



NORTHSHORE
CHRISTIAN ACADEMY
SCHOOL OF
ARTS AND ENRICHMENT



PROCEDURES AND POLICIES

HANDBOOK 2011-2012

PROCEDURES AND POLICIES

Mission Statement and Purpose:

NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT exists to honor Jesus Christ through developing children's God given talents through a variety of arts and enrichment class.

Terms:

NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT is a ministry of Northshore Christian Church and Academy. The NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT is under the supervision of Northshore Christian Academy. The Northshore Christian School of the Arts may be referred to as "NCA's NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT", "After School Clubs".

Program Information:

NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT offers after school classes during the school year and classes during the summer.

After School Program:

- NCA offers 5 sessions of classes during the school year.
- Classes take place on campus and in specific classrooms.
- Sessions run for 5 weeks (there may be particular classes in a session which run more than 5 weeks.)
- Classes run from 3:30-4:30pm (there may be particular classes whose times are different.)
- Many class options and variety are offered, e.g. Academic, music, art, sports, foreign languages, technology, etc.
- Experts and certified teachers teach the classes.

Academic and Private Tutoring: Group or Private:

NSAE provides private music lessons under the guidance of certified musicians. Group lessons are also provided. Tutoring in reading, math, spelling, language etc. are available in private or group settings. Certified educators tutor at NCA.

Non-Discrimination Policy:

Northshore Christian Church and Academy believes that all people of every race and color are made in the image of God, and have equal value in their Creator. We welcome students of all ethnic backgrounds. NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT *does not discriminate in the admissions of students, based on race, color, national, or ethnic origin, as required by federal or state laws (to the extent applicable to NCA)* NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT will make reasonable accommodations to otherwise qualified applicants.

Changes to Policies and Guidelines - "The Right to Amend":

The NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT 2011-2012 Policy Handbook is the official statement of policies and procedures for NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT, a ministry of Northshore Christian Church and Academy. Because of changes in state law or unforeseen circumstances, it may be necessary to make changes to this handbook before or during the school year and summer. At its sole discretion, Northshore Christian Academy's NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT has

the right to amend its policies and procedures. Northshore Christian Academy's NORTSHORE SCHOOL OF ARTS AND ENRICHMENT may make every effort to inform parents and students of changes.

Rule of Exception:

Northshore Christian Academy's NORTSHORE SCHOOL OF ARTS AND ENRICHMENT reserves the right to grant an exception to its policies on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child(ren) attend School/Camp.

Closed Campus:

When a student is dropped off at the school, it is expected that the student will not leave the campus for any reason, including for illness or lunch without the permission from the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT's Director.

Contact Information:

Trisha Galindo
PROGRAM DIRECTOR
Office Hours: 8:00am-4:30pm
Phone: (425) 322-2367
Fax: (425) 322-2386
Website: www.northshorechristian.org
Email: tgalindo@northshorechristian.org

SAMPLE SCHEDULES

After School Sessions:

<u>TIME</u>	<u>Activity</u>
3:25pm	Check into class-teachers will escort students to their class
3:30pm	Class begins
4:30pm	Class Ends
4:30pm	Parents pick up students from the classroom
4:35pm	Students who have not been picked up are brought to Extended care and standard fees apply

* **Times** may be subject to change

GROUP OR PRIVATE LESSONS OR TUTORING – Contact Trisha Galindo for information and days and times available.

Student Age Eligibility:

Every class is gear toward a specific age or grade of a student. This depends on the age appropriate components of the class, safety factor and age limitations on equipment or materials used in the class. Exceptions to this policy may be made and should be addressed with the Director of the program (Vice Principal at Northshore Christian Academy)

Dismissal Procedures:

Parents are to pick up their child at the time the class ends. There is a 5 minute grace period after the class ends. NCA students who are registered in the Extended Care will be taken to the Extended Care and check into the program.

Student who are not registered at NCA (School year) will be taken to the school office five minutes after the classes has dismissed. Fees apply.

FEES: For the first hour: \$5.00 and thereafter \$2.50 per every ½ hour.

Verification of Identification:

Driver's licenses will be used to verify ID. If someone other than an authorized person from the pickup list is picking up a student from our program, the parent or guardian should contact Trisha Galindo. That person will be required to show proper identification.

General Policies:

Fees:

Registration Fee: There are no registration fees for the current year's NCA students.

Tuition: Tuition fees are due upfront when you register your child(ren) in the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT.

No Refunds: Tuition will not be refunded for vacations, illnesses, missed class, weather related closures, change of mind, withdrawal, suspension or dismissal of any student.

Class Cancellations: Tuition is non-refundable unless the class is cancelled or has a schedule change.

A student cannot be registered in a class until registration forms AND payment is received.

Right to Deny Opportunity to Participate:

The NORTSHORE SCHOOL OF ARTS AND ENRICHMENT reserves the right to deny your Student the opportunity to participate in the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT for, but not limited to the following:

- NSF checks or payments that have not be made
- Student behavior that impacts the environment and/or safety of others.
- Disrespect of setting and policies (children and/or parents)
- Continued late pick-ups

A one week written notice will be given prior to termination of participation.

NCA Policies:

The NORTSHORE SCHOOL OF ARTS AND ENRICHMENT has high expectations for its students. You and your Student must follow and abide by the terms of these policies ("**Family or Parent Handbook**") and other NCA policies and procedures ("**Policies**"). Failure NCA Policies may result in dismissal of your Student. Any NCA Policy may be amended by the School at any time, without notice, in the School's sole discretion. Your Student must work responsibly, play fairly and abide by all NCA Policies. Your Student must demonstrate a willingness to participate and develop in character. If a conflict exists between the Enrollment Agreement and the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT Policies, the NCA Policies govern.

Student Discipline and Dismissal Policy:

The NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT reserves the right to admit, discipline, and dismiss students based on guidelines set forth in the NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT Policies. If your Student does not maintain the Northshore School of the Arts and Entertainment guidelines including a willingness to cooperate with Northshore School of the Arts and Entertainment staff/administration, as set forth in NCA Policies, the Student may be subject to discipline up to and including dismissal from the NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT as deemed appropriate by NCA in its sole discretion. Student discipline may include warnings, loss of privileges, loss of opportunity to participate in the Northshore School of the Arts and Entertainment.

Assumption of Risk:

Although the NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT desires to provide a safe environment for all students, accidents and injuries can still happen. By signing the contract, you indicate that you understand and agree that there are risks and dangers involved with participation by your Student in any NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT classes and activities, including use of playground equipment and events – including you student waiting in the office for you after you were to pick them up from the class. You assume the risk of your Student's participation in the NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT activities, whether on campus or off campus.

Medical Consent:

You grant permission for the Northshore School of the Arts and Enrichment to call 911 for emergency medical aid or to take your student to a physician or hospital for medical treatment, or both, if in the School's sole discretion, your student becomes ill, sustains an injury, or otherwise requires medical treatment. You give consent to any physician or emergency aid responder to administer drugs and perform any medical treatment that the physician or responder determines appropriate for the relief of pain or to preserve your student's life or health. You assume all responsibility for all medical, rescue, transportation and other expenses incurred on behalf of your Student. You will fully and immediately reimburse the School for any of those expenses that the School chooses to advance, in its sole discretion. The School has no obligation to advance any expenses on behalf of your Student.

Administering Medications:

NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT personnel do not administer medications unless needed in the case of a life threatening (allergy, asthma, diabetes). Medications may not be brought to any Northshore Christian School of the Arts and Enrichment classes.

Release of Student:

The School may release your Student to any parent of the Student (not just the Parent who has signed the Contract), unless the Parent provides the School sufficient evidence as determined by the School, in its sole discretion, that a Parent does not have that right. Sufficient evidence may be in the form of a court order or parenting plan signed by both the Student's parents or entered by a court.

Authorizations from Any Parent:

Any Parent of your Student (not just the Parent who signed the Contract) is authorized to make decisions on behalf of the Student, unless the Parent provides the School sufficient evidence, as determined by the School in its sole discretion, that a parent does not have that right. In the event of conflicting instructions from the Parents or Legal Guardians of the Student (when both are apparently authorized to make decisions on behalf of the Student), the School may take any action it deems appropriate, in its sole discretion, which may include no action.

Release of Claims:

Definition of Claims. The term “Claims” means all claims, demands, damages, actions, fees, costs, expenses, judgments, settlements, and other liabilities, known or unknown, related to or arising from the School’s acts or omissions regarding your Student except to the extent caused entirely by the School’s gross negligence or intentional misconduct.

Release of Claims. The NORTSHORE SCHOOL OF ARTS AND ENRICHMENT is a ministry of Northshore Christian Church and Academy (School). The term “**Church and Academy Releasees**” means Northshore Christian Church and Academy and its directors, officers, employees, volunteers, and other agents, including the Camps director(s), teachers, staff and the School’s principal, vice principals, teachers, staff and volunteers. You release the Church and Academy Releasees from all Claims. This release of Claims is binding on you and on any other person who asserts any Claim through you or on your behalf. To the extent that the law may allow, this release of Claims is also binding on your Student and any other person who asserts any Claim through your Student or on your Student’s behalf.

Indemnification and Defense:

To the extent the above Release of Claims is held to be ineffective in whole or in part, then you agree to indemnify and defend the Church and Academy Releasees against all Claims, including paying all attorneys’ fees, costs and other expenses incurred by any Church and Academy Releasee related to any Claim.

Arbitration:

If there are any disputes or claims related to the Contract, amounts owed to the School by you, the Student’s enrollment in the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT or the Student’s involvement in any NORTSHORE SCHOOL OF ARTS AND ENRICHMENT activities, the School’s enforcement of its Family Handbook or other NCA Policies, or any action taken or failed to be taken by the School, then you and the School will first attempt to resolve the dispute or claim through mediation.

1. The mediator will be a mutually acceptable person selected by you and the NCA who is a practicing attorney with a minimum of ten years experience or a retired judge, and who agrees with the Northshore Christian Church’s Statement of Faith.
2. If you and the School cannot agree on a mediator within 10 days, then either party can demand binding arbitration by giving written notice of arbitration to the other party. You and the School will select an arbitrator who meets the following qualifications (“**Arbitrator Qualifications**”): (A) a practicing attorney with a minimum of ten years experience or a retired judge, and (B) who agrees with the Northshore Christian Church’s Statement of Faith.
3. If you and the School cannot agree on an arbitrator within 10 days, then each party will select an arbitrator who meets the Arbitrator Qualifications, and those two arbitrators will select a third arbitrator who meets the Arbitrator Qualifications. That third arbitrator will serve as the sole arbitrator. If either party declines to select an arbitrator, then the arbitrator selected by the other party will serve as the sole arbitrator.
4. The arbitration will follow the procedures of Chapter 7.04A RCW. The Arbitrator has the authority to order discovery (including deposition, interrogatories, document production, or otherwise), as the arbitrator considers reasonable for a full and fair exploration of the issues in dispute, consistent with the expedited nature of arbitration.
5. The decision of the Arbitrator is binding and may not be appealed.

Non-Refundable:

Tuition and/or Enrichment class fees are not refundable – for any reason, for example, but not limited to, to illnesses or emergencies, or if a child/parent chooses not to attend the NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT.

Contact Information Changes:

Please notify us immediately of any changes to telephone numbers for work, cell, home or emergencies.

NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT DISCIPLINE POLICIES**Conduct and Behavior:**

NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT seeks to provide a positive, safe environment conducive to the teaching/learning process. We believe the Bible establishes the basic principles that should guide the development of Christian character and govern all behavior. (1 Corinthians 10:31, 1 Thessalonians 5:11, 1 Thessalonians 4:11, 2 Timothy 2:15) Obedience is expected. Handbook standards, policies, teacher/staff instruction and Biblical principles are to be obeyed as a proper response to God's authority and to those whom He has placed in authority. Our Christian liberty doesn't allow us to infringe on the safety and disrespecting others. Christian love requires us to protect and seek God's best for others. (Colossians 1:28, 29; Psalm 94:12; Jeremiah 31:18, 19; 1 Corinthians 11:32; Revelation 3:19)

Acceptance and continuance as a student in the NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT Program is conditional upon outward behavior and attitude toward the School policies and its mission.

Expectations and Responsibilities:

NCA is a private Christian school that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students. All NCA students must understand and support the purpose and programs of NCA. Enrollment is considered probationary for all students.

Student Self-Discipline:

The best discipline is self-discipline. It is this training that develops self-control, orderly conduct, character and promotes intellectual growth and social graces. Students are urged to exercise and develop self-discipline in all areas of school life and to observe the rules of the school. When a student deviates from acceptable behavior, it is the responsibility of the home and the school to help by both correction and guidance. Parents and teachers must fully cooperate, being careful to avoid anything that tears down respect, understanding, and confidence in each other. By working together in a team approach, parents and school staff set the standards by modeling and emphasizing positive behavior, as opposed to disruptive behavior that requires corrective measures.

Students in the NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT are expected to obey the following rules:

- Listen to and obey your NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT Teachers and Staff instantly.
- Respect other's feelings, property and personal space.
- Follow directions the first time they are given. Obey all rules!

There is a school discipline policy in effect. This policy includes situations that may happen in the classroom, playground, bathroom, hallways, off site, etc. Consequences are based on a school wide system and plan. For example, a warning, a time out, a loss of privilege and/or community service or office visit, are some consequences that may result from misbehavior. You may or may not be notified of the situation.

The following information pertains to those times when a child is sent to the office because the teacher/counselor has reached that step in their discipline plan, when the child's behavior has been considered severe and/or on-going.

- 1st Visit to office: Note to parent or guardian when child is picked up at the end of the day. Student is given a warning.
- 2nd Visit to office: Note to parent or guardian when child is picked up at the end of the day. Student does not return to class.
- 3rd Visit to office: Parents are called. Student is sent home.
- 4th Visit to office: Removal from NORTSHORE SCHOOL OF ARTS AND ENRICHMENT

- Northshore Christian Academy reserved the right to miss steps based on the severity of the behavior. A student may be removed from the program at step 1-4 – without warning!
- Attending NORTSHORE SCHOOL OF ARTS AND ENRICHMENT is a privilege not a right.

Some behaviors that may result in one of the above actions may include, but are not limited to:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Failure to observe camp rules | <input checked="" type="checkbox"/> Fighting/Hitting |
| <input checked="" type="checkbox"/> Building/Property damage | <input checked="" type="checkbox"/> Rudeness/Disrespect |
| <input checked="" type="checkbox"/> Disobedience | <input checked="" type="checkbox"/> Excessive Loudness |
| <input checked="" type="checkbox"/> Profanity | <input checked="" type="checkbox"/> Unkind Actions |
| <input checked="" type="checkbox"/> Threats | <input checked="" type="checkbox"/> Bullying |
| <input checked="" type="checkbox"/> Refusing to obey an adult | <input checked="" type="checkbox"/> Lying |

Some behaviors that lead to immediate expulsion include, but are not limited to:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Substance Abuse | <input checked="" type="checkbox"/> Smoking |
| <input checked="" type="checkbox"/> Blatant Disrespect | <input checked="" type="checkbox"/> Purposefully putting a student in harm's way |
| <input checked="" type="checkbox"/> Sexual Harassment | <input checked="" type="checkbox"/> Verbal or physical Harassment |
| <input checked="" type="checkbox"/> Possession of firearms or other weapons | |
| <input checked="" type="checkbox"/> Possession or display of pornographic material or graphic lyrics | |
| <input checked="" type="checkbox"/> Theft, vandalism or forgery | |

Rule of an Exception to the Discipline Policy:

NCA reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend NORTSHORE SCHOOL OF ARTS AND ENRICHMENT.

Northshore Christian Church and Academy and NORTSHORE SCHOOL OF ARTS AND ENRICHMENT staff may check lockers, backpacks, cell phones, coat pockets, etc. at anytime and without prior notice or permission.

Search and Seizure Policies:

1. Enrollment at NORTSHORE SCHOOL OF ARTS AND ENRICHMENT constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized.
2. NORTSHORE SCHOOL OF ARTS AND ENRICHMENT expressly reserves the right to search: persons, backpacks, purses, lockers, desks, electronic devices, cell phones etc. This is not an exhaustive list.
3. NORTSHORE SCHOOL OF ARTS AND ENRICHMENT expressly reserves the right, and the parents and students grant NORTSHORE SCHOOL OF ARTS AND ENRICHMENT the right, to examine the electronic content contained on/in a cellular phone, pager, laptop computer or other device confiscated at school.

Rule of an Exception to the Search and Seizure Policy:

NCA reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend NORTSHORE SCHOOL OF ARTS AND ENRICHMENT.

Locker Guidelines:

Student lockers are the property of NCA and provide a service for students to secure or store their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without permission of the students at any time, at the sole discretion of the school authorities. Students understand the following guidelines:

1. Lockers may be inspected and searched at any time by the administration. This may mean that NCA must cut the combination lock to access the locker. (Students/parents will not be reimbursed for the cost of a new combination lock)
2. Lockers must be kept clean inside and outside.
 - a. Stickers are not allowed on any part of the lockers (inside or outside the locker)
 - b. Students must not place anything that cannot easily be removed without affecting the surface of the locker.
 - c. Writing or painting on any part of the lockers is not allowed.
 - d. Locker decorations should be edifying and appropriate.
3. It is unwise to leave valuable items in a locker. Student should carry the items with them or check with the office if the items need special security.
4. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
5. Students are responsible to pay for any locker damage.
6. NCA is not responsible for lost, stolen, or damaged goods belonging to students.

Rule of an Exception to the Locker Policy:

NCA reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend NORTSHORE SCHOOL OF ARTS AND ENRICHMENT.

Cell Phones:

Elementary students cannot have a cell phone at school. Middle School students can only carry cell phones in their backpacks (must be turned off), but can only take them out of their backpacks and use them after classes. Cell phones will otherwise be confiscated. If a staff member or the administration suspects misuse of a cell phone (not limited to, cheating, playing games, playing music, taking photos or displaying inappropriate photos, using it to threaten another student or teacher or NCA staff member either by text messages or sending

inappropriate photos), the administration, at its sole discretion and right to, but not limited, to seize the cell phone, view its contents, etc.

Telephone Usage:

Students are permitted to use the school telephone in the office, with permission, in cases of emergency only. All long distance calls must be made collect. Students are not allowed to use any telephone, including but not limited to cellular, digital, or any other school telephones without authorization.

Role of an Exception to the Search and Seizure Policy:

NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend NORTHSHORE SCHOOL OF ARTS AND ENRICHMENT.

Suspected Child Abuse Policy:

Teachers and staff are mandated reporters of suspected child abuse. By law, suspected child abuse must be reported within 48 hours. Parents may or may not be notified, depending on CPS recommendation.

Reasonable Cause Report:

State law requires professional NCA personnel, including teachers, staff, counselors, and school administrators, to make an immediate oral report to local law enforcement authorities or Child Protective Services (CPS) whenever they have a reasonable cause to believe a child has suffered abuse or neglect.

WAC Definitions and Requirements:

Washington Administrative Code (WAC) 388-15-130 further clarifies the definition of child abuse and neglect, as defined in the Revised Code of Washington (RCW) 26.44.020. This includes, but is not limited to, parent to child, child to child, student to student, adult to child:

- Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- Creating a substantial risk of physical harm to such a child's bodily functioning.
- Committing or allowing any sexual offense against such child as defined in the criminal code or intentionally touching, either directly or through the clothing, the genitals, anus, or breasts of a child for other than hygiene or child care purposes.
- Committing such acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering.
- Assaulting or criminally mistreating a child as defined by the criminal code.
- Failing to provide food, shelter, clothing, supervision, health or development of a child.
- Engaging in actions or omissions resulting in injury to or creating a substantial risk to the physical health, mental health, or development of a child.

Child Custody or Divorce Cases:

If legal custody stipulations apply to your child, it is required that this legal information is communicated, in writing, to the school office. We will abide by any current restraining orders involving our students. A current and valid copy must be on file in the office in order for the school to comply with the legal judgment. NCA does not get involved in child custody, separations, boyfriend, girlfriend, estranged relationship or divorce cases, nor do we take sides in parenting disputes or court cases.

HEALTH AND EMERGENCY PROCEDURES AND POLICIES

Emergency School Closures or Delayed Start Times:

Obviously, unforeseen school closures cannot be published ahead of time. Most of the time, such closures would be due to inclement weather. If there is ANY chance of such a schedule change (either a delayed start or an actual school closure), call the school and listen for the closure information on the answering machine. You may also listen to one of the following radio stations and/or TV channels for reports of possible school closures during inclement weather:

- Radio Stations, KOMO AM1000, KIRO AM710 and KCMS FM105.3
- TV Stations: Channels 4, 5, and 7.
- NCA's Website: We post information (provided that there is electricity) on the front page of our website at www.northshorechristianschools.org.
- www.SchoolReport.org has information on our School's closures or delays.

We make every effort to record a closure message on the NCA answering machine by 6:30am on applicable mornings. In most circumstances, we may close when the Everett School District and/or Mukilteo School District closes. However, since our students come from greater distances and we have no bus service, we may need to base our decision accordingly. On snowy/icy days we may start up to 2 hours late. In cases where school is delayed, half day Kindergarten and half day AM Pre-Kindergarten will be cancelled for the remainder of the day. PM Pre-Kindergarten will be in session in the afternoon. If this is the case, **please continue to listen to the radio or TV** because a sudden worsening of weather conditions could cause us to completely close the school for the day. The Early Learning Center makes every effort to remain open, however; information pertaining to the center will be noted alongside the Academy's closure information.

These instructions are the same in the event that it is necessary for us to close school once the school day has begun and the weather necessitates us to change the schedule. Call the school and listen to the recorded message and check your email.

Fire:

An alarm bell is rung continuously until all personnel, students and guests have exited the building. Everyone must exit the building when the alarm goes off.

Earthquake:

We **always evacuate** the building **after** a quake! Our students are taken outside to a safe location where they wait until further notice. Since aftershocks may cause more damage than the actual quake, we remain outside until we hear that it is safe to enter the building (the type of earthquake may determine the potential or severity of an aftershock). Our buildings are checked for damage, broken items, gas leaks etc. before anyone is allowed to return into the building.

Reminders:

- Everyone evacuates the buildings. Phones will not be answered.
- We will always do our best to make sure your child has the finest care.
- **Do not** call the school for information. This ties up the phone lines and hinders us from contacting our emergency resources (ambulance, fire department etc...) We have two out of area schools who will field your calls so that our phone lines can remain open. We will alert them to our emergency and provide them with regular up-dated information. We will give you two business sized cards with this information. Keep one in your wallet and one on your refrigerator. These schools are:
 - Spokane Christian Academy: (509) 924-4888 (www.spokanechristianacademy.org)
 - Valley Christian School (509) 924-9131 or (425) 924-0932 (www.valleychristianschool.org)

- **Do not** drive to school. Stay where you are and keep safe! Our roads must remain traffic free so that our city's emergency response teams can maneuver quickly.
- Students **will not** be released to any parents right after an earthquake or emergency. NCA staff needs to assess the situation. Coming to the Academy to retrieve your child may contribute to hysteria, and an environment where children feel left out. It is recommended that parents pick up their children 3-4 hours after the emergency unless NCA notifies parents beforehand.

Lockdown:

NCA makes every effort to keep your children safe and out of harm's way. Our staff and faculty have been trained to watch for strangers or individuals who are not allowed on campus. We also watch and listen for situations that are a concern within our community and may infringe onto our campus.

- It is critical that **every** parent/visitor check in at the front desk and acquire a visitor's badge.
- In a lockdown, we secure the children in a safe location.
- During a lockdown all the classroom and outside doors are locked. **We cannot open any doors at any time: not even to parents.** Return to your vehicle if the building is locked. Do not try to pick your children up from school during a lockdown.

In the event of a severe emergency, students will be kept at school until dismissed to the care of a parent or guardian. For more information, refer to our emergency manual, which covers our emergency management policies and procedures.

Emergency Procedures:

If a serious emergency, i.e. accident or injury, occurs at Northshore Christian Church and Academy, we will:

- Call 911 if necessary
- Notify the child's parents or guardians. If they cannot be reached, we will notify the emergency contacts.
- If we are unable to reach the above or if circumstances indicate, we will transport your child by ambulance or car to the nearest emergency room.
- Northshore Christian Academy and NORTSHORE SCHOOL OF ARTS AND ENRICHMENT personnel will continue attempts to reach parents or emergency contacts.

Health and Illness:

NORTSHORE SCHOOL OF ARTS AND ENRICHMENT is designed to serve *well* children, and every effort is made to ensure the health and safety of all. Therefore, parents must observe the following guidelines.

Keeping Sick children at Home:

Children may attend classes if they have any of the following symptoms:

- a. Fever of 100 (under arm) or greater, plus one of the following symptoms:
Diarrhea, earache, sore throat, rash, signs of irritability or confusion
- b. Two or more episodes of vomiting in the last 24 hours.
- c. Three or more episodes of diarrhea in the last 24 hours.
- d. Draining rash or sore.
- e. Fatigue preventing the child from being a part of regular activities.
- f. Drainage from the eye, or pink eye, not associated with allergies.
- g. Lice and scabies. A child may return after treatment and if NO nits are found.

Students may return to class when the symptoms (**without medication**) have subsided for at least 24 hours, or if they have written permission from a doctor indicating that the condition is not contagious.

Students who come to the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT are expected to participate in all class activities, including outdoor play. *We do not have sufficient staff to supervise children who must be separated from the group.* Therefore, if you feel your child is too ill to play outside or participate in any other daily activity, please do not bring him/her to the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT that day.

Sick Children:

If a child becomes ill or injured while at NORTSHORE SCHOOL OF ARTS AND ENRICHMENT, parents will be notified right away. If the parent cannot be reached, we will call one of the alternate people listed on your registration form. Since we do not have the staff or facilities to care for sick children, they **must** be picked up and taken home to an alternate caregiver as soon as possible. Please make sure that someone is available at all times to pick up your child if he or she is too ill to remain in the program.

☞ **Please keep the emergency contact name and numbers current.**

Communicable Diseases:

If your child has a communicable disease, (strep throat, chicken pox, etc...) please let the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT Supervisor or Director know immediately.

Allergies:

If your child has an allergy, please notify the Program Director immediately. If your child has a life threatening allergy, we require that an Epi pen be left with the teacher.

OTHER POLICIES

Items Not Allowed at School:

Students may not bring toys, games, trading cards, pets, etc. to the NORTSHORE SCHOOL OF ARTS AND ENRICHMENT. All toys and electronics: "walkman", radios, Game Boys, MP3 Players, iPod's, cell phones, CD/DVD players, skateboards, roller skates, roller blades, shoes with wheels, and scooters are not allowed on school or church grounds must remain at home and may not be brought to class.

Appearance and Dress:

Appropriate dress for NORTSHORE SCHOOL OF ARTS AND ENRICHMENT should be conducive to as positive, productive learning atmosphere. We expect clothing to be attractive, neat, modest and without extremes. Parental involvement is extremely important and parents must carefully monitor what their children wear. The administration makes the final decision regarding issues of clothing.

Lost and Found:

Lost and Found items are kept for only short periods of time due to lack of storage space. Items labeled properly may be returned to students. Parents are required to label (full names of student) your child's items to avoid loss. Unmarked items that are unclaimed at the end of each month will be donated to a local charity. NCA is not responsible for lost or misplaced items and is not liable if unclaimed items are given to a charity of NCA's choice.

Pets of any kind are not allowed on our campus for any reason. This is due to safety and the health of our students and staff. Pets may not be brought to the classroom for 'show and tell' or other class projects.