or before every Friday of the week, if paying weekly or by weekly. If paying monthly, tuition must be paid on or before the 15th of every month. We accept, cash, credit card, debit card with the Master Card or Visa logo, money order or check. All checks and money orders are to be made out to New Covenant Academy. There will be a non-sufficient fee on all returned checks, and they will be based on what the bank charges. A rebilling fee of \$15.00 per month will be charged if payment is made after the 15th of the month. If an account becomes 30 days past due, (with no attempt to pay or payment discussed with the director or assistant director) the family has five working days to bring the account within the 30-day limit. Failure to do so will result in the child being withdrawn from New Covenant Academy. At this point, the account may be turned over to the collection agency.

Hours of Operation:

Monday-Friday 7am- 6pm

Please make sure that you specify at the time of enrollment, what hours you will need for your child to be in the care of the NEW COVENANT ACADEMY staff. We have full time hours which is a 40-hour week, and we also offer part time which is 20 hours or less. Please make sure you know what your contracted hours are.

Safety Sign-In/Sign-Out Procedures:

Security and safety of our children, their families and staff are important to us. During school hours all outside doors will remain locked and only authorized people will be allowed to enter the building. A doorbell and security cameras are in place to provide surveillance. Your child must be at school by 9:00am to be included for the lunch count. Be sure to always walk your child into the building to his/her teacher. We cannot ensure your child's safety if we do not know they are on the grounds or in the building. Each child must be signed in and out by an adult. Sign-in/sign-out logs for students are located at the front reception desk. Please remember, we will not release your child to anyone under the age of eighteen (18) nor will we release your child to someone not on the authorized pickup list, signed by you the parent/guardian.

Late Pickup Fee:

If your child is picked up after his/her contracted pickup time, there will be a late fee charged. This fee is \$5.00 for every 10 minutes you are late and will be due at pick up or by the end of the week. **The fee will be according to the clock in the child's classroom.**

Authorization for Pickup:

Any person other than the child's parent will be asked to show identification although we have written information giving permission for the person(s) other than the parents to pick up the child from Covenant Christian Preschool and Daycare. Always notify the staff or director when parents need other persons not on the "Authorization for Pickup" form to pick up the child. In such cases, the parent must give written authorization and verbal authorization over the phone. **Please make sure your child's information is up to date at all times.**

Absences:

We plan our programs with the assumption that every child will attend class every day. If you child is unable to attend class, please notify the office. You will be charged full price for missed days that you have scheduled your child to be in class. Extenuating circumstances should be discussed with the director.

Photo Release:

A parent/guardian signed consent form for your child to be photographed or videoed must be in the child's file. We will not post children's pictures to social media nor sell photos of any child.

Non-Discrimination Policy:

New Covenant Academy welcomes children and their families of any race, religion, nationality or ethnic origin to all programs and activities offered.

Withdrawal Notice:

A two-week advanced written notice to the director is required to withdraw a child from New Covenant Academy. At which time, you will receive a parent survey to complete to help us better serve our children and their families.

Sick Children:

A child who is ill upon arrival, will not be admitted in the classroom. You will be asked to take your child home or to the doctor. When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, strep infection, or COVID-19 and all its variants all staff members and all parents or guardians of children shall be notified immediately by the director. For any infectious disease, we ask that you seek your physician's advice and always notify us of the disease. If your child is absent because of illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents and staff of communicable diseases. If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival. Please note that the Director or Assistant Director reserves the right to call you at any time to pick up your child if she/he feels that your child's health is in question.

If a child displays any of the following symptoms, he/she must be kept at home:

- 1. Fever at or above 100°F within the past 24 hours**
- 2. Diarrhea and or vomiting of any type, within the past 24 hours**
- 3. Nasal secretions that are thick, colored, and accompanied by a fever.
Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.**
- 4. Sore throat with fever or throat spots (strep throat)**
- 5. Cough accompanied by fever, chills, vomiting, nausea, and the coughing up of green or yellow mucus.**
- 6. Eye drainage of any type and should be checked by a doctor to rule out infection (pink eye)**

7. **A doctor should check unusual rashes to rule out bacterial infection.**
8. **Communicable Disease or rash such as scabies, ringworm, impetigo, head lice, pinworms, etc.**

The child may return to class after the illness, when one of the following happens:

1. **Fever has broken for 24 hours without the use of medication**
2. **Nausea, vomiting, or diarrhea has subsided for 24 hours without the use of medication**
3. **At least four doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection**
4. **Child is feeling well again and normal behavior has returned**

Medication:

All medications shall be given or applied **ONLY** when the child's parent(s) or guardian(s) has provided a written prescription from a physician. Without a written prescription from a physician, the school will not administer prescription and/or over-the-counter medications to the child, this includes cough syrup, aspirin, and allergy medications. All prescribed medications must be in their original containers, and parents or guardians must sign the Medication Release stating the kind of medication, the amount to be given, and the time it is to be administered. If your child has a special medication, please let us know upon registration. All medications will be put in a locked cabinet out of the children's reach.

Allergies:

All allergies to medication and/or other substances must be stated on the emergency and medical forms. The Indiana law requires that we have a signed note from a physician explaining any food allergies that a child may have. The physician must recommend alternate food choices for the child. Information about children with allergies will be posted in all classrooms and in the kitchen. If your child is allergic to bees, please inform us and provide a current epee pen in its original container with the doctor's current prescription.

Immunizations:

As required by the State of Indiana, all children must have completed all required immunizations according to the age and recommended schedule. All new immunizations must be reported to the director so that your child's file may be kept current.

Accidents & Emergencies:

All teachers are certified in infant/childcare **CPR and FIRST AID**. In the event of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and the director. If further treatment is necessary, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, we will attempt to reach the emergency contact person on your child's registration form. If needed, 911 will be called and the child will be transported to the nearest hospital. All accidents are recorded on an accident report form that requires the signature of the parent.

Inclement and Excessively Hot Weather:

On days of inclement or excessively hot weather, children will be kept inside the classrooms. Sunscreen will be provided by NEW COVENANT ACADEMY and is applied to all children on hot sunny days. If you wish to provide your own sunscreen for your child, it must be labeled with the child's first and last name and given to the teacher. Do not send it in your child's book bag. By signing this handbook, you are giving NEW COVENANT ACADEMY permission to apply sunscreen provided by NEW COVENANT ACADEMY to your child.

Child Abuse:

The staff at New Covenant Academy is required by Indiana State law to report any suspicion of Child Abuse to DCS.

Religious Information:

Covenant Christian Academy is a Christian based Preschool and Daycare. Children will hear Bible stories appropriate for their age and be taught Christian values. We have Bible study once a week for all the children. The children will also be encouraged to pray every day before each meal and snack. If you have any questions, please talk to the Director of NEW COVENANT ACADEMY.

School Visitors:

Parents and/or guardians are encouraged to visit the center at any time. When you visit, please make sure that you sign in and out for our visitor's log.

Breakfast/Lunch

A continental breakfast is served every morning between 7:30am to 8:30am. No breakfast will be served after 8:30am. Lunch will be ordered by 9am and served from 11:00am to 12:00pm. Please have your child at New Covenant Academy before 9am to be counted in the lunch count.

Snacks:

Classroom snacks are provided at 3:00pm after nap/rest time. We will provide a healthy snack and drink at this time. If your child has a food allergy, please let the director know.

Birthday Treats:

Birthdays are special occasions for children. If you would like us to celebrate by bringing a special snack for your child's birthday, please feel free to do so. Remember, all treats must be in their original packaging. **No homemade treats. Also, please no frosting of any kind.** These treats are extremely high in sugar, and we are trying to teach our children how to eat better for better health.

Room Management & Discipline:

Child guidance has a prominent place in the program at New Covenant Academy. Parents and teachers will work together to be consistent and effective in training children to make appropriate decisions. The teachers will manage any disciplinary problems in a firm and loving manner such as time out, redirection and /or removing the child from the situation until the child has calmed down.

Rest Time:

Every afternoon after lunch is rest time. All children present at 12:30pm are required to lay down for a nap/rest. Children are not required to go to sleep but, they must rest quietly. Nap/rest time is from 1pm to 2:30pm.

Gum/Candy/Toys:

Please do not allow your child to bring candy of any kind, gum, or toys to school unless the child's teacher has requested these items for a special purpose such as show and tell or celebrations.

Weather:

When severe weather condition exists, such as a City Emergency due to unsafe conditions, please listen to your local radio stations: **STAR 88.3, WBCL 90.1.**

Your local **TV STATIONS; CBS NEWS 15, ABC NEWS 21, NBC NEWS 33.**

They will carry our closing information if we should close or have a delay.

Also, the Director will DoJo (in school messaging system) all parents/guardians before any classes begin for that day.

Holiday/Breaks:

New Covenant Academy is open all year long with the following exceptions:

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Confidentiality Policy:

All personal records of children and their immediate family members are kept strictly confidential. Information pertaining to admission, progress and health related issues shall be confidential, unless we have written permission for disclosure from the parent/guardian.

**New Covenant Academy
Parent Handbook Signature Form**

Child's Name: _____

We acknowledge that we have received and read the New Covenant Academy Parent Handbook in its entirety. We agree to follow the guidelines set forth in this handbook.

Parent Signature: _____ **Date:**

Parent Signature: _____ **Date:**

NOTE: PLEASE SIGN THIS FORM AND RETURN IT BACK TO THE DIRECTOR AS SOON AS POSSIBLE