

NORTHSHORE
CHRISTIAN ACADEMY
EARLY LEARNING CENTER

PARENT HANDBOOK
2011-2012

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A ministry of Northshore Christian Church

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Thank you for being a part of our school!

Welcome

Dear Parents or Guardians,

Welcome to Northshore Christian Academy Early Learning Center! We are so glad that your family will be part of our program.

Our goal is to provide your family with a Christian environment where your child will be nurtured and loved by teachers and staff. We provide an enriching program of social development, character quality training and practice, developmentally appropriate opportunities, academic readiness activities and Biblical training. Our ultimate goal is to give children a well-rounded experience while in our care.

We have a fantastic staff whose primary goal is to provide a safe, secure, and happy environment where every child feels confident to explore, learn and play.

This handbook has been prepared to provide you with details on the daily operation of the program and on your responsibilities as parents or guardians. We have tried to cover all aspects of the program, but if you have any questions, please do not hesitate to ask. Thank you for taking the time to read through this pertinent information prior to bringing your child to the center.

We look forward to spending time with your child(ren) and providing for their needs.

Serving Him,

Sarah DuCette
Early Learning Center Director

Mission Statement and Educational Philosophy

Mission Statement

Northshore Christian Academy Early Learning Center exists to provide a nurturing, supportive, active and safe environment where children can grow academically, socially, physically and spiritually.

Educational Philosophy

Northshore Christian Academy filters all learning and curriculum through a Biblical world-view that recognizes Christ as Creator and Lord. We endeavor to train students spiritually, academically, and personally. Northshore integrates faith and learning as we educate and equip the whole child to impact a changing world to the glory of God.

The entire process of education is used by the Holy Spirit to bring students into fellowship with God, develop a Christ-like mind, and to train in Godly living, so that they can fulfill God's total purpose for their lives personally and vocationally.

Religious Activities

The Center 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.

Christian Training

Encouraging our students into a growing and personal faith in Jesus Christ is foundational to our existence as a Christian school. Christian values are reflected throughout the curriculum that is presented. Christian values are clearly evident in the lives of our teachers. Each class has regular classes in Bible and is guided through Biblical living principles. Preschool and Pre-Kindergarten students attend chapel each week. We welcome parents to join us at our weekly chapels.

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

Northshore Christian Church and Academy Early Learning Center 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 Christian Church and Academy Early Learning Center program admits students of any color, race, national and ethnic origin. It does not discriminate based on color, race, or national or ethnic origin.

Right to Amend

The Northshore Christian Academy Early Learning Center 2011-2012 Parent Handbook is the official statement of policies and procedures for Northshore Christian Academy Early Learning Center, 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 Early Learning Center may be titled or known as “Center”, “the Academy” or “NCA-ELC.”

School History and Structure

During the spring of 1995, Northshore Christian Church’s leadership sensed the need for a Christian school in the South Everett area. After carefully praying for the Lord’s lead, the church started an Elementary School in the fall. Northshore Christian Academy opened with 37 students in kindergarten through third grade. At that time, NCA was located at the 80th Street temporary church location. In the fall of 1996 the school opened for a second year with almost 100 students in preschool through fourth grade. The following year, the 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 the new school year with seven classrooms located on our current campus and the other eleven classrooms located in the 75th Street campus warehouse. Also in 2000, the school started Middle School, serving 6th – 8th grade students. The following year, over 375 students enrolled and enrollment has continued to increase each year.

After nine years in temporary locations and buildings, the dream for one campus was finally realized, as the last of our classrooms moved into our current facilities in August 2003. In 2006, Northshore Christian Church and Academy opened its Early Learning Center, bringing the total enrollment of students to over 600.

Northshore Christian Academy has experienced rapid growth since its inception in 1995. During this time, Northshore Christian Academy has been recognized as one of the fastest growing schools in Snohomish County. The church, staff, and parents have created a strong, dynamic school – with the vision of training students in an environment where the Lord is the focus in all learning. NCA has continued to add more classes in all grade levels, our Early Learning Center, Northshore School of the Arts and Enrichment and REAL Summer Adventure Program.

We are grateful to our Lord Jesus Christ for His hand upon our school and for all the students and families who have joined this amazing adventure of His faithfulness! Our goal and focus has been and continues to follow His will for our school.

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 Superintendent, 3-5 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 Superintendent reports to the NCC Senior Pastor and Chairman of the School Board. The Superintendent 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). The standards established by these associations include such areas as spiritual training and ethics, academic excellence, staff development, administration and operations. Northshore Christian Early Learning Center is a member of Association of Christian Schools International and the Everett Chamber of Commerce.

Northshore Christian Early Learning Center is licensed by the Department of Early Learning. The full day Pre-Kindergarten, Preschool and Toddler classes follow all the rules and regulations governing licensed centers in the State of Washington.

Hours and Days of Operation

SCHOOL HOURS

NCA-ELC is open 7:00 a.m. to 6:00 p.m., Monday through Friday, except on holidays.

School Day

Toddlers, Preschool and Full-Day Pre-Kindergarten	7:00am - 6:00pm
Full Day Pre-Kindergarten Class Time:	8:45am - 3:00pm

NCA-ELC is closed for the following holidays: July 2011 to June 2012

<u>Holiday</u>	<u>Month</u>
Independence Day	July 4
Labor Day	September 5
Thanksgiving	November 24
Day after Thanksgiving	November 25
Day after Christmas	December 26
Day after New Year's Day	January 2
President's Day	February 20
Memorial Day	May 30

Early Learning Center Contact Information

Office Hours: 8:00am-5:30pm

Phone: (425) 407-1119

Fax: (425) 322-2386

Director: Sarah DuCette

Phone: (425) 322-2392 | Email: sducette@northshorechristian.org

Assistant Director: Joanne Waters

Phone: (425) 322-2390 / Email: jwaters@northshorechristian.org

AFTER HOURS CONTACT NUMBER: (425) 407-1119 ext. 1502

School Communication

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-ELC, we believe communication is essential to developing an effective working relationship between school and home. We have several avenues for communication. It is important that parents find the form of communication that works best for them and keep current with the on-going school communication modes.

Toddler, Preschool and Pre-Kindergarten Classroom Newsletters

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

Daily Reports

You will receive a daily report from your child's teacher. The report will include information on your child's day, appetite and eating habits, social interaction information, praise reports and any discipline or behavioral issues.

Center Newsletter

This all-program newsletter is distributed once a month; a hard copy will be included in your child's file, posted on the NCA website and emailed. Newsletters help keep you informed of all of NCA-ELC's upcoming activities and other critical school related information.

Navigator Weekly

This all-school newsletter is distributed 2-3 times a month. It is posted on the NCA website and emailed. Navigator Weekly helps keep you informed of all of NCA's upcoming activities and other critical school related information. This is primarily for the Academy, but contains useful information for the ELC families also. The Navigator Weekly and school calendar are posted on our website at www.northshorechristianschools.org.

Navigator Today

The Navigator Today is a monthly publication containing news items regarding our school. The newsletter is sent to NCA's friends and families.

Student Files

Each student has a file in their classroom. Please check it daily for notes, art projects, newsletters, monthly statements, etc.

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 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 (Pre-K only)

Scheduled conferences for all Pre-K 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 by teacher or parent request.

Web Site

The School website is updated regularly and contains important information for parents and students such as Parent Teacher Fellowship volunteer/activities, staff email access, staff telephone numbers, school calendar, parenting resources, and other important information about upcoming events and school activities: www.northshorechristianschools.org.

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 as they tell stories and share information.

Communicating with Teachers

Our teachers work hard to communicate effectively with parents. They put a lot of time and make every effort to support and keep their students and their students' parents up-to-date. We want teachers to have time to prepare lessons and time to teach our students. Parents are asked to keep emails and phone calls to teachers at a minimum and short. Teachers would rather meet to discuss issues and ways to support their students in a face to face conference.

All Other Communications

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

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.

Admission Standards

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

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. Enrollment is open to current NCA families and then to the general public. The admission process at NCA is by application. The process includes, but is not limited to, a fully completed registration form, Principles Procedures and Payment Agreement, a health record, an emergency information form, and the payment of the registration fee per student (all families, every year). Applications will not be processed without the fees. *Important: There are no guarantees of placement, expressed or implied, by Northshore Christian Academy.*

The enrollment procedures for Toddler, Preschool, and Pre-Kindergarten students are as follows:

1. Complete, sign and return all application forms to the Registrar for the NCA-ELC.
2. The \$75 registration fee must be paid at the time of application for enrollment and accompanying documentation is submitted (Registration Form, Medical Plan (if needed), Certificate of Immunization, Payment Agreement, Dismissal Authorization Form). The registration fee is non-refundable under any circumstances.
3. A personal family interview may be required for new applicants.
4. Family will be notified of acceptance in ten business days following registration.
5. Following notification of acceptance, the new family has three business days to respond with acceptance or declination. After payment of all required fees as set forth in the Tuition and Fee Schedule and submission of all registration materials, **including immunization certificate**, students are considered enrolled.
6. Each student must register for enrollment for each school year, enrollment is not continual, and re-enrollment privileges are not guaranteed.
7. A waiting pool is established for qualified students after all openings are filled.

Admission Requirements and Enrollment Procedures

1. It is recommended 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. Our goal is to familiarize prospective families with our program, answer questions and help the child see his/her potential new surroundings.
2. Students enrolling in the Toddler Program must be at least 1 year old. Students enrolling in NCA-ELC's Pre-Kindergarten program 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).

Transition Period

During the first weeks of the program, parents are encouraged to:

1. Say your good-byes quickly.
2. Prepare their child by speaking about the wonderful things they will be doing.
3. Remind their child they will get to see their friends and teachers.
4. Be positive and don't apologize for leaving your child with us.

We want your child to know that you trust us and that we will take good care of them while you are away. A positive outlook and message from you helps to make a quick and positive transition for your child.

Adjustment Period

An adjustment or trial period will be implemented for the first two weeks. This period is set aside

to observe and help your child adjust to our program. If we do not see progress in your child's adjustment to our program, we may recommend that you find another program or situation that is a better fit for your child. During the two week adjustment time we will communicate with you on a daily basis. Please let us know if you have any concerns. Tuition and any other fees are non-refundable.

Our goal is to give every child in our care the opportunity to grow and develop in a safe and nurturing environment. Our placement decisions will always be based on whether or not this objective can be met.

Separation from Parents

We are committed to make the separation from you as easy as possible. A teacher or staff person will greet you when you arrive. We suggest that you give your child a quick hug and kiss and a smile as you leave, letting them know you love them and will see them soon. Each person on our staff is qualified and trained to care for your child in a special way. If for any reason we feel that your child cannot be consoled, we will contact you for recommendations.

Placement

We strive to include all children, including those with special needs. We will accommodate and place all children to the best of our ability. If we have made a reasonable effort and attempt to accommodate a child, but are still unable to meet their needs, alternate care arrangements will need to be made. The administrative staff at NCA-ELC reserves the right to request a medical or psychological screening on any child they feel may have special needs. We encourage parents to communicate with staff about their child's special needs and will make every effort to have our staff trained to work effectively with each child.

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

1. Available class openings
2. Class size
3. Student ability/learning style/special needs
4. Teacher recommendation regarding social mix of students
5. Personalities of teacher and student

Free Access and Parent Participation

Parents are welcome to visit the center anytime without prior notice to NCA-ELC staff or teachers. We encourage parents to be involved in their child's experience and participate in some activities.

Finances

TUITION AND FEES

Monthly Tuition

The monthly tuition is determined by the Administrator and the School Board. All payments made on an account will be applied to the oldest outstanding in the following order:

1. Registration fees
2. Material fees (Pre-K only)
3. Tuition

Registration Fees

A non-refundable registration fee is charged per student. This fee is paid by all families and covers administrative and new school-year preparation costs.

Material Fee (Pre-Kindergarten Students)

The material fee covers curriculum, paper, art supplies and field trips. The material 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, 2011. The material fee is still owed even if the child(ren) do not attend NCA-ELC, for any reason. If the material fee is not paid by June 30, 2011, a \$35 late fee will be added to the tuition billing statement. If registering after June 30, 2011, fee is due at time of registration.

Yearbooks

Yearbooks for Pre-Kindergarten students may be ordered. This fee is typically paid with the order.

Tuition Payments

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

Tuition Payment 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 tuition box. 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.

Pro-Rating

If pro-rating is required for charges it will be figured at \$45.00/full day and \$25.00/half day for dates in attendance.

Late Pick-Up Fees

A late pick-up fee of \$1.00 per minute per child will be charged from 6:00-6:30. After 6:30 p.m. an additional \$50.00 will be assessed to the above fees.

Withdrawal

Two weeks written notice given to the Director is required to withdraw from the program. Billing will continue until this notice is received and reimbursement of any remaining tuition will be processed only after notice is received.

Vacation Credits

Up to three weeks (15, 12, or 9 days depending on schedule) of tuition free vacation may be taken within the year (July 1, 2011-June 30, 2012). A two week notice must be given in writing before the vacation or you will be billed for the time the child is not in attendance.

The credit is given after the vacation is completed. Credits are calculated at \$45/day for full day programs, \$25/day for half day programs.

Tuition will not be reimbursed for sick days, holidays, or days when NCA-ELC is closed.

Activities

Upon registration, parents give permission for their child to take part in the Early Learning Center including program-sponsored on and off-site activities.

Damages

Parents will be responsible to pay for intentional damages caused by your child.

Other Fees

Pre-Kindergarten field trips are funded from the Material Fee. Additional funds that *may* be required from parents are limited to the following **optional** items: school pictures, yearbooks, special projects, book club orders, family socials, class parties and pony pictures. The aforesaid materials and activities are **optional** and thus parents are not required to participate.

Field Trip Fees

Preschool field trip fees will be charged when necessary. You will receive advance notice of any charges.

Delinquent Tuition and Penalties

1. 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 the family has an outstanding balance on their account. Unpaid accounts will be sent to collections and a \$250 collection fee will be added to the unpaid balance.
2. Any fees incurred for collection on delinquent accounts, including attorney fees, shall be borne by the financially-responsible parent/guardian.
3. Failure to meet the terms of the financial agreement may result in the withholding of NCA-ELC report cards as well as the dismissal of the student if the required payments are not made.

Role of an Exception to the Tuition Policy

Northshore Christian Academy reserves the right to grant an exception to its tuition 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.

Termination of Services

NCA-ELC reserves the right to require children to leave the program. The following conditions cause child care to be terminated by NCA-ELC.

1. Continued late payments
2. Child behavior problems that affect the over all learning environment.
3. Not respecting the center's programs and policies (children and/or parents)
4. Continued late pick-ups
5. Children continually without required supplies (diapers, lunches, appropriate clothing).
6. Willfully violent/aggressive behavior towards classmates or staff

Policy

NCA-ELC has high expectations for its children and their families. Children and parents must follow and abide by NCA policy, set forth by the School Board through the Parent Handbook, appeals policies, etc. We expect students to work responsibly, play fairly and abide by all the center's rules. We require that each child demonstrate a willingness to cooperate and further build character. NCA-ELC reserves the right to modify, supplement, rescind or revise any policy, benefit or provision at any time, with or without notice, as it deems necessary in its sole discretion. If a conflict exists between the Tuition Contract and a policy contained in NCA-ELC's handbooks, manuals, or written appeals policies (NCA policies), then the NCA policies shall govern.

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 Director. Enrollment will not be continued until such and agreement is completed and on file in the office.

Controlling Policy

The financial policy as set forth in this Northshore Christian Academy Parent Handbook is the controlling policy of Northshore Christian Academy Early Learning Center.

Fundraising and Gifting

Solid Ground Espresso

Parent Teacher Fellowship (PTF) raises funds for the school through the Solid Ground Espresso program. 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 & Walk-a-thon

The NCA Parent Teacher Fellowship sponsored auction and walk-a-thon are our school's main fundraisers. They have been tremendous blessings to our students and school in many ways. Our auctions and walk-a-thons have augmented the general fund, purchased the gym floor, playground, second computer lab, and library, performing arts center, school office, covered play area, promethean boards for all of our kindergarten through 8th grade classrooms, computer labs and music rooms, as well as science and technology equipment and software for the classrooms. Each family is encouraged to procure at least \$200 worth of items or make an equivalent or greater cash donation for the auction. Please refer to the Support NCA tab on our web page for more information.

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 the United Way, 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

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. 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 academic facets. Bible times are key to training a student in the way he/she should go; and therefore takes place daily at NCA-ELC.

Chapel

A regular part of the schedule of NCA-ELC is the weekly chapel program. Preschool and Pre-K students attend chapel. 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 behaviors and attitude. 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, Spain, and Costa Rica.

Social Events

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

IMPACT Program

The Impact Program is an independent program from Northshore Christian Academy. The IMPACT program provide specialized tutoring and testing for students who may be struggling in grade level language art and math concepts. The IMPACT program also tutors and tests students with specific language disabilities. The program's director is an independent contractor and is not an employee of NCA. The program is located at Northshore Christian Church and Academy. Separate fees and a separate billing process is required. Contact Linda Hoggarth at (425) 355-0500 or impactprogram@comcast.net.

Report Cards (Pre-Kindergarten)

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.

Quarterly and final report cards will be withheld until all outstanding tuition 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 Pre-K students at the end of the first quarter of each school year and are optional later in the year. A parent-teacher conference can be requested at any time. 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 Director 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.

Retention

Students will not be promoted to the next grade when they have failed to meet minimum standards for promotion or when it is the assessment of the parents and the teacher that it is not in the student's best interest to advance. It is important for parents to make sure they carefully review report cards. A teacher conference may be requested throughout the year.

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 Director and the removal is documented in the file.

Class Size

There is a limit per classroom as to how many children may be in our care, both within a classroom, together as a group outside or in an assembly. Classroom size is also based on staffing ratios. The center can accommodate no more than 14 toddlers and up to 20 preschoolers (3-5 year olds) (per classroom). Space is limited and will be filled based on the administrator's or director's discretion, the age of the child, and the application completions date and time.

Television/Videos

Children may watch a video during the day. This will be limited. We will always choose videos that have good, wholesome content. We will only show videos with a "G" rating and always give children a quiet option if they or you choose for them not to watch.

Staffing

Employee Qualifications

Each person employed at Northshore Christian Academy Early Learning Center has been chosen based on their spiritual maturity, educational background in Early Childhood Development and their God-given gifts to work with young children. They are professionals who have dedicated this season in their lives to the nurturing and care of each child.

Training and Experience

The State of Washington requires each Lead Teacher to have 20 hours basic STARS and at least 10 hours of continuing education annually. STARS training topics are related to caring for young children. Parents are encouraged to ask about teachers training. NCA-ELC staff will periodically participate in training classes. This training will assist each staff member to enhance their skills as an early childhood professional.

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.

Parental Role

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

ARRIVAL AND DISMISSAL

We require all parents and visitors to sign in at the front desk when on campus anytime **other** than when signing your child in and out of the Early Learning Center. You will be given two name tag sized papers. They will be color coded to represent your child's age group and class. When coming into the building to sign your child into the center or signing out of the center, you may be required to show this ID.

Sign In and Sign Out

All children must be signed in and out on the classroom attendance sheet daily by the parents or other authorized adult person. Each person must sign his/her first and last name in full.

Arrival

Parents, guardians, or other authorized persons as noted on the registration form must sign each child into the program and out of the program daily, using a full signature.

Pick-Up

A. Only authorized person(s) indicated on your registration form will be able to pick-up your child up from the Early Learning Center. We will **not** release any child without prior written permission. Photo identification will be required from those picking up your child.

B. Anyone who appears to be under the influence of drugs or alcohol arriving at NCA-

ELC to pick up a child will be asked to call someone else to pick up your child. If a person leaves with a child and they appear to be under the influence, we will call 911. We may consider someone to be under the influence if they display the following behaviors or appearance:

1. Smell of alcohol.
2. Appear to have difficulty with their motor functions.
3. Has eyes that appear dilated or red.

Very Important Information: Pick Up Authorization

Since the safety of our students is so vital, we ask that you follow the protocol. We will do everything necessary to send your child home with a pre-approved adult. If there are any changes in the plan (grandparent picking up the child, going home with a friend etc...) give the teacher a note or write the information on the sign-in sheet. We will be checking ID, so the person who picks up your child(ren) will need to be prepared with the appropriate ID card.

DRIVING INSTRUCTIONS, SAFETY AND EXPECTATIONS:

- Speed limit – 5 miles per hour
- Obey traffic signs and rules at all time!
- Be Patient! Be Safe!
- Don't take any short cuts!
- Let us know if you are not picking up your child today and who will be picking up your child.
- If your student is going home with another student (parent at NCA), you must inform us.
- Parking (for max. of 5 minutes only) in the round-a-bout area is permitted for pick-up and drop-off of students, **except** between 8:15am – 8:45am and between 2:45-3:45pm, when you **must** park in the lot.

Proposed schedules: Activities may vary and are subject to change.

TODDLER SCHEDULE

7:00-8:00 a.m.	Morning greeting, center play
8:00-8:15 a.m.	Clean up/ Bathroom-diaper changes
8:15-8:30 a.m.	Snack
8:30-9:00 a.m.	Centers/Stories
9:00-9:15 a.m.	Bible story, singing
9:15-10:00 a.m.	Lesson time (letters, numbers, colors, art)/Centers
10:00-10:30 a.m.	Outside play
10:30-10:45 a.m.	Music and movement
10:45-11:00 a.m.	Clean up, get ready for lunch
11:00-11:30 a.m.	Lunch
11:30-11:45 p.m.	Clean up, bathroom/diapers, get ready for nap
11:45-2:00 p.m.	Naptime
2:00-2:30 p.m.	Clean up, bathroom/diapers, get ready for snack
2:30-3:00 p.m.	Snack time
3:00-3:45 p.m.	Center time
3:45-4:15 p.m.	Outside playtime
4:15-4:30 p.m.	Snack time
4:30-4:45 p.m.	Bathroom/diapers
4:45-6:00 p.m.	Quiet activities/Stories

Daily Sample Schedules

PRESCHOOL (3 - 4 year olds) Schedule

7:00-8:00 a.m.	Free/Center Play
8:00-8:15 a.m.	Bathroom
8:15-8:30 a.m.	Story time
8:30-9:00 a.m.	Snack
9:00-9:25 a.m.	Circle Time (Prayer, calendar, weather, Scripture)
9:25-9:45 a.m.	Bathroom
9:45-10:05 a.m.	Outside playtime
10:10-10:30 a.m.	Bible story, singing
10:30-11:00 a.m.	Learning Centers (table top toys, Math, Art)
11:00-11:10 a.m.	Clean up bathroom break
11:10-11:45 a.m.	Lunch
11:45-12:30 p.m.	Table top toys/Music and Movement
12:30-12:45 p.m.	Bathroom break
12:45-1:00 p.m.	Clean up and get ready for rest time
1:00-2:45 p.m.	Nap time
2:45-3:00 p.m.	Get up/ bathroom break
3:00-3:30 p.m.	Snack/Floor toys
3:30-4:00 p.m.	Outside play
4:00-4:15 p.m.	Bathroom
4:15-4:30 p.m.	Story time
4:30-5:00 p.m.	Centers/Art
5:00-5:15 p.m.	Snack
5:15-6:00 p.m.	Quiet activities, get ready to go home

MTWF class has Chapel on Wednesdays 12:40-1:00 p.m.

M-F class has Chapel on Wednesdays 9:00-9:20 a.m.

Daily Sample Schedules

ALL DAY PRE-K (4 – 5 year olds) Schedule

7:00-8:00 a.m.	Free/Center Play
8:00-8:15 a.m.	Bathroom
8:15-9:00 a.m.	Centers/Snack
9:00-9:20 a.m.	Circle Time (Prayer, pledges, calendar, weather, Scripture)
9:20-9:40 a.m.	Language/Handwriting
9:40-10:00 a.m.	Table Top activities/Art
10:00-10:30 a.m.	Outside Play
10:30-10:50 a.m.	Bible Time
10:50-11:00 a.m.	Bathroom
11:00-11:15 a.m.	Music/Movement
11:15-11:45 p.m.	Lunch
11:45-12:25 p.m.	Centers/Science
12:25-12:45 p.m.	Outside Play
12:45-1:00 p.m.	Bathroom Break
1:00-2:40 p.m.	Rest Time
2:40-2:50 p.m.	Bathroom break
2:50-3:15 p.m.	Snack
3:15-3:30 p.m.	Center play
3:30-4:00 p.m.	Outside play
4:00-4:15 p.m.	Bathroom
4:15-4:30 p.m.	Story time
4:30-5:00 p.m.	Centers/Art
5:00-5:15 p.m.	Snack
5:15-6:00 p.m.	Quiet Activities

Chapel on Wednesdays 9:00-9:20 a.m.

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:

- A. Radio stations, KOMO AM1000, KIRO AM710 and KCMS FM105.3
- B. TV stations: Channels 4, 5, and 7.
- C. An all school email will be sent informing of the closure/delay, provided electricity is on.
- D. NCA's webpage. (www.northshorechristianschools.org) We post information (provided that there is electricity) on our front page.
- E. 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 1/2 hours late. 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 Early Learning 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.

Emergency Supplies

Emergency Kit

Since we currently have emergency supplies in our containers we are no longer requiring individual kits. We do request that you provide a family picture and note of encouragement in a sandwich size zip-lock bag that we can include in our evacuation backpack.

Earthquake, Fire, Lockdown Drills

Fire and earthquake drills are held once a month and lockdown drills 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:

1. Everyone evacuates the buildings. Phones will not be answered.
2. We will always do our best to make sure your child has the finest care.
3. **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 updated 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 as follows:
 - a. Spokane Christian Academy: (509) 924-4888 (www.spokanechristianacademy.org)
(509) 924-9131 or (425) 924-0932 (www.valleychristianschool.org)
4. **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.

5. Students **will not** be released to any parents right after an earthquake or emergency. NCA staff will 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 beforehand.

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:

1. It is critical that **every** parent/visitor check in at the front desk and acquire a visitor's badge.
2. In a lockdown, we secure the children in a safe location.
3. 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 Toddler 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 following definitions as 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 and adult to child:

1. 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.
2. Creating a substantial risk of physical harm to such a child's bodily functioning.
3. 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.
4. 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.
5. Assaulting or criminally mistreating a child as defined by the criminal code.
6. Failing to provide food, shelter, clothing, supervision, health or development of a child.
7. 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.

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.

Emergency Contacts

It is absolutely imperative that we be able to reach a parent, guardian, or designated emergency contact for each child in the center. For this reason, we must always have current phone numbers for those significant adults in our students' lives.

Please keep us advised of any changes in the phone numbers you have listed on your child's registration and/or emergency forms. Call us, email us or send a note (always follow up with a note or phone call to make sure that we received it immediately). Please do this even if you are going to be out of town for a few days, to let us know where the child (ren) will be staying while you're gone or who will be taking care of them at home. A great deal of anxiety on the part of the child, the school staff, and the parent(s) can arise when we are unable to make urgent contacts.

Health/Illnesses/Medication

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

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 ELC 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:

Children and staff with the following symptoms will be excluded:

1. Fever of at least 99 ° F under arm (auxiliary) or 100° F orally AND who also have one or more of the following:
 - a. headache
 - b. earache
 - c. sore throat
 - d. rash
2. Vomiting on 2 or more occasions within the past 24 hours
3. Diarrhea: Increased fluidity and/or frequency of bowel movements relative to the person's usual pattern, occurring 3 or more times within 24 hours; or any bloody stool
4. Any suspected communicable infection of the skin or eyes such as impetigo, pinkeye, and scabies
5. Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if treatment is necessary
6. Lice or nits. For head lice, children and staff may return to childcare after treatment and if no nits are visible.
7. Fatigue, irritability, or confusion that prevents participation in regular activities, such as sleeping or resting more than usual for that child, not wanting to eat, or multiple cold symptoms that keep the child from regular activities

Following an illness or injury, children will be readmitted to the program when:

1. they no longer have the above symptoms,

2. they have been without fever for 24 hours without being treated by an antipyretic such as acetaminophen (Tylenol) or Ibuprofen
3. 24 hours have passed since starting antibiotic treatment,
4. they no longer have significant discomfort,
5. the center has been advised by a Public Health Nurse on communicable disease guidelines for child care

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 Diseases

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 licenser immediately. The following diseases are most commonly found in childcare settings:

AIDS (Acquired Immune Deficiency Syndrome)	Influenza (if more than 10% of children and staff are out ill)
Animal bites	Listeriosis
Bacterial Meningitis	Measles (3-day, German or hard)
Campylobacteriosis (Campy)	Meningococcal infections
Cryptosporidiosis	Mumps
Cyclosporiasis	Pertussis (Whooping cough)
Diphtheria	Polio
Enterohemorrhagic E. Coli, such as E. Coli 0157:H7	Rubella
Food or waterborne illness	Salmonellosis including Typhoid
Giardiasis	Shigellosis
Haemophilus Influenza Type B (HIB)	Tetanus
Hepatitis A (acute infection)	Tuberculosis (TB)
Hepatitis B (acute and chronic infection)	Viral Encephalitis
Hepatitis C (acute and chronic infection)	Yersiniosis
Human Immunodeficiency Virus (HIV) infection	

Medications

Prescription Medications and Over-the-Counter Medication

NCA-ELC can assume the responsibility for administering over-the-counter or prescribed medications ONLY IF:

1. 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.
2. A medical consent form (Medication Authorization Form) for physician prescribed medication has been completed.

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 office.

Sunscreen

During the summer or on days it is warm, parents may want to apply sunscreen to their child before sending them to Early Learning Center. Teachers or staff may apply sunscreen on your child only if we have your written permission (specific forms available from the director or teacher) and if you leave a bottle of sunscreen with us.

In order to protect children from over-exposure to the sun, Early Learning Center staff recommends the following: to avoid sunburn and potential skin cancer, it is suggested that your child use a lotion with a sun protection factor (SPF) of no less than 15. Long-acting lotion that is waterproof will provide longer coverage and require fewer applications. Zinc oxide products may also be used on the face.

☛ If you send a bottle of sunscreen to the Early Learning Center, you MUST complete paperwork, giving a staff member permission to apply sunscreen to your child.

No medication, over-the-counter or prescription should be sent in the student's lunch, backpack or pockets. This includes aspirin, Tylenol, cough remedies/drops, decongestants, lip balm/chap stick, and antihistamines. It is very handy to keep a copy of the Medical Emergency Plan and Medication Authorization Form in your car glove compartment in case you visit your child's physician and medication is recommended or prescribed.

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 the center. 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 students:

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
- 1 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 licensed health care provider's signature), or
2. Personal/religious exemptions (which require a parent/guardian and licensed health care provider's signature)

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 or disrespect of 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)

Discipline, in general, is Biblical and provides 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 toward 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 situations. In a situation of continued disciplinary challenges or aggressive behavior, a child may be subject to removal from the program.
8. Call in an outside consultant to establish a behavior plan.

Discipline

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, where learning is 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:

1. Say or do nothing that will hurt or offend anyone.
2. Follow directions immediately and without complaining.
3. 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**) will be heavily fined and student(s) will be required to pay for all damages and resulting costs. This includes facility personnel's time.
4. Be in the right place at the right time.
5. 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.

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)

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.

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. Adults are asked to accompany the class on field trips, to supervise students. Therefore, younger siblings are not allowed to participate in field trips, as they take the adults’ attention away from the class. Chaperones **cannot** deviate from the field trip plan. We use a chartered bus for field trips.

Students must have written permission for such activities, using the field trip permission form used by NCA-ELC. NO EXCEPTIONS. If a permission form is not completed before the field trip, the student will remain at the center.

Volunteer Applications and Background Checks

All parents who wish to interact with students on the NCA campus by volunteering, chaperoning, etc. are required to complete documentation for a background screening. Both national and state approval must be met before being allowed on campus. It is in the best interest of every child represented at our school. This is a necessity for the safety and security of our campus. This does not apply to events where the public is invited to attend, such as concert. These forms are available in registration packets or in the office. Completed background screening forms and a driver’s license copy must be submitted to the office before the new school year begins. A copy proving current and sufficient auto insurance coverage must be submitted no later than two weeks prior to driving on a field trip.

Food and Snacks

NCA-ELC will be serving healthy snacks at 8:30am, 2:30/2:45pm and 4:45/5:15pm. Parents will need to serve their child breakfast before coming to the center. Snacks may **not** be brought from home since we must follow strict guidelines in order to be compliant with our licensing department.

Healthy sack lunches will need to be sent to school with your child. A healthy lunch limits sugars and must contain a protein, and fruit or vegetable, and whole grain. Please remember to pack a beverage. A limited amount of space will be available in the refrigerator located in the classroom; however, we suggest that if you are packing perishable foods; use a cold pack in your child’s lunch box. Microwaves will NOT be available to heat food. No soda, cookies or candy allowed. According to WAC codes lunches must contain certain items. Please refer to the chart below for the appropriate foods and serving sizes for your child’s age group.

FOOD	1-3 years	3 – 6 years
Protein (beef, poultry, tofu, fish, beans, egg, nuts)	1 ounce	1 ½ ounces
Vegetables and/or fruit* (two items)	¼ cup (total)	½ cup (total)
Whole Grain (i.e. whole-wheat Or multi-grained) bread Or Flour tortilla Or Pita	1/2 – 1 slice	½ - 1 slice
Dairy products (milk or yogurt)	4 ounces	4 ounces
Cheese	¾ ounce	¾ ounce

1. *One fruit or vegetable should be dark green or yellow (vitamin A). A fruit or vegetable high in vitamin C should be served daily.
2. Beverages must be 100% juice, milk, or water. Juices that are not 100% juice (Capri Sun, Hi C) and soda will not be served.
3. If you need to drop a lunch off for your child, please have it here by 10:30am for Toddlers or 11:00am for Preschool/Pre-K classes.

Dress, Clothing and Personal Items

Our aim is to encourage and guide our students to dress in a manner glorifying to our Lord. Appropriate dress for school 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 should carefully monitor what their children wear. The administration makes the final decision regarding issues of clothing. Please support us with your cooperation.

Children in the Early Learning Center do not follow a given dress code or do not have uniforms like the elementary/middle school student wear. However, we do ask that you dress your child in comfortable, washable clothing that is appropriate for Washington weather. Children should wear appropriate footwear to the Early Learning Center. Since children will be playing outside, closed

shoes must be worn at all times.

You must provide your child with one full change of clothing (including underwear and socks) to be kept at the center. It is normal behavior for children to have occasional accidents. We will clean them and help them change into dry clothing. All items should be clearly marked with your child's name. Children attending the all day Early Learning Center must bring a blanket to be used during rest time. Be sure to write your child's name on the blanket (or we will write it there for you in permanent ink). On Fridays you will need to take your child's blanket home. Please launder it and return it to the center on Monday.

1. Parents must supply disposable diapers/pull ups and wipes for their child(ren).
2. We encourage outdoor play each day, so your child should come prepared with sufficient clothing for the outdoors. Jackets, sweaters, boots, hats, mittens, etc. must be clearly marked with your child's name. Zippers, buttons and fasteners must work properly.
3. Food, toys and personal items cannot be brought to the center. However, if you wish to send treats for your child's birthday, please notify the teacher or the Director in advance.
4. If parents wish for their child to have a bottle at nap, they need to provide a clean, labeled, and covered bottle daily. (Bottles are not permitted for a child who is two through five years old). Pacifiers are only allowed at nap time for one and two year olds.

NCA-ELC is not responsible for lost or stolen items brought from home.

Especially for Parents

Lost and Found

Lost and Found items are kept for only short periods of time due to lack of storage space. Items labeled with names are returned to students. Parents are required to label (full names of student) your students' 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.

Parties and Privileges

A limited number of parties will be arranged in each classroom to celebrate special events. NCA-ELC does not observe Halloween so please respect this by not sending children to school in clothing 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. Special occasion parties such as birthday recognition may be arranged with the teacher. Treats can be brought in on that day to celebrate a child's birthday.

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.

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 which dictates respectful, cooperative behavior when working with staff and other parents. Inappropriate parent behavior will jeopardize their student's enrollment at NCA-ELC.

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 Opportunities

A volunteer handbook is available to every volunteer. This handbook must be read prior to volunteering at NCA. Contact the school office to learn more about the needs. There are many avenues for volunteering:

1. Field trips
2. Auction
3. Walk-a-Thon
4. Spirit Wear
5. Box Tops for Education/Campbell's Soup
6. Teacher Appreciation
7. Athletic scorer, timer, etc
8. Athletic Team Parent
9. Office substitute, helper, data entry
10. 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 a Class Auction Project parent.

11. Library Assistant
12. Chapel Speaker
13. After School Enrichment Instructor
14. Special Programs and Events
15. Craft Assistant
16. Music/Drama
17. Tutoring
18. Lunchroom
19. Event set up
20. NASA Science Program
21. Solid Ground barista/sales
22. Yearbook
23. 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, before they are cleared to work with students.

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 Office. 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, and general parenting tips by a Christian counselor.

Notice Regarding Rights of Parents

Northshore Christian Academy Early Learning Center ("Center") will allow (1) the release of a child, (2) information about the child (as deemed appropriate by the Center, in its sole discretion), and (3) access to Center educational records for the child to either of the child's parents or legal guardians unless the Center 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 Center 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 Center may elect to take any action it deems appropriate, including taking no action.

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

Handbooks

The following handbooks are available in the classroom for you to review:

- A. **Health Care Policy Handbook:** This handbook includes all the Health Policies for Northshore Christian Early Learning Center and School Age Care Programs.
- B. **Pesticide Policy Handbook:** This handbook covers our pesticide policy.
1. We will notify parents/guardians forty-eight hours in advance of the application of pesticides.
 2. The person/company who is to apply the pesticide provides a copy of the records within twenty-four hours of the application.

The following is what the record will include:

- a. Heading stating "Notice: Pesticide Application"
- b. Product name
- c. Intended date and time of application
- d. Location where the pesticide will be applied
- e. Pest to be controlled
- f. Name and number of a contact person at the facility

EMERGENCY AND DISASTER PLAN HANDBOOK

Northshore Christian Academy has a disaster plan which is located in each classroom. Below is the table of contents to show what topics are covered in our disaster plan. If at any time you would like to read our copy or if you would like a copy for yourself please let one of us in the office know and we would be more than happy to get one for you.

1. Emergency Phone Numbers
2. Missing Child
3. Kidnapping
4. Child Abuse
5. Assault on Child or Staff
6. Fire Alarm/Emergency
7. Gas Leak
8. Earthquake
9. Flooding
10. Building and Site Evacuation
11. Field Trip Incident
12. Power Outage
13. Storms & Snow
14. External and Internal Hazardous Materials Accident
15. Shelter-in-place Procedure
16. Bomb Threat
17. Emergency Lockdown/Intruder Alert Procedure
18. Crisis Response
19. Suspicious Mail or Package
20. Aircraft Crash

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.

Parent Affirmation 2011-2012

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 and Early Learning Center. 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 Parent 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 and ELC 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, homework, 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 Director.
6. I will diligently encourage my child(ren) to follow the school and classroom policies and procedures.
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.
9. I will ensure that forms (field trip, progress reports, discipline forms etc...) are reviewed, signed and returned promptly.
10. I will regularly attend functions requiring my participation.

11. I understand that according to “in loco parents” the staff is acting on my behalf while my child is under the staff supervision.
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

*We count it a privilege to serve your family this school year and
we are committed to praying faithfully for our students.
Thank you for being a part of our school!*

PARENT HANDBOOK AGREEMENT FORM

I _____ have read the parent handbook and understand all policies and procedures. I agree to abide by the policies and procedures outlined in the Parent Handbook. I understand that I am responsible to review these policies and procedures on a regular basis or to refer to them in search of proper procedures.

I also understand that the following policies are available in the classroom for me to review:

- Pesticide Policy
- Emergency Manual
- Health Policy

Student Name (Please Print)

Parent/Guardian Signature

Date

Director's Signature

Date

Please sign and return this agreement before the first day of your student's enrollment in the Center.

****This agreement will be placed in your child's file***