



Northshore Christian Academy

HALF DAY PRE-KINDERGARTEN FAMILY HANDBOOK 2010-2011

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A ministry of Northshore Christian Church

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Thank you for being a part of our school!

WELCOME

Welcome to Half Day Preschool and Pre-Kindergarten at Northshore Christian Academy! We are so glad that you have chosen us to partner with you in your child's early education.

Our goal is to provide you and your child(ren) with a Christian environment where your child will be nurtured and loved by dedicated teachers and staff. We offer an enriching, age-appropriate program where your child will develop socially, spiritually and emotionally. Our program components consist of social development, character quality training and practice, academic readiness activities and Biblical training.

Our staff is committed to providing a safe, secure, and happy environment where every child feels confident to participate and learn.

This handbook has been prepared to provide you with details on the program policies and to describe your responsibilities as parents or guardians. We have tried to cover all aspects of the program but if you have any questions please ask. Your child's teacher has prepared a classroom handbook that addresses daily operation of the classroom. Thank you for taking time to read through this information.

Once again, welcome to NCA!

In Christ,

Esther Walla
Vice Principal

Holly Leach
Principal

STATEMENT OF FAITH

The Bible

The sole basis of our beliefs is the Bible, composed of 66 books of the Old and New Testament. We believe that Scripture in its entirety originated with God and that it was given through the instrumentality of chosen men. Scripture thus at one and the same time speaks with the authority of God and reflects the backgrounds, styles, and vocabularies of the human authors. We hold that the Scriptures are infallible and inerrant in the original manuscripts. They are the unique, full, and final authority on all matters of faith and practice, and there are no other writings similarly inspired by God. 2 Timothy 3:16

God

We believe that there is one true, holy God, eternally existing in three persons – Father, Son, and Holy Spirit – each of whom possesses equally all the attributes of deity and the characteristics of personality. In the beginning God created out of nothing the world and all the things in it, thus manifesting the glory of His power, wisdom, and goodness. By His sovereign power He continues to sustain His creation. By His providence He is operating throughout history to fulfill His redemptive purposes. 1 John 5:46

Salvation

The central purpose of God's revelation in Scripture is to call all people into fellowship with Him. Originally created to have fellowship with God, man defied God, choosing to go his independent way, and thus was alienated from God and suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history, and all individuals since have suffered these consequences and are thus in need of the saving grace of God. The salvation of mankind is, then, wholly a work of God's free grace, not the result, in whole or in part, of human works or goodness. Salvation must be fully appropriated by repentance and faith. When God has begun a saving work in the heart and life of any person, He gives assurance in His Word that He will continue performing it until the day of its full consummation. Romans 3:21-30, Galatians 4:4-7

Jesus Christ

Jesus Christ is the eternal second Person of the Trinity who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as our substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven and sat down at the right hand of the Father, where He, the only Mediator between God and man, continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God. John 3:16, Corinthians 15:3, 1 Peter 2:21-24

The Holy Spirit

The essential accompaniment of a genuine saving relationship with Jesus Christ is a life of holiness and obedience, attained by believers as they submit to the Holy Spirit, the third Person of the Trinity. He was sent into the world by the Father and the Son to apply to mankind the saving work of Christ. He enlightens the minds of sinners, awakens in them recognition of their need of a Savior, and regenerates them. At the point of salvation, He permanently indwells every believer to become the source of assurance, strength and wisdom, and uniquely endows each believer with gifts for the building up of the body. The Holy Spirit guides believers in understanding and applying the Scripture. His power and control are appropriated by faith, making it possible for the believer to lead a life of Christ like character and to bear fruit to the glory of the Father. John 14:16, Acts 1:5-8, 2:2-4, I Corinthians 12-14, Galatians 4:4-7

Human Destiny

Death seals the eternal destiny of each person. For all mankind, there will be a resurrection of the body into the spiritual world and a judgment that will determine the fate of each individual. Unbelievers will be separated from God into condemnation. God's judgment will reveal His justice in consigning them to perpetuate in eternal retribution their own rejection of God. Believers will be received into eternal communion with God and will be rewarded for works done in this life. John 5:24, 28, 29

The Church

The corollary of union with Jesus Christ is that all believers become members of His body, the Church. There is one true Church, universal, comprised of all those who acknowledge Jesus Christ as Savior and Lord. The Scripture commands believers to gather together to devote themselves to worship, prayer, the teaching of the Word, the observation of believer's

baptism by immersion, and communion as the sacramental ordinances established by Jesus Christ, fellowship, service to the body through the development and use of talents and gifts, and outreach to the world. Wherever God's people meet regularly in obedience to this command, there is the local expression of the church. Under the care of elders and other supportive leadership, its members are to work together in love and unity, intent on the one ultimate purpose of glorifying Christ. Ephesians 4:16

Faith and Practice

Scripture is the only and final authority in all matters of faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where Scripture is silent. Rather, each believer is to be led in those areas by the Lord, to whom he or she alone is ultimately responsible.

Summary

We believe this Statement of Faith to be an accurate summary of what Scripture teaches. All parents shall refrain from advocating doctrines that are not included in the Statement of Faith, in such a way as to cause dissension.

MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

Mission Statement

Northshore Christian Academy's Early Learning Center (NCA) partners with parents to provide a superior Christian education developing spiritual, academic, and personal excellence in a Christ-centered environment.

Religious Activities

Northshore Christian Academy is a ministry of Northshore Christian Church and therefore is based on Biblical principles. Since we are a Christian-based program, we teach Bible stories, have a weekly chapel, pray before meals, celebrate holidays based on Christian beliefs, sing Christian songs and pray with and for our children and their families. We promote positive character qualities such as joy, love, patience, kindness and self-control through the use of Biblical examples. We seek to build self-esteem in children by teaching them of God's love for them.

Students, families, friends and extended family members are welcome (but not required) to attend Northshore Christian Church. We are aware that we serve students from many different denominations and backgrounds, and thus we make a conscious effort not to overly emphasize areas of doctrine, which are open to legitimate differences of interpretation in the Christian community. School families are welcome to attend all Northshore Christian Church events and programs such as AWANA, women's and men's Bible studies, children's ministries and youth group activities.

Non-Discrimination Policy as to Students: Northshore Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally provided or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

Right to Amend

The Northshore Christian Academy's 2009-2010 Family Handbook is the official statement of policies and procedures for Northshore Christian Academy, a ministry of Northshore Christian Church. 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. At its sole discretion, Northshore Christian Academy has the right to amend its policies and procedures. Northshore Christian Academy may make every effort to inform parents and students of changes. Throughout this document, Northshore Christian Academy may be titled or known as "The School", "The Academy", "NCA" or "Early Learning Center".

SCHOOL HISTORY AND STRUCTURE

School History

During the spring of 1995, Northshore Christian Church's leadership investigated the possibility for a Christian school in the South Everett area. After studying the need, the church started an Elementary School in the fall of 1995. Northshore Christian Academy opened with 37 students in Grades K-3. The school was located at the 80th street and temporary church location. In the fall of 1996 the school opened for a second year with almost 100 students in grades Preschool through 4th grade. In the fall of 1997, the third year of school began with 200 students. The school expanded to another leased warehouse in the fall of 1998.

In the Fall of 2000, over 300 students began school with seven classrooms housed in our current campus and the other eleven housed in the 75th street campus warehouse. Also in 2000, the school focused on the Middle School, as it became an established program at NCA, serving 6th – 8th grade students.

After 9 years in temporary locations and buildings, the dream for one campus was realized, as the last of our classrooms moved into our current building in August 2003.

In 2006, Northshore Christian Church and Academy opened its preschool and childcare center bringing the total amount of students to over 600.

Northshore Christian Academy has experienced rapid growth since its inception in 1995. NCA continues to be one of the fastest growing schools in Snohomish County. The staff, parents and church have created a strong, dynamic school – even while housed in temporary facilities and while experiencing growing pains as the organization re-evaluated and fine-tuned its mission and long range plan.

School Structure

Elder Board

Northshore Christian Academy is a ministry of Northshore Christian Church. As such, the school is accountable to the leadership of the church, which is the Elder Board. The Elder Board consists of 5 – 10 appointed individuals, including the Senior Pastor. The Elder Board has delegated the school oversight and policy-making to the School Board Committee.

School Board Committee

The function of the School Board Committee is to make broad-based school policy decisions about the school. The committee consists of 2 church elders, NCA parents, and other NCC participating members who have experience in the educational field. The Board Chair reports to the church Elder Board.

Academy Administration

The Academy Administration consists of a Principal, Vice-Principal and Middle School Vice-Principal. The academy administration oversees the day to day operations of the school which include staff supervision, policy implementation, instructional supervision and operational functions. The Principal reports to the NCC senior pastor and chairman of the school board. The Principal is a member of the School Board.

Affiliations and Accreditation

Northshore Christian Academy is accredited by Association of Christian Schools International (ACSI) and the Northwest Association of Accredited Colleges and Schools (NAACS). NCA is state approved by the Superintendent of Public Instruction. The standards established by these associations include such areas as spiritual training and ethics, academic excellence, staff development, administration and operations. Northshore Christian Academy is a member of the following organizations: Association of Christian Schools International, Principal's Association of Christian Schools, Washington Federation of Independent Schools, International Fellowship of Christian Administrators, and the Everett Chamber of Commerce.

As an Elementary and Middle School, fully approved by the State of Washington and the Superintendent of Public Instruction, NCA follows all of the rules and regulations governing approval of private schools as required by Washington State Law: RCW 28A.02.201 and RCW 28A.04.120 [4] as well as WAC 180-90-110 through WAC 180-90-160.

School Day

Childcare, Preschool and full day Pre-Kindergarten	7:00am-6:00pm
Half Day Pre-Kindergarten:	AM: 8:35am – 11:35am and PM: 12:35pm-3:35pm
Full Day Pre-Kindergarten:	8:45am – 3:15pm
Half Day Kindergarten:	8:45am – 11:45am
Full Day Kindergarten through Eighth Grade:	8:45am – 3:15pm
Extended Care for FD Kindergarten through age 12	7:00am-8:00am and 3:30pm-6:00pm

School Communications

Effective school/home communication is vital to the successful operation of the school. We make every effort to keep parents informed as to what is going on at school. At NCA we believe communication is key to developing a united team between school and home. We have several avenues for communication.

Classroom Newsletter

Teachers send home weekly newsletters or calendars informing you of events, goals, and units of study in the classroom.

Thursday Folders

Every Thursday, teachers send home a folder which will include notes, bulletins, and student work. Be sure to review this folder and return it on Monday. In keeping with our goal to develop a sense of responsibility, we ask that you **train your child to see that the folder is returned** to his/her teacher. We would like the children to feel that it is not their parents' responsibility to give them the folders; it is **their** responsibility to **retrieve** the folders.

Navigator Notes

This all-school newsletter is distributed 2-3 times a month; a hard copy will be included in the Thursday packet, posted on the NCA website and emailed. Navigator Notes helps keep you informed of all of NCA's upcoming activities and other critical school related information. The Navigator Notes and school calendar are posted on our website at www.northshorechristianschools.org.

Emails

This way of communication allows us to send you emails through our REN WEB system. If we have your email in our database, you will receive the Navigator newsletter, school delays or closures and other pertinent information through this means of communication

Brief Meetings

Before or after school meetings can easily be arranged. If you would like to meet with your child's teacher, call or email the teacher requesting a meeting.

Conferences

Scheduled conferences for all parents are at the end of the first quarter to inform parents of their student's progress. Additional conferences may be scheduled with teachers when needed. In mid-March, a conference day is set aside for parents and teachers to meet regarding student progress.

Web Site

The School website is updated regularly and contains important information for parents such as email access, school calendar information, and other important information about upcoming events and school activities.

Voicemail

Staff members check their voicemail frequently during the day and return your call within 24 hours. Teachers and students will not be interrupted in the classroom by the telephone during school hours, except in the case of emergency. If an urgent message is needed to get to the teacher immediately, contact the campus receptionist.

Radio Northshore

Tune into AM 1700. As you drive onto campus, listen to the announcements for the week and hear all about coming events and enjoy our students tells stories and share information.

All Other Communications

All letters, flyers and other materials distributed to students and/or parents **must be preapproved by the Principal or Vice-Principal.**

NOTIFICATION OF INFORMATION CHANGES

Parents are requested to notify the School Office immediately in case of changes in family/student information including new addresses, phone numbers, cell phones, work phone numbers, email addresses, emergency contacts, custody, and pertinent student medical information, such as allergies etc.

Contact Information

School office hours are from 8:00am-4:30pm Monday through Friday. Each faculty member has a direct line, voicemail box, and extension number. They also have an email address. Normally teachers are not accessible via phone or email when they are instructing their class. If you need to talk to a teacher immediately, contact the receptionist and she will relay the urgent information. Otherwise, teachers will promptly return phone calls and emails within 24 hours.

Contact Numbers: Northshore Christian Academy
Phone: 425.407.1119
Fax: 425.322.2386
Website: northshorechristianschools.org
NCA Contact Email: see email contact list on the website

Address: Northshore Christian Academy
5700 23rd Drive West
Everett, WA 98203-1570

ADMISSIONS

Admission to Northshore Christian Academy is by application. Northshore Christian Academy admits qualified students, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Northshore Christian Academy complies with federal and state disability laws (as applicable to the School), and it will make reasonable accommodations to otherwise-qualified applicants. The School cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

It is essential for parents and students to realize that attendance at NCA is a privilege, not a right, and that such privilege will be revoked from any family who is not willing to conform to the standards of conduct established by the School. Each parent and student is required to uphold the Parent Affirmation.

Northshore Christian Academy reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the school administration and to abide by its policies and regulations.

Application Procedures

Each February, enrollment for the following academic year is opened to returning students for a specified period. After such time, enrollment application is open to the general public. The admission process at NCA is by application. The process includes, but is not limited to, a fully completed enrollment contract, student recommendation form, certificate of immunization and a registration form including information such as emergency contacts and pick-up permissions. The payment of the application fee per student (new families only) and registration fee per student (all families, every year) is required. Applications will not be processed without payment of the fees. Each family is required to read and agree to the NCA Family Handbook. The School reserves the right to admit and dismiss students based on its own criteria of spiritual

commitment, academic performance, and personal qualifications including a willingness to cooperate with the School Administration and to abide by its policies and regulations. *Important: There are no guarantees of placement, expressed or implied, by Northshore Christian Academy.*

The enrollment procedures for new Pre-Kindergarten students are as follows:

1. We recommend that each new family tour our facilities prior to enrollment. During this visit the child may spend a short time in their class. All questions or concerns may be discussed with the Director or Administrator.
2. Complete, sign and return all application forms to the Little Navigators registrar. Students enrolling in Pre-Kindergarten must be 4-years-old on or before August 31st. Students must have a valid Certificate of Immunization Status form as required by Washington State Law (RCW 28A.210.160).
3. The \$75 Application Fee must be paid at the time the Application for Enrollment and accompanying documentation is submitted. The Application Fee is non-refundable under any circumstances.
4. A personal family interview may be required for new applicants.
5. Family will be notified of acceptance in ten business days following application.
6. Upon completion all of the required fees as set forth in the Tuition and Fee Schedule and all registration materials, **including immunization certificate**, students are considered enrolled.
7. Enrollment for each student is for one school year only and not continuous. Each student must register for enrollment for each school year, enrollment is not continual, and reenrollment privileges are not guaranteed.
8. A waiting pool is established for qualified students after all openings are filled.

Student Requirements

- The student must display evidence of age-appropriate stability, attention span, and self-discipline.
- The student must display necessary social skills to function in a group.
- For the benefit of school staff and parents who are working together for the success of a student, parental disclosure of behavior and emotional difficulties is necessary and required at the time of application.
- The student must be receptive to redirection and/or time away from the group to think about behaviors and cool down.

Parental Requirements

- Parents must demonstrate interest and cooperation.
- Parents may meet with an administrator prior to the student's admittance. Parents must demonstrate their support of the teachers and educational program through their actions, words and conduct throughout the school year. Parents agree to uphold the Parent Affirmation at the time of enrollment or re-enrollment.
- Parents must demonstrate Biblical conduct while on campus and/or at off site school sponsored events and while communicating with NCA staff and NCA families
- Parents must be willing to work towards positive and respectful conflict resolutions if involved in a conversation or situation between a staff member, parent, or student. Parents must be willing to have a cooperative attitude and take actions to resolve conflict.
- Parents must follow the Matthew 18 principle.

Financial Responsibility

- Parents agree to plan for, budget and pay regularly and on time for the cost of Christian education.
- A family transferring from another Christian school will not be accepted if a past due balance is owed to that school, unless suitable financial arrangements have been made and followed.
- Returning families must be current in all financial accounts prior to re-enrollment.
- Failure to meet the terms of the financial agreement may result in the withholding by NCA report cards, transcripts and diplomas as well as the dismissal of the student if the required payments are not made.
- Parents agree to fulfill the Tuition Contract stipulations.

Placement Policy

Final placement of all students is made solely at the discretion of the administration based on the following factors:

- Available class openings
- Class size
- Student ability/learning style/special needs
- Balance of boy/girl ratio
- Teacher recommendation regarding social mix of students
- Personalities of teacher and student

Withdrawal (Voluntary)

Tuition is owed until the end of the quarter. In order to not be charged for the following quarter, a two week written notice must be submitted to the registrar. If not, the next quarter's tuition will be charged per student.

- An exit interview (either in person or via the telephone) should then be scheduled with the school Principal or Vice-Principal to discuss the reason for leaving.
- The withdrawal paperwork will be prepared by the registrar. The parent must go to the Business Office to pay any tuition and/or outstanding charges or fees.
- After clearance of tuition, the student's report card will be released to the parent or a requesting school. If the report card is in progress and is not available at that time, the school office will notify the parent when it is available.

In the event an outstanding balance is due at the time of student's withdrawal for tuition or any other amounts due, the school may withhold student's grades and transcript. (See tuition fee schedule and contract for additional policies)

FINANCES AND FUNDRAISING

Tuition And Fees

Annual Costs

The annual cost of education is determined by the Administrator and the School Board. Tuition is levied on a per school year basis. All payments made on an account will be applied to the oldest outstanding in the following order:

- a) Registration fees
- b) Materials fees
- c) Tuition

Registration Fees

Non-refundable \$75 per Pre-K student. This fee is paid by all families and covers administrative and new school-year preparation costs.

Materials Fee

The \$125 Materials Fee per Pre-K student, covers curriculum, paper, art supplies and field trips. Materials Fee is non-prorated and non-refundable under any circumstance and is due at the time of registration or may be deferred until June 30, 2010. The Material Fee is still owed even if the child(ren) do not attend NCA, for any reason. If the Material Fee is not paid by June 30, 2010, a \$35 late fee will be added to the Tuition Billing Statement.

Most school expenses are paid for by tuition. Tuition provides for teachers' salaries, books, supplies, facilities, utilities, etc.

Tuition Payments

Payment Plans:

To assist families in the payment of the yearly tuition, two payment options are offered: Payment in full by **August 1**, or eleven monthly payments beginning **August 1**. Tuition payments begin on August 1 for 11 months, the last payment ends June 1. If the first tuition payment is not paid on time for August, students may be placed in a waiting pool and space will not be guaranteed. In addition, in the event of any delinquency in tuition payments, students may be prohibited from attending classes and extra-curricular activities. When classes resume in September, monthly tuition billing statements will be sent home with the youngest child in each family enrolled at NCA. These statements will be sent home in the Thursday folder or sent via US mail if the youngest child is in Middle School. The tuition statement may also be viewed through Parents Web.(See communication section).

Due Dates:

Tuition payments are due on the 1st of each month. In the event a monthly payment is not received by the Business Office by the 1st day of the month, the account will be charged an additional \$35.00 late fee per month. A \$35.00 charge will be assessed for any check returned (NSF- Non sufficient Funds) and not honored by the bank on which it is written. Tuition payments may be mailed to the Academy or dropped off at the front desk or school office. Payments which are hand-delivered to the school must be in envelopes marked "TUITION." To ensure accuracy, please indicate a student's name on tuition checks. NCA personnel are not responsible for payments not delivered in an envelope or not properly labeled. All questions concerning finances should be directed to the Business Department (425) 322-2330. Tuition payments are due on the 1st of each month.

Delinquent Tuition and Penalties

- Payments received after the first of the month will accrue a late fee of \$35.00.
- A fee (\$35.00) will be assessed to all checks returned from the bank.
- Dismissal may result if payment arrangements have not been made within 60 days of the account becoming delinquent. Furthermore, the delinquent account may be submitted for collection assistance and the student(s) may not be allowed to return/attend school until the delinquent account has been satisfied. A student will not be allowed to register for the following year if tuition is not current. Unpaid accounts will be sent to collections and a \$250 collection fee will be added to the unpaid balance.
- Any fees incurred for collection on delinquent accounts, including attorney fees, shall be borne by the financially-responsible parent/guardian.
- Failure to meet the terms of the financial agreement may result in the withholding of NCA report cards as well as the dismissal of the student if the required payments are not made.

Tuition Policy for Early Withdrawal and Refunds:

The Tuition contract is a commitment per each school quarter. Attendance during any portion of a quarter requires payment in full through the end of the quarter. In the event a student who is registered at NCA withdraws, the following policies apply:

- A written Notice of Withdrawal must be submitted to the registrar 14 days prior to the end of a school quarter.
- Failure to submit a 14 day notice results in the following quarters tuition will be added to your account (per student)
- There is no reduction or refund for holidays, vacations, illnesses, absences or weather related school delays or closures.
- **Should you decide not to attend the fall semester, written notification must be received on or before August 1st. Otherwise you will be billed for the first quarter of the school year.**
- Should you apply for admission after August 1, thirty (30) days written Notice of Withdrawal must be submitted to the registrar prior to withdrawal.
- Any excess money paid on account is refundable subject to any unpaid fees, penalties and tuition.
- Northshore Christian Academy reserves the right to grant an exception under this policy 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 NCA.

Change of Child Custody

If a student has a change in custody or guardianship, a new Enrollment application and Financial Agreement must be completed and signed by the new custodial parent or guardian within thirty calendar days of the date the change becomes effective. Additionally, a copy of the parenting plan must be submitted to the School Office. Enrollment will not be continued until such an agreement is completed and on file in the School Office.

Controlling Policy

The financial policy as set forth in this Northshore Christian Academy Family Handbook is the controlling policy of Northshore Christian Academy.

Fundraising and Gifting

In order to keep tuition affordable it is necessary to have other forms of income. The following activities are authorized by NCA. **All** proposed fund raising activities must be submitted to the Principal for advance, written approval **prior** to implementation.

Solid Ground Espresso

PTF raises funds for the school through the Javagators Espresso programs. PTF has paid for such items as new sports uniforms, special events, the library incentive program, music equipment, Spanish and art curriculum, computer class supplies, P.E. equipment and the teacher appreciation program.

Auction

The NCA auction is our main fundraiser and has been a big blessing to our students and school in many ways. Families participate by procuring new items to sell at the auction. Each family is asked to procure at least \$200 of items for the auction. Our past auctions have augmented the general fund, purchased the gym floor, playground, built the computer lab, and library and made a significant contribution to the new performing art's center. The 2008 auction proceeds will be going toward Technology (computers, software, Smart Boards, etc.).

Other Fundraising

Our annual fundraisers have included walk-a-thons and read-a-thons. We typically will have two fundraising events per year, one in the fall and one in the spring. The auction is our primary fundraising event and it helps to keep our tuition affordable while purchasing program enhancement items each year.

Gifting to the School — Nonprofit Tax Exempt Program and Company Matching Gift Programs

Northshore Christian Academy is a ministry of Northshore Christian Church and is a non-profit 501(c) 3 organization. As such, donations made to our school are tax exempt. Likewise we qualify for donations through Boeing Employees Matching Gifts and over 200 other company matching gift programs.

Our tax identification number is #91-1515354. If you work for a company, we encourage you to ask if they match gifts.

ACADEMIC POLICIES AND DEVELOPMENT

The following policies and procedures have been developed and created for the best possible learning environment of each student at NCA. **Parents are asked to read these policies prior to the beginning of each school year** and to review them with their children those portions of particular concern to them. We encourage parents to go over these policies and procedures throughout the school year.

Academic development, through a firm grounding in basic skills and provisions for enrichment opportunities, is of great importance at NCA.

Curriculum

Course objectives and curriculum guide each subject that is taught. The curriculum offered at NCA is changing – and it always will be. There is a continual process of evaluating the scope and sequence of the subjects taught in each grade level. Curriculum materials that help the teacher meet the learning objectives are evaluated on a regular basis by the Curriculum Review Committee. We use textbook materials from a variety of publishers to give the framework for our lessons. Remember that the single most important element in learning is the teacher – not the material that is used. We try to find the best materials for our students, but even more important, we strive to find the best teachers to teach them.

Bible Time

At Northshore Christian Academy, we believe the basis of all teaching is God and His Word. Our desire is that each student would accept Jesus Christ as his/her personal Lord and Savior. We seek to nurture and train our students towards the goal in Godly character development that leads to action and to encourage a deepening and personal relationship with Christ. The study of God's Word is a vital element of the life of a Christian; therefore, the Bible is the core component to teaching every truth and is the avenue to gaining wisdom and understanding in all other academy facets. Bible times are key to training a student in the way he/she should go; therefore is a require course at NCA without hesitation and exception.

Chapel

A regular part of the schedule of NCA is the weekly chapel program. Pre-Kindergarten students attend chapel each week. The chapel program generally consists of prayer, worship and a speaker. The speakers range from pastors, teachers, parents, missionaries, and youth leaders. Each has a Bible story that emphasizes spiritual principles. We believe that our Bible program and chapel are an integral part of fulfilling our mission. Therefore, we emphasize to our students the importance of proper chapel behavior and attitude during chapel. Parents are invited to attend any of our chapels.

Missions Education and Outreach

Each year the school participates in a month long mission's emphasis. Missionaries from around the world speak at our mission's chapels during a week in February. Missionaries visit the classrooms so students are able to ask in-depth questions about the culture and peoples that they serve. Past missionaries speakers have been from India, Italy, South Africa, and Costa Rica.

Social Events for Families

Christmas Concerts, field trips, parent programs, skating nights, sporting events, Father/Daughter Night, ministry trips and social events occur throughout the year.

IMPACT Program

The IMPACT program provides specialized tutoring and testing for students who may be struggling in grade level language arts and math concepts. The IMPACT program also tutors and tests students with specific language disabilities. The program's director is an independent contractor and the tutoring center is located on the third floor. Separate fees and a separate billing process is required. (Contact Linda Hoggarth at (425) 335-0500 or impactprogram@comcast.net.)

Report Cards

Report cards measure the academic and behavioral progress of the student. Report cards are issued at the end of each eight to nine week quarter. The first report card is given at a parent/teacher conference at the end of the first quarter.

A parent-teacher conference can be requested at any time. Quarterly and final report cards will be withheld until all outstanding tuition, extended care, library and class fees or other amounts due are paid. Students may not register for the following year, until all tuition and fee payments are current.

Conferences

Parent-teacher conferences are scheduled for all students at the end of the first quarter of each school year and are optional later in the year. If additional conferences are necessary, they may be scheduled between the teacher(s) and the parent(s). Parents who wish to confer with either a teacher or the Principal need to make appointments **at least a day ahead of time**. We want to give our undivided attention to such conferences and it is difficult to do so if we have conflicting appointments, obligations, etc.

Promotion and Retention

Enrollment in NCA Pre-Kindergarten does not ensure enrollment the following year in NCA Kindergarten. Students are promoted to NCA Kindergarten by written recommendation of their Pre-K Teacher. Teachers carefully and prayerfully assess children's skills and will communicate with parents by January if they have sufficient concerns about a child's progress (academic, emotional, or social) to indicate a possible need to retain the student. This will allow ample time for conferences and testing prior to enrollment for the next year.

In addition, in order to maintain the "family" environment of our school, all incoming Kindergarten students and their families will attend an interview with a member of NCA's administrative staff. This is a getting acquainted, question and answer session for both parents and staff to ensure that we know our elementary families well.

Student Records

The school keeps individual records for each student. These records include registration information, academics, standardized exam results, individualized academic or behavioral testing/service records, health and discipline records. Active files will be maintained for students that are currently enrolled. Once a student transfers to another school, the student file is sent to the new school upon request. Copies are kept in our archives. **Student records will not be released if there is an outstanding balance on the tuition account.** Parents are allowed access to their son/daughter's records – only with prior arrangements through the school office. Once permission is granted, a parent may review their child's file under the supervision of office personnel. However, items cannot be removed from student files unless written permission is given by the Principal and the removal is documented in the file.

Notice Regarding Rights of Parents

Northshore Christian Academy ("School") will allow (1) the release of a child, (2) information about the child (as deemed appropriate by the School, in its sole discretion), and (3) access to School educational records for the child to either of the child's parents or legal guardians unless the School receives sufficient evidence that a court order, legally binding legal document (for example, a document relating to divorce, separation, custody), or law or regulation specifically revokes those rights. Either of the child's parents or legal guardians is authorized to make decision on behalf of the child, unless the School receives sufficient evidence to the contrary, whether in the form of a court order, legally binding document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parents or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), the School may elect to take any action it deems appropriate, including taking no action.

Class Size

Our students tend to receive more attention and learn more effectively in our smaller classes. Maximum class size in half day Pre-K is 20 students with a full time Educational Assistant.

Television/Videos

Children may watch a carefully selected video on occasion. This will be limited to special events or specific educational opportunities. We will only show videos with a "G" rating. Videos are chosen to enhance the children's understanding of our Bible study or a monthly theme.

ATTENDANCE

Establishing good lifelong habits in your child is important. **Regular school attendance**, with the exception of real illness, and **punctual arrivals** are two of those good lifelong habits. As you know, your child's absences and tardiness seriously affect his/her success in school. They interfere with the consistent instruction he/she needs to perform successfully both in school, and later in life. It is very difficult for even the best student to perform well and grow to be his/her best if too much instructional time is missed.

Parent's Role

- It is the parents' responsibility to help their children get to school regularly and punctually.
- Parents will recognize school attendance as compulsory and schedule vacations on non-school days.
- Parents are requested to call the classroom teacher in the morning to notify the school that their child will be absent.
- Parents are expected to notify the school if extended/planned absence from school will occur.
- Parents are expected to keep their parent/teacher conference schedule.

STUDENT POLICIES OF CONDUCT AND DISCIPLINE

The pre-eminent principle is that of Christ's command:

“A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another.”
(John 13:34-35)”

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.

Conduct and Behavior

Northshore Christian Academy Early Learning Center 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)

At NCA, we believe that the basis of all teaching is God and His Word. Our desire is that each student accepts Jesus Christ as his/her personal Savior. Our mission is to nurture and train each student so that they will grow in godliness of character and action.

Discipline, in general, is Biblical and training in processes, procedures, preparations and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents, and school personnel. It is in the Christian environment, training in righteousness that leads one to be more Christ-like in every way. Part of this training is put into practice according to the Matthew 18 principle, which directs us to correct and restore our brother to righteousness.

Behavior Management and Discipline

The discipline at NCA-ELC is based on understanding the individual needs of the child and their stage of development. Discipline is directed toward helping the child develop inner control, acceptable behavior, and respect for others. Discipline involves training or guiding the child towards a goal. At no time is spanking or any form of corporal punishment, mechanical restraint, the withholding of food, or any form of emotional abuse allowed on the premises by our staff. With these thoughts in mind, the following methods are used for correction:

1. Talking to the child about the situation.
2. Redirecting the child to another area of activity.
3. Separation from the rest of the children for a short time. (One minute for each year of age).
4. Loss of privileges.
5. Praying with the child.
6. Removal from the classroom. If a child is willfully violent/aggressive towards their classmates or staff, the parent will be called to pick them up and keep them home for the remainder of the day.
7. Discussion with parents of repeated situation. In a situation of continued disciplinary challenges or aggressive behavior, a child may be subject to removal from the program.

Discipline Process

Northshore Christian Academy is committed to a Christian, safe and nurturing learning environment for all students. This includes an atmosphere conducive to implementing and upholding Biblical principles, learning and free from disruptions, as well as making school a place where students feel loved and accepted. Parents delegate authority to the school, and teachers stand in place of the parent during school hours.

We are working to provide staff, volunteers, facilities, equipment and materials in order to offer students the best education possible. To achieve this, students will be expected to:

- Say or do nothing that will hurt or offend anyone.
- Follow directions immediately and without complaining.
- Help protect our school building, grounds, and equipment by not defacing or damaging buildings, furnishings or equipment. Students and parents will be liable for damages to the extent of replacement and/or repair costs. Everyone shares the responsibility for keeping school property in good condition. Vandalism in the school (**including in the bathrooms and to the lockers**) will be heavily fined and student(s) will be required to pay for all damages and resulting costs. This includes facility personnel's time.
- Be in the right place at the right time.
- Make our halls, restrooms, classrooms, gym and assemblies quiet and pleasant places to be.

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.

Supervisory Authority

Students are normally under the jurisdiction of their classroom teacher. However, staff members, such as other teachers, substitute teachers, aides, and others in authority, may discipline within their sphere of assignment. Discipline cases are referred to the administrator only after corrective measures have been attempted by the teacher. Serious offenses are dealt with by the administrator who, after conferring with the teachers(s), has the authority by school policy to use the disciplinary action deemed necessary. The purpose of discipline is for growth (Hebrews 12:11). We desire to develop the whole person for the glory of God. We desire to restore fellowship with the one who has erred.

Policy Against Harassment

Northshore Christian Academy is committed to providing an environment for students, faculty, and staff that is free from unlawful discrimination. In keeping with the commitment, the school maintains a strict policy prohibiting harassment based upon race, color, national origin, ancestry, physical handicap, gender, disability, or age. This policy prohibits unlawful harassment including verbal, sexual, physical and visual harassment. Any student who believes that (s)he has been the victim of unlawful harassment should immediately report the matter to the principal. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken.

Resolution of Problems and Conflicts

In the case of working through problems or conflicts between families, students and parents are expected to talk directly with the individual(s) involved in a situation before appealing to a higher authority. Only after making this attempt without satisfactory results should they talk with the administrator, in order to work toward a solution. (Matthew 18)

When addressing concerns with the teacher, initial contact should be made with the child(ren)'s teacher. Parents are expected to work with the teacher before approaching the administrator. The teacher will listen to the concern(s) and address the issue(s). If this conference does not result in a resolution, the next step is to contact the administrator. (Matthew 18)

If the administrator cannot help parents resolve a situation, they may refer to the appeals policy set forth by the school board, as amended. It is important to follow this "Matthew 18 principle" if we are going to conduct ourselves in a manner that will honor God (and His Word) and promote respect and constructive behavior in our relationships. If you become dissatisfied with the school, seek to resolve the matter. Always go to the person(s) involved. Guard against spreading criticism and developing a bitter attitude. "It defiles many," the Scripture says.

During times of conflict, parents are expected to conduct themselves in a manner that demonstrates Christian conduct. Threats, slander, and aggressive behavior towards school staff do not provide an example to our students and school community on how to resolve differences. It is important for all adults involved in the children's lives to seek God's guidance, demonstrate his character and work together to resolve the conflict through Godly conflict resolution.

HEALTH AND SAFETY

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.
- An all school email will be sent informing of the closure/delay, provided electricity is on.
- Go onto NCA's webpage. We post information (provided that there is electricity) on the front page of our web page.

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 two hours late. In cases where school is delayed, half day AM Pre-Kindergarten will be cancelled for the remainder of the day. 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. The Preschool and Childcare Center makes every effort to remain open, however; information pertaining to the center will be noted along side 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. Again, call the school and listen to the recorded message and check your email.

Emergency Medical Release Forms

Each family must have a release form on file in the office to let us know what plan we should follow if we are forced to send the children home in case of an emergency. We will also use this form to indicate whom we should call if a child is sick and parents cannot be located, what doctor to call, to which hospital a child should be taken, etc.

Emergency contact information **must be kept current** at all times.

Earthquake, Fire, Lockdown Drills

Fire and earthquake drills are held once a month and lockdown drill throughout the school year. The first drill of the year is scheduled; the subsequent drills occur often without warning. An alarm bell is rung continuously until all personnel and students have exited the building. Everyone must exit the building when the alarm goes off.

NCA has an extensive emergency and safety plan. Our staff and teachers are trained and prepared for medical and other emergencies. A few potential and specific emergencies we may face are fires, volcanic ash fallout, weather related closures, earthquakes and safety lockdowns. NCA has consulted with staff from the Department of Homeland Security and has at least 9 staff members who have been CERT (Community Emergency Response Team) trained and hold CERT credentials from the Snohomish County Department of Emergency Management.

The office is equipped with a NOAA radio. This radio is triggered by an emergency and turns itself on to alert us of any potentially dangerous situation. We also have bags filled with equipment to facilitate a triage center, engage in a search and rescue operation and other equipment to be prepared in the event of an emergency. Every classroom is equipped with emergency manuals and backpacks filled with supplies such as candles, flashlights, first aid etc.

We hope and trust we never have to go through a disaster of any type; however we do want to prepare you also should one happen while your child is at school. There are a few procedures and precautionary measures you must be aware of in the event of an earthquake or emergency. We will continue to keep you informed on other emergency procedures we have throughout the school year.

Earthquake

We **always evacuate** the building **after** a quake! Our children 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). All our buildings are checked for damage, broken items, gas leaks etc. before anyone is allowed to return into the building.

Reminders for you:

- 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 members need 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 before hand.

Lockdown

NCA makes every effort to keep your children safe and out of harms 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.

Reminders for you:

- 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.** Every time we unlock a door, we jeopardize the safety of the children. We are alerting you to this fact now so that you understand and 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.

Visitors

All visitors to the school, **including parents**, are required to stop in at the front desk, sign the registration book and obtain a "Visitor" pass if they are going beyond the lobby area. For their safety, the students are all trained to report any people they see on school property without a visitor badge. A written note is required before releasing a child to any non-parent adult. Pre-K, Preschool, and Childcare parents may enter the building for drop-off or pick-up without signing in at the front desk. Any exceptions granted under this policy are done on a case by case basis and any exception given to an individual is limited to and only applies to that individual.

Child Abuse

Under mandatory reporting laws, it is required for NCA to report **any suspected** child abuse, neglect, or exploitation to Child protective Services (CPS) or our local law enforcement agency within 48 hours. Prior notice to the parent(s) and/ or perpetrator will not be given.

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 to be committed, 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 court cases.

Health/Illness/Medications

The health of our students is a matter of serious concern to everyone involved. Our school personnel are trained and certified to use administer First Aid and CPR. If a staff member is not certified (substitute, new or temporary), they are advised to report immediately to the school office if a child is in need of help.

General Health Precautions

A child who has taken ill or is injured during the school day will be evaluated by school personnel to determine whether (s)he should be sent home and whether a responsible person is home to care for him/her.

Emergency Procedures

In case of an acute emergency, first aid will be administered as necessary. Emergency personnel and services will be consulted as indicated by the nature of the emergency. Parents will be notified. If deemed necessary, children will be transported to Providence Hospital in Everett (or other facility at the discretion of emergency personnel) for treatment unless another hospital has been requested

Illness

Your child's health and enrollment forms must be completed and on file in the Preschool Office before the child can attend the program. The program 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 not come to school 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, and 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.

Children may return to the Early Learning Center when the symptoms have subsided for at least 24 hours, or if they have written permission from a doctor indicating that the condition is not contagious.

Children who come to the Early Learning Center are expected to participate in all 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 Early Learning Center that day.

Children Who become Sick:

If a child becomes ill or injured while at the Early Learning Center, 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.

Communicable Disease

If your child has a communicable disease (strep throat, chicken pox etc...), please let the Early Learning Center Director know immediately. We will need to take necessary measures to contain the disease. We will also need to notify the Health Department and our DEL licensor immediately. The following diseases are most commonly found in childcare settings:

- | | | |
|-----------------|---------------|------------------------|
| •Hepatitis | •Measles | •Giardiasis |
| •Tetanus | •Salmonella | •Campy |
| •Meningitis | •Shigellosis | •Typhoid Fever |
| •Rubella | •Pertussis | •Listeriosis |
| •Yersiniosis | •Tuberculosis | •E. Coli |
| •Poliomyelitis | •Diphtheria | •Rheumatic Fever |
| •Rye's Syndrome | •AIDS | •Meningococcal Disease |
| •Hemophilia | •Mumps | •Chicken Pox |
| •Influenza | | |

Medications

Prescription Medications and Over-the-Counter Medication

NCA-ELC can assume the responsibility for administering over-the-counter or prescribed medications only if:

- The child's medication is in the original or pharmacy container labeled with the child's name, the name of the medication and the dosage.
- A medical consent form (Authorization for Administration of Medication at School) for physician prescribed medication has been completed and placed on file in the office.

Over-the-counter medications include, but are not limited to headache medication, cold medication, cough drops, diaper cream, lip balm, vitamins etc...

Medical Emergency Plan

If your child requires regular medication during the day or MAY need medical care, you must complete a Medical Emergency Plan. These forms are available in the school office.

Immunization Requirements

The State of Washington has made it mandatory that Hepatitis B, diphtheria, tetanus, polio, rubella, and mumps immunizations be required of each child attending school. Check with your health provider to make sure your child has all the immunizations before coming to school. NCA-ELC must have written proof of immunizations available prior to a student's first day of school. Otherwise, a waiver must be signed. Since we comply with State law, all students must have evidence of current immunizations on record. If immunizations are not current and/or we have no record of immunizations filed, NCA-ELC has no other recourse than to remove your child from school until a valid and current record of immunizations is provided.

The following immunization schedule applies to your student:

Preschool and Pre-Kindergarten

- 4 -5 DTP/DT (Diphtheria, tetanus, Pertussis)
- 3 Oral Polio (OPV) or inactivated (injectable) Polio (IPV)
- Haemophilus Influenza Type B (Hib)
- 1 MMR (last dose must be on or after the 1st birthday)
- 1 Measles booster (4-6 years of age and at least 28 days after the first dose)
- 3 Hepatitis B
- Varicella (Chicken Pox) date of immunization or disease

Exemptions: There are only two exemptions allowed under Washington law and are as follows:

1. Medical exceptions (which require a physician's signature), or
2. Personal/religious exemptions (which require a parent/guardian signature)

Emergency Release

The following is the Emergency Release Section and is agreed to upon receipt of this handbook as set forth on the enrollment application.

1. I/we generally give permission for my child listed on the front of this document to participate on playground equipment throughout the current school year. Students will be accompanied by a teacher and will be under adequate supervision. I/we understand that I/we will be given (whenever possible) at least 48 hours' notice of all off-campus trips and all sports events away from the school premises. I/we understand that I/we must approve all off-campus field trips by timely completing the Field Trip Consent Form. I/we further understand that I/we may revoke permission for a specific field trip by written notice hand delivered to the child's teacher more than one day prior to any trip.
2. Although the school desires to provide a safe and enjoyable time for all students, accidents and injuries can still happen. I/we understand that there are risks/dangers involved with my/our child's participation in off-campus trips and their associated activities. In consideration of my/our child being allowed to participate in this event, I/we assume responsibility for those ordinary and reasonable risks associated with the travel and activities.
3. In case of accident, illness or other emergency, I/we request that the school contact me. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist including, and without limitation, those health care providers listed above. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible thereafter. I/we authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis, medication, drugs or treatment and hospital care which, in the best judgment of an attending licensed physician or dentist is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for any and all emergency medical transportation or care.
4. The parent releases and agrees to hold harmless, defend and indemnify NCA and its directors, officers, employees and agents from and against any and all claims for personal injury (including loss of life) and all other losses or damages (except those caused entirely by the gross negligence or intentional conduct of NCA) the Student or the Parent may suffer as a result of the Student's participation and/or enrollment at NCA.
5. All disputes and claims related to the Student's participation and/or enrollment at NCA including, but not limited to, any statutory or common law claims for discrimination, breach of contract and all other claims shall be resolved by mediation and binding arbitration. The parties may agree to mediate prior to arbitration in accordance with the following terms. Mediation and arbitration shall be before a mutually acceptable person who: (1) is a practicing attorney with a minimum of ten years experience or a retired judge, and (2) agrees with the Northshore Christian Church and Academy doctrinal statement. In the event that the parties cannot agree on such a person, each shall appoint a qualified person and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator need not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. Additionally, the arbitrator shall have the authority to order such recovery, by way of deposition, interrogatories, document production, or otherwise, as the arbitrator considers necessary to full and fair exploration of the issues in dispute, consistent with the expedited nature of arbitration. The laws of the State of Washington shall govern.

OTHER SCHOOL PROGRAM INFORMATION

Field Trips

Field trips and other extracurricular activities can have great educational value and teachers are encouraged to make use of them. Dates of field trips are cleared through the office, where every attempt will be made to avoid having two grades off campus the same day (for the sake of parents who are asked to provide transportation).

Adults are asked to accompany the class on field trips, not only to drive, but to also supervise students. Therefore, younger siblings are not allowed to participate in field trips, as they take the adults' attention away from the class.

Parent drivers and chaperones **cannot** deviate from the field trip plan. Parents are not allowed to stop for any reason (at a store, ice cream shop, etc.). This is strictly enforced.

Students must have written permission for such activities, using the field trip permission form used by NCA. NO EXCEPTIONS.

Volunteer Applications and Washington State Patrol Background Checks

All parents desiring to chaperone or drive on a field trip must complete documentation and be pre-approved before they can attend a field trip. These forms are available from the receptionist and are included in your registration packets.

Car Seat/Booster Seat

State law requires all students 8 years old or younger to be buckled into a booster or car seat. NCA requires ALL students through second grade to follow this law – regardless of age or height requirement.

Parties and Privileges

A limited number of parties will be arranged in each classroom to celebrate special events.

NCA does not observe Halloween so please respect this by not sending children to school in costumes depicting this holiday (witches, ghosts, goblins, ghouls, monsters, etc.). At Christmas and Easter the school strongly emphasizes our Christian heritage. Therefore, Santa and the Easter bunny are not part of our holiday celebrations.

Invitations to home birthday parties are **not** to be passed out at school unless the child is inviting **every** boy or **every** girl in the class. Likewise, children hosting limited-invitation parties should use discretion. Limiting guests is understandable but untold hurt results when children are made conscious of the fact that they are not invited.

Pets

Pets of any kind are not allowed at school for any reason. This is mainly due to potential harmful effects on staff and students with pet allergies. Please do not bring them to classrooms for 'show and tell' or other class projects.

ESPECIALLY FOR PARENTS

Open Door Policy

Parents are welcome to come and visit their child (ren) any time. Courtesy would dictate a prior contact with the teacher to set up a time. Parents will need to stop by the front desk to receive a parent visitor badge.

Campus Expectations

Parents are expected to uphold NCA standards while on campus. NCA is a non-smoking campus. Parents are asked not to smoke on campus. NCA is also an alcohol, drug and weapon free zone.

Parent Affirmation

Parents are expected to uphold the Parent Affirmation (at the end of this document) which dictates respectful, cooperative behavior when working with staff and other parents. Inappropriate parent behavior will jeopardize their student's enrollment at NCA.

Orientation Day

Parents are expected to attend "Orientation Day" the day before the first day of school. General school programs and policies will be presented. The classroom orientation sessions are staggered throughout the afternoon so parents can attend all of their children's classes.

Visitation of Other Classrooms

Parents may not schedule visits to other classrooms and grade levels for the purpose (but not limited to) of determining placement for their children.

The Matthew 18 Principle

Parents who may be offended by the words or actions of an NCA staff person or another parent are reminded to first go to the one directly responsible for the offense. If a satisfactory solution is not found, then an appeal to the specified department leader should be made. Please do not unload your complaint upon another parent or your children. Health and healing in such situations can only come when proper channels of communication are followed.

Volunteering at Northshore

Operating a quality school program provides many volunteer opportunities. Research has shown a high correlation between parental involvement in a school and the degree of academic success the children of those parents achieve in class. Many school programs would be seriously curtailed or totally eliminated without volunteer services of parents. Volunteers help to keep tuition affordable and keep the program quality high.

Children are immensely proud of their parents for helping at the school, so it is important that everyone get involved in some way, within or outside school hours.

It is also important to cooperate with and show appreciation for those parents who give so generously of their time and talents to make programs possible at the school. Please respond courteously when volunteer parents contact you to help.

Volunteer Expectations

Parents are expected to volunteer at the school. Volunteering is a necessary requirement in order for the school to supplement its services. A volunteer handbook is available to every volunteer. This handbook must be read prior to volunteering at NCA. **Each family is urged to give at least 20 hours per year.** Contact the school office to learn more about the needs. There are many avenues for volunteering:

- Field trips
- Auction
- Walk-a-Thon
- Spirit Wear
- Box Tops for Education/Campbell's Soup
- Teacher Appreciation
- Athletic scorer, timer, etc
- Athletic Team Parent
- Office substitute, helper, data entry

- Classrooms/Teacher Aide: This needs to be arranged through individual teachers. Each classroom has a designated “Room Mom” who coordinates the volunteer needs for the class and an Class Auction Project parent.
- Library Assistant
- Chapel Speaker
- After School Enrichment Instructor
- Special Programs and Events
- Craft Assistant
- Music/Drama
- Tutoring
- Lunchroom
- Event set up
- NASA Science Program
- Javagators barista/sales
- Yearbook
- Moms in Touch prayer group

Volunteer Safety Requirements

All volunteers must fill out a Volunteer (VIP) registration form, which includes an application for a criminal background check with the Washington State Patrol, before they are cleared to work with students. In addition, drivers have to submit a copy of proof of car insurance and a valid driver’s license.

Parent-Teacher Fellowship (PTF)

The mission of the PTF organization is to promote fellowship and encouragement between staff, parents and students. They serve as the coordinating group for a variety of programs and events including: Solid Ground Espresso, Teacher Appreciation, Box Tops for Education, Auction, Walk-a-Thon, Spirit Wear, Moms in Touch, All School Skate, Fine Arts Fair, and Year End Ice Cream Party, etc. The parent group consists of nominated officers and they meet on a regular basis. An open invitation is extended to parents who would be willing to serve or help. For information on how you can be involved, contact the Principal. PTF parent meetings have a special speaker that covers pertinent parenting topics. Past topics have included nutrition tips, physical fitness, internet safety, anti-bullying policy, Kindergarten Readiness, and general parenting tips by a Christian counselor.

**All volunteers must sign-in and sign-out at the front desk
and wear a “Visitor Badge” while on campus.**

Northshore Christian Academy - 2010-2011 Parent Affirmation

MISSION STATEMENT

Northshore Christian Academy exists as a partner to provide a superior Christian education, which includes developing spiritual, academic and personal excellence in a Christ-centered environment.

GOAL

Northshore Christian Academy's purpose is to provide not only an academic education but also to produce mature, well-adjusted young people who have their foundations set in the truth and the lordship of Jesus Christ. The Academy depends upon and needs parent input and cooperation to achieve its goals. It is essential for the Academy and parents to forge a bond with the common goal to prepare children/students for God's design for their life. Equipping our students for the future; preparing our students spiritually, academically, socially, and emotionally takes teamwork. We do not believe we can accomplish this objective alone, but rather believe that only with parent involvement, collaboration and teamwork can we instill Christian values and conduct in our students. In many core respects, this goal requires an attitude of mutual commitment to trust in each other and with our Lord and Savior; and, our active and ongoing commitment to openly and readily communicate to make this goal a reality. With you, we strive to prepare your child to face life with vision and hope built on Jesus Christ.

To accomplish these goals, a partnership effort must be in place between parent and school.

We recognize not every student benefits from our school, nor does the school benefit from every student. However, when the goals of the family match the goals of the school, it is a very successful and rewarding experience for both. Therefore, we ask all parents and students to determine whether or not their goals match those of the school before enrolling each year and to indicate their commitment by signing the Parent Covenant. If, by their actions and attitudes shown, a family's or student's goals do not match that of the school, they may be asked to withdraw from this school.

Due to the fact that the education of children is a joint commitment between parents and school, the following is expected from all parents whose children attend Northshore Christian Academy. With God's help each parent (I) will strive to do their best in the following areas:

1. I will support the school in prayer.
2. I accept and uphold the Academy's mission statement and Statement of Faith. I support the school working with us in the education of our child(ren).
3. I will strive to support the 2010-2011 Family Handbook and will reinforce the school's expectations as described in it with our child(ren).
4. I will support the authority and academic and discipline criteria issued by Northshore Christian Academy staff. I understand that disagreeing with staff in the areas of academic and discipline issues (for example, but not limited to, academic placement, classroom and teacher placements, grades, homework, dress code, attendance procedures, and discipline procedures) may happen, however I will not undermine the authority of the staff when discussing issues of my child(ren).
5. I will practice the principles found in Matthew 18, resolving any difficulties with school personnel directly. If the conflict is unresolved, I/we will discuss the matter with the next person in authority. The line of authority is as follows: teacher and the Principal.
6. I will diligently encourage my child(ren) to follow the school and classroom policies and procedures. I understand that breaking these may lead to grounds for removal from Northshore Christian Academy.
7. I will ensure that my child(ren) participate fully and respectfully in all aspects of school, including Bible classes, chapels, community outreaches, field trips and other school related functions.
8. I will ensure that my child(ren) regularly attend(s) school and arrive at school on time. Recognizing that the education of my child/ren is crucial for his/her on-going and uninterrupted learning, I will make every effort to schedule family vacations and appointments on non-school days or hours.

9. I will ensure that forms (field trip, progress reports, discipline forms etc...) are reviewed, signed and returned promptly.
10. I will ensure that my child(ren) provide and establish positive home study routines.
11. I will regularly attend functions requiring my participation.
12. I will support the school in maintaining a high standard of Christian conduct and Academic excellence for its students. I acknowledge that should my child's behavior and academic commitment, while under the supervision of school personnel, become incompatible with the standards of Northshore Christian Academy, normal disciplinary/probationary procedures apply. NCA may find it necessary to ask a student/family to seek educational services elsewhere.
13. I acknowledge the position of the school is that student behavior at all times and in all places reflects on his/her parents, Northshore Christian Academy and the much broader cause of Christianity. I also acknowledge that my reaction and attitude may be a hindrance and deterrent to the Academy's mission to partner with parents in the education, spiritual, emotional and physical direction of a child. My lack of support may be a cause for our family to seek education services elsewhere.
14. I understand that according to "in loco parents" the staff is acting on my behalf while my child is under the staff supervision.

We count it a privilege to serve your family this school year and are committed to praying faithfully for our students.

Thank you for being a part of our school!