



**New Life**  
Community Christian School

**2023-2024**  
**Parent Handbook**

Rev. 11-28-2023

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**Letter from New Life Church**

Dear Parent or Guardian,

Welcome to New Life Community Christian School! On behalf of our New Life Church family, we want to extend a warm welcome to you and say that we are so glad you have chosen to entrust us with the privilege of caring for and teaching your child. It is a sacred trust and one that we take very seriously.

As an elder of New Life Church and School Board member, I want to let you know that we are a Christian school with a deep love for our community. As a ministry of our church, we are privileged to oversee our school through our school board. We also have a deep love for our teachers and feel privileged to have Samantha Medore as our new school director. Samantha is a member of our church and has served as both a teacher and assistant director, so knows what is needed to care for your child. Samantha loves the Lord and shares that love for our teachers and community.

This is all to say that your child is in good hands. Our greatest asset is our teachers, and our focus is to support, equip and inspire our teachers. And as our teachers thrive, so will your child. Your child will learn about the love of Jesus and will see that love expressed in the faces, actions, and character of their teachers. Your children will be taught in a way that will give them an emotional and spiritual foundation that will stay with them for many years.

As the parent of a New Life student, you will have a number of advantages. First, you will be assisted in your efforts to bring your child up by a dedicated and experienced staff. Second, your children will be taught in a loving environment in which they will feel safe, accepted, and secure. Third, your child will receive up-to-date instruction using the best of classical and contemporary techniques. Finally, and most importantly, you and your children will be supported in your education through the prayers of the church, school board and staff. We are praying for you!

As your community church and in a desire to serve you, we will offer opportunities here at New Life Church through which you will have the chance to learn about the Lord, find a church home and grow in many areas. We would love for you to take advantage of these. If you have questions about your faith or are looking for a community in which to belong, we would love to come along side you and journey together following Jesus.

**We appreciate you and invite your family to come to worship with us on Sunday mornings at 10:00 a.m. We also invite you to worship with us Sunday, August 13th. This is a special Sunday where we pray over our teachers and students and ask God’s blessing in the new school year. After the service we will have light refreshments and fellowship in the Fellowship Hall. We would love to have you with us that Sunday. Please join us!**

We are very excited about this year and look forward to serving you and your family.

Blessings,

Randy Wester  
Elder, New Life Church

## **VISION, MISSION, AND STATEMENT OF FAITH**

### **Vision Statement**

New Life Community Christian School envisions a school where diverse children from our community gather to learn about God and the world that He made and build healthy and secure social, academic, and emotional foundations that equip them for a lifetime of learning and service.

### **Mission Statement**

It is our mission at New Life Christian School to:

- provide high-quality Christian education for all families in a safe and loving environment
- serve diverse children from a variety of socio-economic backgrounds
- nurture children socially, emotionally, academically, and spiritually
- offer opportunities for parent involvement and build successful partnerships with families
- meet the needs of working families through extended care services

### **Statement of Faith**

**Bible** – We believe the Bible is the sufficient, trustworthy, infallible, and authoritative source of truth about God and His plan for us. We believe the Bible is the Word of God and is authoritative, trustworthy and without error in revealing the story of God to men.

**Humanity** – We believe human beings were created in God's image, but that human sin separated them from God. We believe that sin affects every human and that there is no way for human beings to restore the broken relationship with God caused by that sin.

**Jesus Christ** – We believe Jesus Christ died on the cross to pay for human sin and to do away with the sin that separates people or humans from God. He died. He was buried, and He rose again from the dead on the third day and ascended to the Father.

**Salvation** – We believe that the only way for human beings to be reconciled to God is through this saving work of Jesus Christ and that salvation is freely granted to all who believe in Him.

**Triune God** – We believe there is one God who reveals Himself in three persons: Father, Son, and Holy Spirit. The Father, who is the Creator of all things; the Son, who is the Redeemer of all things; and the Holy Spirit, whose sanctifying work fits us for the Kingdom of God.

**Christian Education** – We believe that Christian education is a partnership between the school, the parents, and the church. Together we can equip, train and disciple children to know God and become more like Him in their thoughts, actions and attitudes and to learn more about the world that God made. Through this process we build a foundation for children to grow to be lifelong learners.

**Christian Staff** – We seek to develop a Christian staff who nurture and mentor the children in a safe and loving setting. Our teachers and support staff feel called to teach and guide the children during some of the most formative years of the children's lives and to provide a foundation that will prepare each child for a lifetime of learning about all that is good and true and beautiful.

### **School History**

NLCCS was a part of the vision of New Life Church many years before it became a reality. In 2000, construction began on the New Life Center, with specifications to meet the requirements for school classrooms.

In October 2003, a Steering Committee was formed to consider the possibility of opening a Christian School. The decision was made to begin with a preschool, specifically focused on serving working parents with an extended care program.

New Life Community Christian School opened its doors on August 17, 2004 with 5 students enrolled. This number expanded to 19 by the end of the first month. At the beginning of our 19<sup>th</sup> year of operation, we'll begin this school year with approximately 40 students but, we anticipate continuing to grow to serve 80+ families with children ages 6 weeks through PK4.

## **PHILOSOPHY, POLICIES, AND PROCEDURES**

### **Admission Philosophy**

New Life Community Christian School is open to anyone interested in obtaining a Christian education. It must always be understood that attendance at NLCCS is a privilege and not a right, and that all families who choose to participate in our school community agree to abide by the policies and procedures explained in this document. Any student or family who is unwilling to abide by these policies and procedures forfeits their right to attend the school. We reserve the right to terminate a child for the following (but not limited to) reasons: failure to pay, lack of parental cooperation, serious illness of the child, physical or verbal abuse to any person on the property, our inability to meet the child's needs, failure of the child to adjust to the center after a reasonable amount of time.

NLCCS admits students of any ethnicity, national origin, religion, ability, gender, or family structure. to all the rights, privileges, programs, and activities generally accorded to students at the school. It does not discriminate based on race, color, national and ethnic origin in the admission policies, scholarship programs, and other school-administered programs. Any special requirements necessary to care for and educate your child must be clearly defined in writing before enrollment.

NLCCS was founded to provide high quality, excellent childcare, ensure successful growth through learning and build successful partnerships with families. We look forward to working with your family to provide healthy and secure educational opportunities to explore, create and communicate socially with other children and adults. Our program is designed to be inclusive of all children including those with disabilities and special learning and developmental needs.

### **Hours of Operation**

NLCCS is open Monday – Friday from 7:00 a.m. to 6:00 p.m. Although the school is open for eleven hours a day, we strongly encourage you to not leave your children at school longer than 8 hours a day whenever possible.

### **Admissions**

Enrollment for Summer Camp and the following academic year begins on March 1. Upon receipt of the enrollment forms and the registration fee, the child's place is secured. A child's place remains secured as long as tuition payments are paid each month. A child's place is no longer secured if tuition is not paid in advance or according to an agreed upon plan. Enrollment priority is given to siblings of currently enrolled students. NLCCS welcomes students without regard to their race, ethnicity, national origin, religion, ability, gender, or family structure. See the Assistant Director for admission forms.

### **Attendance**

Regular attendance is a critical component for success in school. **When your child is absent from school, please notify the school at your earliest possible convenience by phone or through the ProCare App.** The Texas Department of Health and Human Services requires us to report certain illnesses to other parents immediately. We appreciate your willingness to help us comply with this standard.

Because the school operates on a tuition fee basis, absences for any reason will not incur a refund or discount on regular tuition rates. If the school must close for an extended period for any reason including but not limited to global pandemic, facilities damage, flood, or other natural disaster, the school will continue to collect normal tuition for any closure up to two weeks. If a closure becomes necessary for more than two weeks, the school will stop collecting normal tuition payments and stop paying teacher salaries. The school will, however, begin offering online education to those students who choose to participate and will collect reduced tuition for this service. **Refunds will not be given for Registration Fees or Tuition. In hardship cases, the school Director will make the final decision.**

**After two weeks of continuous absence, you will be allowed to withdraw your child from school, but no tuition will be refunded.**

Our student scheduling reserves your child's spot in their class only for the days they are registered. Unfortunately, we cannot offer make up days when a child misses' school.

NLCCS operates under an Academic Calendar and a Summer Calendar. Enrollment in our summer program will require separate registration fees and tuition rates.

### **Calendar**

Our program generally follows the same schedule as our local school district. Copies of the current school calendar are available at the Parent Communication Center and the School Office.

### **Drop off and Pick Up**

Students are to be brought into the school by a parent or guardian. When dropping off your child please check them in using the pin pad and then leave your child with their teacher. When departing, please check your child out on the pin pad and let the teacher know that you are taking your child. Please do not let your children roam the building or walk out of the building alone. Unless it is an emergency, please finish all phone calls before entering the buildings during drop off and pick up times.

Our classes start promptly at 9:00 a.m. All students should be ready to begin their day at this time. In an effort to preserve the academic integrity of our school, as well as allow all our students to have a smooth flowing day, we do not allow children to be dropped off after 9:30 a.m. unless prior arrangements have been made.

Children will only be released to individuals on each family's Approved Pickup List. Picture ID will be required for any individual unknown to the staff on duty at the time. Every person will be assigned a unique pin for our clock in/out system. It is imperative that you only use your personal pin as it is a way in which we keep track of who is dropping off and picking up your child. Every adult approved for pickup has a unique pin number. If you have any questions about your pin, please see the school office. **The Authorized Pick Up list can be changed through the ProCare app or by notifying the school office.**

### **Tardy Policy**

NLCCS operates as a school. As such, we strive to offer exceptional educational value to our students, as well as a comfortable and smooth day. Arriving tardy to class disrupts the classroom and your child misses important educational components. We prefer all children to be in class by 9:00 a.m. We will not be able to accept children after 9:30 a.m. without prior approval of our school office.

### **Time Clock Policy**

We are required by our licensing agency to keep accurate attendance records each day. You will be assigned a pin pad code for each authorized parent or guardian and will need to sign your children in and out each day on the pad. Please make sure to use only your personal pin and remember to do this each day. Forgetting to use the time clock for your child(ren) after 2 reminders to do so, may result in a \$10 fee for each instance where a child is not clocked in or out.

### **Holiday Care**

We will offer Holiday Care during certain days of the weeks when the school has traditionally been closed. Holiday Care will consist of theme-based learning activities in a camp-like structure with groups of children rotating between activity centers. Holiday Care hours will be from 8am-5pm. No extended care is available during Holiday Care.

The daily rate for Holiday Care will be \$50/day for each child ages 2-10. \$65/day for children under 2. Limited space will be available during Holiday Care, so we will take paid reservations on a first come, first served basis. Holiday Care registration will close two weeks before each holiday. We will open Holiday Care to families from the community on a limited basis. Families who do not currently attend NLCCS will need to pay a \$25/child registration fee to participate in our Holiday Care program. This year Holiday Care will be available on the following dates:

**Thanksgiving Week-** Monday- Nov. 20, Tuesday- Nov. 21, Wednesday- Nov. 21

**Spring Break** – Monday-Friday, Mar. 11-15

You can pay as you go, reserving your spot in Holiday Care with your payment 2 weeks in advance. Or you can reserve your space for all 12 days of Holiday Care now and roll these 12 Holiday Care Days into your monthly tuition for a \$50-\$65 per month Holiday Care fee added to your monthly tuition. Please contact the office to have Holiday Care enrollment for the year added your monthly tuition.

### **Payment of Fees and Tuition**

Registration fees are paid once per academic year. An additional registration fee will be required for Summer Camp or if you withdraw from the school and need to re-enroll. Each child's place is reserved only after the registration fee is received. Registration fees help to cover the cost of materials, special events and supplies. The registration fee is non-refundable.

Tuition is spread over 10 months beginning August 1 and ending on May 30. Keep in mind, days of school may vary each month, but payments are fixed. Tuition payments are due on the 1<sup>st</sup> of each month and late if not paid by the 6<sup>th</sup>. Siblings and NLCRC members receive a discount. **Each child may receive only one discount.**

Extended care fees are paid for all hours that the student is cared for by the school that are not considered part of the normal daily school hours (Academic Schedule) between the hours of 7:00 a.m. and 6:00 p.m. Students must be registered for the extended care program. Payment arrangements are the same as for tuition (see above.) Students not registered for extended care who are not picked up by 3:30pm will be charged our hourly care rate of \$12/hour each day that they remain at school after hours. If a clear pattern of late pick up is noted but no prior arrangements have been made with the school, we will begin to charge that student the extended care rate each month. Extended care staffing is planned according to the number of students enrolled and we may not always be able to accommodate the needs of families who are not currently enrolled.

Late fees are assessed to all payments for Tuition or Extended Care received after the 6<sup>th</sup> of the month. The fee is \$25. A returned check fee of \$25 is assessed for all checks returned for non-payment. **If all**



payments are not received within 1 week of due date or notice of NSF payment, your child will not be allowed to attend until all balances are reconciled. Tuition is non-refundable.

**Credit Card, Debit Card or ACH Payments**

All parents are encouraged to set up monthly recurring ACH transactions to pay monthly tuition. If you choose to pay using cash, check, and electronic check (or e-payments using your bank account), there is no convenience fee charged. However, parents who choose to use a debit or credit card to pay using our parent portal will be assessed a convenience fee of 2.7% per transaction to cover the cost incurred by the school for that transaction.

**Procedure for Collecting Past Due Amounts**

*First Reminder:* A billing statement with late payment fees added and showing that outstanding fees are “past due” will be sent to the student’s family within 10 days of fees becoming overdue.

*Second Notice:* If after 10 days of the First Reminder letter, payment has not been received or the family has not arranged for payment, a Second Notice Letter will be sent via Registered Mail. The letter will advise the family that without payment or an approved payment plan with the Director, the child’s spot will be vacated.

*Unpaid Debt Collection:* We require that every family has a Departing Credit Card or ACH Authorization Form on file, so that if your account becomes 30 days past due or your family leaves the school with an open balance we are authorized to bill your credit card for any unpaid balance due.

Should a family leave the preschool with unpaid debts, the School Board has the discretion to bill the credit card on file, employ the services of a debt collection agency, file in Small Claims Court, or take other action to recover outstanding fees. The costs incurred for the debt collection and any court costs will be passed on to the family and the family will be notified that this process is taking place in a Final Notice Letter.

**Additional Fees**

*Late Pickup Fees* are assessed for each child not picked up on time. Children who are not picked up by 3:30pm will be enrolled in aftercare for that day and billed \$12/per hour. For extended care, a late fee of \$25 will be assessed after 6:00 p.m. AND \$5 for every five-minute interval after 6:05 p.m. All late fees are assessed per child not per family.

*Extended Care Hourly Fees:* In order to use extended care when a child is not regularly scheduled, the parent must contact the office in advance. At that time, it will be determined whether or not there is room in extended care for the child or children. The charge for hourly extended care is \$12 per hour. Partial hours are charged for an entire hour. Fees are assessed per child.

*Additional Day Fee:* An extra day is permitted if the parent makes the request 24 hours in advance, if there is room in the class, and with the director’s approval.

Fees will be assessed as follows for each class:

Class	Academic Day	Extended Day
6 weeks-24 mos.	\$65	\$80
2 yrs.-PK4	\$65	\$75

*Re-registration Fees:* If a student withdraws for a period of time and wishes to return, a re-registration fee is charged, providing there is room in the program.

### **Suspension and Expulsion**

NLCCS will suspend services to any family that does not make timely payments on their account, apply for scholarship assistance, or make payment arrangements with the school. NLCCS will suspend services for any child who endangers the health and safety of other children or teachers habitually. NLCCS will work with all families to avoid the need to expel any child. However, NLCCS reserves the right to expel any child who has been suspended two previous times for the same behavior issue. We also reserve the right to not grant admission to, or to suspend services to any child, if we are not able to make appropriate accommodations for any special needs that child may have.

### **Withdrawal/Termination of Services**

Parents may withdraw their child at any time from NLCCS with a **30-day written notice**. Please note that failure to provide a 30-day notice may result in tuition not being prorated. NLCCS will not issue refunds.

We reserve the right to terminate a child for the following (but not limited to) reasons:

Failure to pay, routinely late picking up child, lack of parental cooperation, child's serious illness, physical or verbal abuse to any person on the property, our inability to meet the child's needs, lack of compliance with regulations, child's failure to adjust to the center after a reasonable amount of time.

The steps leading to termination are as follows:

Disciplinary Reports are completed by the teacher and reported to the parents.

After several infractions are recorded, a meeting is scheduled with the teacher, director, and parents.

Corrective plan of action is agreed upon and implemented.

Progress is monitored and communicated to the parents daily or weekly as necessary.

After a month of no improvement termination is implemented.

In the event NLCCS has reason to terminate your services, the Director will notify you by personal contact as well as supply you with a one-week written or verbal notice. Administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the staff or other children.

### **Staff**

Our staff is here to assist your child in making their stay enjoyable. Questions pertaining to the facility can be directed to the Director or Assistant Director. All NLCCS staff are active give verbal notice of Christians, who are certified in CPR and First Aid and undergo both state and FBI background checks. Our lead teachers have completed their Child Development Associate Certification or have obtained a bachelor's degree in early childhood education. Every teacher receives over 24 hours of continuing education every year. We work very hard to stay current on the latest research and practices in the field of early childhood education! On Staff Development days, training classes are available for the Teachers to choose from to continue their education and increase their Professional Development. Teachers are also chosen each year to attend conferences where Professional Development opportunities are offered. Planning time is given to Lead Teachers every day to prepare lesson plans and activities for their class. Lesson plans are submitted and approved by the Assistant Director weekly.

We do occasionally use substitute teachers; our substitutes are background checked and certified in CPR and First Aid.

In addition, our staff are all trained annually in preventing and responding to child abuse and neglect. Resources and more information can be found at: <http://www.preventchildabusetexas.org/>. As a

licensed center, we are required by law to report suspicion of child abuse or neglect which may be evidenced by unexplained bruises, malnourishment, the child's account of situations, or any other suspicious activity. Should you or someone you know need assistance regarding suspected child abuse or neglect, or if you need help yourself, please contact the Texas Department of Family and Protective Services at 936-756-1551.

### **Campus Security**

The doors to our campus will be locked during the entire school day. Each family will be given a Key fob that will let you in the front door to the school and the door to the Annex building. Any additional key fobs can be purchased for a convenience fee of \$15. We do ask that key fobs are returned on your child's last day of care. The charge for key fobs that are not returned is \$15 each.

### **Ratios**

Our classroom ratios are as follows:

Child's Age	Ratio	Maximum Children in Class
6 weeks - 16 months	1:3 or 2:7	7
17 months - 23 months	1:7 or 2:10	10
2 years old	1:8 or 2:13	13
3 years old	1:10 or 2:16	16
4 years old	1:12 or 2:18	18
5 years old	1:14 or 2:18	18

### **Curriculum**

Our research-based curriculums, Frog Street and Learning Without Tears, are designed to encourage your child's development using all learning styles, social-emotional development, cognitive development, physical growth and development, and spiritual maturity. Every day your child's class will focus on verbal communication skills, pre-literacy skills, pre-math skills, social-emotional development, and spiritual growth. As a class they will also participate in activities in various learning centers, outdoor play, circle time, Bible stories, snack time and rest time. We hope to see each child grow up into the image of Christ and build an academic foundation which will encourage them to be a lifelong learner. We provide the necessary tools to allow children to learn through play, planned activities, and exploration. **Infants through PK-3 use the Frog Street Curriculum written and designed for each class's educational level. PK-4 uses Learning Without Tears which is designed to prepare children for Kindergarten.**

### **Screen Time Policy**

**Electronic media is only used for educational purposes that relate to and meet educational goals. Screen time for children is restricted to less than 1 hour a day. Is limited to educational times only not during mealtimes, snack times, or rest times and must be free from advertisements and violence. Electronic medial may be used without restriction for homework for school aged children.**

### **Student Biting and Aggression**

If a child bites twice in one day, the parent will be notified and asked to pick up their child for the remainder of the day. If a child habitually bites or harms other people, a meeting with the parents, teacher, and director may be requested. If the behavior continues to be frequent, the parents may be asked to remove their child from NLCCS until the behavior stops.

### **Student Dress and Grooming**

School is a time of learning through play and experience. Please make sure your child is dressed in comfortable play clothes. Paint aprons are used for messy projects, but occasionally clothes get dirty, so please keep this in mind when you are dressing your child for school. Here is the dress code for new life:

- Sneakers (or other closed toe, closed heel shoes) are best for running and playing outside. **Flip-flops and sandals are not permitted.**
- No spaghetti straps.
- Shorts should be worn under dresses.
- Sweater or jacket when weather gets cooler, and in case it is cold in an air-conditioned room.
- An extra set of clothes in your child's backpack in case of accidents.

Please label all clothing and outerwear with your child's first and last name. Outside play is an important part of your child's healthy development. Outside play is a part of the regular school day, except when it is raining. Please make sure to dress your child in clothing that is appropriate for the temperature.

### **Pacifiers and Bottles**

Pacifiers are welcome in our infant rooms and for a transitional period into our toddler room but are not allowed in our other classrooms for safety and hygiene. We will be happy to work with our families to make this transition as easy as possible.

Bottles are welcome in our infant rooms but are not allowed in our other classrooms. We will be happy to work with our families to make this transition as easy as possible.

### **Sleep Positioning/Nap Time**

All children will have rest time during the day. Our infant classrooms will nap on each child's individual schedule, while the rest of our classrooms will nap at a designated time specific to their class. Please see your teacher's classroom schedule for specific times. Children must stay on their mats for 1 hour, after which time they may choose a quiet activity provided by the teacher for the remainder of quiet time.

All infants will be placed to sleep on their back without blankets, pillows, or other soft items in their cribs. You are welcome to bring a sleeveless, zip-front, nap sack to use at nap time. All other children will sleep on designated mats in whatever position they choose.

### **Guidance and Discipline Policy**

We plan our days to be child friendly with a variety of activities and time built into the schedule to allow for smooth transitions, so that discipline problems can be kept to a minimum. However, when difficulties occur, discipline will be handled in a kind and loving way.

Discipline is not punishment, but rather training in godliness. We want to encourage children to know Christ and to grow into character that looks like His. Scripture teaches us that all behavior is rooted in our heart attitudes, so the goal of discipline will be to address what is happening in the heart, not merely outward conformity.

Our staff is studying Tedd Tripp's *Shepherding a Child's Heart*, which we would recommend to each of you as an excellent parenting resource. We would also recommend *Give them Grace* by Elyse Fitzpatrick and Jessica Thompson.

Our discipline will consist of management, nurturing, training and correction, and Gospel instruction.

**Management** includes training in social, civic, and religious duties. Defining the expectations for behavior, giving clear and simple instructions and redirection are a large part of managing children's behavior.

**Nurturing** -Sometimes all a child needs is to see that there is a God who loves them and who meets all their needs. It is our desire to create an environment full of grace that expresses the welcome and forgiveness of Christ and to express this clearly to children who are having a rough day.

**Training/Correction** –When a child is intent on disobeying, we will try to help them understand what the expectation is and get to the heart behind their disobedience. We may give a “calm down” or “think about it” area to allow them time to consider their actions and calm down. A private discussion with the student and prayer may follow to point the child to Jesus. When we need to have this kind of conversation with your child, **we will always let you know**, so that you can reinforce at home the need for obedience from the heart. There will be no corporal punishment or harsh actions taken toward any child. Staff are trained to help children calm down, process choices and redirection. **When it becomes necessary, parents are asked to attend a conference to outline a behavior modification plan with daily follow-up. The plan will be framed around our Vision and Mission Statements on page 5 of this Parent Handbook.**

**Gospel Instruction**- True heart changes come through the Holy Spirit, in response to the Gospel. We will continuously point your children to the only place we know to find help and hope- Jesus, who lived a perfect life, then died a sacrificial death to pay the price for their rebellion (and ours). Then Jesus rose from the dead, and defeated sin forever, freeing us from guilt and condemnation. He also sent the Holy Spirit, our helper, to live in our hearts to give us Christ's power to obey from the heart.

*Conscious Discipline*, a program by Dr. Becky Bailey, is embedded in our Frog Street Curriculum. It is intended to teach children social skills and encourage teachers to be conscious of their own attitudes as they respond to problem behaviors in the classroom. *Conscious Discipline* is developed from a brain-science perspective and is useful in helping teachers and parents to understand how children's brains work, and how to help teach children new skills at each stage of development. Our teachers have learned new skills and found this approach helpful in classroom management and discipline. Because God made our brains and learning about how they work is good, we see Conscious Discipline as a practical and helpful complement in many ways to our primary model, *Shepherding a Child's Heart*.

However, we have found that there are areas where this brain science-based approach is not a good expression of Biblical Christianity; in these places, we continue to affirm Biblical standards. Specifically, *Conscious Discipline* affirms that teachers and children have the power to change their own thoughts and behaviors. We do not believe this but affirm that Christ through his Spirit at work in us is our one true hope for lasting change. If you have questions about either approach or how we are seeking to use the two together, please feel free to schedule a time to discuss this further with our director.

### **Transition Plans**

When your child is ready to move to a new classroom, we make this transition as smooth as possible. We will contact you when we feel that your child is ready to move up. The decision is a collaborative one between parents, teachers, and the administration. We recognize that change is sometimes difficult for children and design a plan to fit the temperament of each child.

### **Diaper Changing/Potty Training**

We will change your child's diaper every 2 hours or more often as needed. Please bring a large supply of diapers for your child, which we will store for your convenience. When we feel that your child is exhibiting signs of being ready to start potty training, or you feel it is time, we will work with you to accomplish this goal. We will work with you to ensure the same steps are being taken at home as at

school for consistency; however, we do ask that until your child has three accident-free days they come to school in pull ups.

### **Child Hand Washing**

Children will be required to wash their hands before eating, before playing in a water play table, after toileting or having their diaper changed, after outdoor activities, after playing in sand, after feeding or touching animals, and any other time the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child.

### **Chapel**

A special children's worship service for children in our school will be held once a week. Each week we share a story from the Jesus Storybook Bible and seek to understand how that story points us to Jesus. We also recite our Scripture memory verse and sing songs of praise. Parents are welcome to join us for chapel and the chapel schedule will be distributed on our monthly calendar for your review.

### **Parent Communication**

It is our goal to maintain open lines of communication between NLCCS and all families. Our main forms of communication are our ProCare App and direct emails. We utilize the following avenues of communication:

*ProCare App*-for all types of communication between teachers and parents such as daily progress, pictures, questions, or concerns.

*Direct Email* from [director@newlifecrc.org](mailto:director@newlifecrc.org) and [assistantdirector@newlifecrc.org](mailto:assistantdirector@newlifecrc.org).

*Parent Communication Center* in the entrance of the school will post all calendars, staff identification, notices for special events and deadlines, newsletters, and community resources for the families.

*Classroom News Boards* will display calendars, newsletters, class schedules and special notices.

*Monthly Calendars* are provided to each family with important dates and events through the ProCare App and at the *Parent Communication Center*.

*Quarterly Newsletters* are distributed through the ProCare App and at the Parent Communication Center to outline events for the school and provide relative child development information.

### **Parent Involvement**

Family participation at NLCCS is vital to the success of not only our program, but also to our students. We encourage parents to get involved to ensure your family's experience is a great one! Some opportunities available for parents' participation are as follows:

<i>Class Parties</i>	<i>Holidays</i>	<i>Graduation</i>
<i>Parent/Teacher Conferences</i>	<i>Annual Fundraisers</i>	

*Fundraising* – From time-to-time fundraisers will be held to raise needed funds for special projects and the overall growth of the school. We encourage you to take part in these efforts as a way of participating in the education of your child and supporting NLCCS.

*Volunteering* – We need parent volunteers for our school to run smoothly. If you are interested in serving as a volunteer, you can become:

- The school librarian
- Part of our Teacher Appreciation Team
- A class parent to help teachers with special projects and events
- Facilities Assistant – to serve as our handy man or help with routine maintenance

Please contact the Assistant Director ([assistantdirector@newlifecrc.org](mailto:assistantdirector@newlifecrc.org)), if you are interested in volunteering to help at school in any of these ways.

## **Parent Feedback**

Once a year NLCCS distributes a parent survey through email. We seek your feedback and evaluation of our services to your family and ask you to be honest so that we can improve our school. Your ideas and suggestions help us to serve you and all our families with the excellence we strive to provide. The survey results are reviewed by the NLCCS School Board and all feasible improvements will be implemented.

## **Health and Safety Issues**

Your child's health is a matter of major importance to all of us. It is our desire to keep the children at our school as healthy as possible. Should your child become ill at school, they will be isolated from other children and you will be contacted immediately to pick up your child. If your child has a fever of 100.4 degrees or higher, is vomiting, or has recurring diarrhea, they will be sent home. NLCCS expects children to be picked up immediately after the call letting parents know that their child is ill. Under no circumstances can we care for a child who is ill.

If your child has any of the symptoms listed below, or a contagious or communicable disease, please notify the school office and do not send your child to school. He or She must be free of symptoms without the use of medication for 24 hours before returning to school. An ill child will be excluded from attendance for any of the following reasons.

For the well-being of all our children, please keep your child home if:

- The child has a fever of 100.3 or has had one during the previous 24 hours.
- If your child is not well enough to play outside. We play outside every day the weather permits.
- The child has symptoms of a serious illness, these are usually lethargy, uncontrolled breathing, vomiting, uncontrolled diarrhea, rash, fever, mouth sores with drooling, wheezing, etc.
- The child is diagnosed with a communicable disease, until it is determined by an authorized medical professional that the child can return to normal activities.
- The illness results in greater need for care than the staff can provide without compromising the safety and supervision of the other children.

## **Outside Play**

Weather permitting, every class will spend 30 minutes twice a day outside on the age-appropriate playgrounds or our open soccer field. The break times will be moved indoors to our Fellowship Hall if the temperature is above 100 degrees or below 30 degrees. Wind chill factor will also be considered in winter. Also, in case of rain, lightning, snow, sleet or hail, we will use the Fellowship Hall.

## **Water Play**

On occasion, we plan special water related activities that include sprinklers, water tables, slip and slides, etc. We will send home a permission slip to ask for your approval for your child to participate in Water Play activities. Only children with parental permission in writing will be allowed to participate.

## **Distribution and Consumption of Medication**

If your child needs to take medication while at school, a Medication Authorization Form must be completed by the parent or guardian. This form is located in the school office. Please complete the

required areas including the date. No medicine will be given without written authorization and any medication must have the child's name on the label and must be issued by a physician. Make sure the medication is given to the school office so it can be safely stored. Do not put the medication in your child's backpack. When the medication has been administered, we will complete the form and sign it.

We will follow the manufacturer's label for medication dosage and age requirements – there will be no exceptions.

### **Immunizations**

Each child enrolled or admitted to NLCCS must meet applicable immunization requirements specified by the Texas Department of Health. A record of immunizations must be on file in the school office. Please note, from time to time we may have children enroll who do not have current immunizations or who choose not to immunize. For these families, a notarized Immunization Exemption Form must be on file in the school office. Our teachers are encouraged, but not required, to be current on all immunizations.

NLCCS does not mandate any additional immunizations or vaccines for its employees, instead we recommend that each employee make an informed decision about their own health in consultation with their own physician about immunizations and vaccines including those for influenza, pneumonia, hepatitis, whooping cough, and Covid-19. We encourage employees to get those vaccines and immunizations that are recommended by their own healthcare professional.'

### **Tuberculin Testing Requirements**

New Life Community Christian School follows the Texas Department of Health in recommendations for tuberculin testing.

### **Hearing and Vision Screening**

According to the State of Texas, any child four years of age or older must receive a Hearing and Vision Screening. A record of this screening must be on file in the school office. If we do not have a copy of your child's hearing and vision test results by November 30th, we may be required by law to schedule their test at our school and bill you for the testing fee.

### **Physical Activity**

Our schedule provides time for children to engage in physical activity throughout the day and Children participate in age appropriate outdoor and indoor activities twice a day as part of our daily curriculum. Our Fellowship Hall is used for physical activity when the weather does not permit outside play. We provide age-appropriate toys, games and playground equipment for the children's physical development.

### **Insect Repellent and Sunscreen Use Policy**

Parents are responsible to apply sunscreen and insect repellent on your children at home. But when we find it necessary, we will apply the following products to children, if parents have agreed to this in writing on their enrollment forms: Banana Boat Kid's Ultra mist Sunscreen SPF 50 will be applied to children during extended exposure to the Sun if parental permission has been granted in writing to do so. 100% Natural Essential Oil Mosquito and Fly repellent which is DEET free will also be applied to children if parental permission is granted in writing to do so.

### **Safety Issues for Parents**

- Children must be brought to school and leave school in an age-appropriate safety seat.
- Parents MAY NOT leave children in the car to drop off/pick up a child enrolled at NLCCS.
- If your child is injured, the staff on duty at the time will complete an Injury/Illness Report Form or a Boo-Boo Report. twice Injury/Illness Report must be signed by the parent and the person in charge at the time of injury. We must keep the original for our files but will be happy to supply



you with a copy. The parent will be notified by phone of any injury to the head or that might require medical attention.

### **Emergency Medical Attention**

In the event an emergency happens, we will immediately call 911. After 911 has been contacted, we will call you with details. All children will be taken to the nearest hospital, CHI St. Luke's Health – Springwoods Village Hospital. If parents cannot be reached the emergency contact person will be notified. A member of management will accompany and remain with the child until parent/guardian arrives. A written report will be provided and placed in the child's file.

### **Pets**

From time-to-time classrooms may procure a pet for the children's enjoyment and to teach responsibility. Parents will be notified in writing at least 10 days before the pet comes into the classroom. All pets will follow health department guidelines and veterinarian recommended health screenings and checkups. At no time will children be left alone with the pets or asked to assume full responsibility for the pet.

### **Tobacco, Alcohol, and Drug Use**

We are a tobacco, alcohol, and drug-free campus. At no time may anyone use or distribute tobacco, alcohol, or drugs on the church/school campus. Failure to comply will result in the person being asked to leave the campus immediately and/or calling the police department.

### **Evacuation Procedures/Disaster Preparedness**

In the event of an emergency, New Life CCS will follow the steps below:

In case of fire

1. Evacuate with children's records
2. Go to the far north of our parking lot or to the neighboring KFC if necessary
3. Call 9-1-1
4. Notify all parents

In case of Medical Emergency

1. Provide lifesaving care (if needed)
2. Comfort patient
3. Call 9-1-1
4. Notify parent/emergency contact of patient

In case of tornado or hurricane

1. Shelter in a safe zone with children's records
2. Call 9-1-1
3. Notify parents

In case of a gas leak or other harmful vapor

If inside:

1. Evacuate the building to neighboring KFC with children's records
2. Call 9-1-1
3. Notify parents

If outside:

1. Shelter inside
2. Close all doors and windows
3. Turn off HVAC
4. Call 9-1-1
5. Notify parents

In case of intruder

1. Alert staff over walkie-talkies to Stranger Danger
2. Call 9-1-1
3. Vacate classrooms if it is safe to do so.
4. Notify parents as applicable

In case of missing child

1. Alert staff
2. Conduct a quick search of the property
3. Call 9-1-1
4. Notify parents

### **Campus Visitors**

To make arrangements for a visitor to come on campus, please contact the school office. All visitors must present a picture ID and will receive a visitor badge, which needs to be turned in when they leave campus.

If you serve as a volunteer in the school, or will be a frequent visitor on campus, we are required to run fingerprints and a background check just as we do with all staff.

### **Corporal Punishment Policy**

NLCCS does not allow corporal punishment at any time. We ask that our parents abstain from disciplining their children through physical means while on our campus.

### **Change of Address or Phone Emergency Contact Information**

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move or change your contact information or your emergency contact information, please contact the school office with your new information ASAP **or update your information in the ProCare App.**

### **Child Assessments**

**We use an informal child assessment procedure by daily observation of the child's behavior, oral and written work, and retention of classroom lessons. An informal assessment will be discussed with the parents at the Semester Conference.**

### **Conference Scheduling**

We encourage parents to schedule a conference with the teacher to discuss any concerns. Discussing concerns during drop off and pick up times can be a distraction to the care of other children in the classroom. This communication between parent and teacher is essential in caring for your child in the best possible manner. If there is a need for a conference with your child's teacher an appointment may be made with the teacher on their conference time or you may call the school to make arrangements.

Parent Teacher Conferences are scheduled each semester after developmental assessments have been made by the lead teacher. **The ProCare app is used to communicate with parents about their child's progress on an ongoing basis.**

### **Open Door Policy**

Parents are welcome at NLCCS at any time. We encourage parents to come and participate in any school activities. Please see the Parent Communication Center for reminders of upcoming events.

### **Conflict Resolution**

In the event you have a concern or disagreement about something in your child's classroom, please see your child's teacher first. You may also communicate your concern to the director at any point. We will work together to establish good communication and address your concern in whatever way is necessary. As a last resort, if you feel the teacher and director have not addressed your concerns, you may contact the school board at [schoolboard@newlifecrc.org](mailto:schoolboard@newlifecrc.org).

### **Parking Lot Policy**

We ask our parents to remember that our children are frequently crossing our parking lot during arrival and dismissal. Please maintain a speed appropriate to a parking lot with children. Also, children may not be left unattended in your car at any time.

Please also note that the first parking spot nearest the sidewalk has a handicapped sign and is designated for handicapped use only.

### **Non-discrimination Policy**

We do not discriminate based on race, culture, religion, or ability.

### **Toys**

We have plenty of toys at school. We ask that you leave your child's toys at home or in your car. Any toys brought to school that become an issue in the classroom will be placed in the office and can be picked up at the end of the day by the parent.

### **Babysitting by Staff**

Our staff is proud to take care of your children at school and love your children unconditionally; however, they are not available to babysit outside of school. Please do not solicit them for outside work.

### **Lost and Found Items**

Items that are lost or found can be turned in or looked for in the school office.

### **Health and Nutrition**

**NLCCS does not participate in CACFP (Child and Adult Care Food Program) or receive reimbursement from the Federal Program. We do not prepare meals on our campus, we only provide morning and afternoon snack as explained below.**

### **Allergies and Special Diets**

If your child has a food allergy or is on a special diet, the office must have a copy of the Doctor's report. The State Licensing Agency requires that an emergency food allergy plan must be completed by an authorized medical professional. Staff does not reward good behavior with food of any kind.

### **Breakfast**

We will be happy to give your child time to eat breakfast in the morning from 7:00 a.m. –8:30 a.m. Breakfast should be brought from home and already prepared. Please be sure that the items you send are foods that your child can eat without assistance. We will be unable to allow children to eat after 8:30 a.m. to ensure that your child can participate in the classroom's morning routines.

## **Lunch Program**

NLCCS does not provide lunches. Each child should bring his/her lunch including a beverage. NLCCS is not responsible for the nutritional value of the lunch or for meeting the child's daily food needs. If your child's lunch needs to be kept cold, please pack it with an ice pack. Microwaves are available to heat up food to a maximum of 30 seconds. Do not include items that require multiple steps for heating up (i.e. Easy Mac). If your child is 2 years old or older, please be sure that the items you send are foods that your child can eat without assistance.

## **Snacks**

Snacks will be provided daily in the morning between 9:45 a.m. and 10:30 a.m. and again in the afternoon between 3:45 p.m. and 4:30 p.m. **Snacks will be posted for the entire month on the Parent Communication Center and sent to parents through the ProCare App. Snacks will include a variety of fruits, vegetables, and healthy carbohydrates.** In the event of birthdays or other special events, parents may bring in a snack that is store purchased and in the original packaging. All substitutions will be noted on the snack calendar. **See [Farm Fresh Resources](#) for more information on healthy eating and garden-based learning. The [Houston Food Bank](#) website also has great nutrition and health information for families.**

## **Safe Meal Practices**

**Please refer to the Parent Communication Center for information on safe meal planning for your children. We strive to keep you updated on nutritional values and any recalls of food items.**

## **Infant Feeding**

Infants will be fed according to their own individual schedule. Each month infant parents will fill out a feeding schedule, which includes times, amounts, and what kind of foods. We will accommodate for both formula fed and breastfed babies. All formula should be brought in the original container and instructions on the formula container will be followed. Breast milk should be brought in appropriate storage containers clearly labeled with the child's first and last name.

## **Breastfeeding Mothers**

At New Life, we strive to support our parents as they make the best decisions for their family. One way we are striving to offer better support is through providing a comfortable place for our mothers to breastfeed their children if they choose. A glider is available in the nursery for your use, as well as a comfortable armchair in our conference room if you prefer more privacy. **Please visit [WIC Breastfeeding](#) for additional support with your breastfeeding journey.**

## **Water Cup**

All parents must pack a cup (labeled with the child's first name and last initial) designated for water only. The health department forbids us from refilling a cup with water if it contains anything else. We offer water throughout the day in order to keep our children properly hydrated and healthy. If you would like to pack juice or milk for lunchtime, please pack a separate cup with their lunch.

## **School Closure Information**

If it becomes necessary for school to be closed on short notice, please listen for information on Spring ISD and Klein ISD. If either ISD closes due to inclement weather, NLCCS will be closed as well. We will contact families by text and email with any school closure decisions.

## **Cameras**

The privacy and safety of our families and children is of great importance to us. Each of our classrooms is equipped with a monitoring camera that continually records video in every classroom and at various places on our grounds. This data is available for our school office to use in evaluating and monitoring students and staff. We believe it helps us to better assess our classrooms and offers another layer of

protection to our children and staff. The data from the cameras is not made available to any other parties.

### **Confidentiality**

All records and conversations between NLCCS staff and parents/guardians are confidential. Information will only be shared with other teachers/administration on a need-to-know basis. We are also required to share information with Child Protective Services or Child Care Licensing upon request. At no time will your information be shared with anyone not involved in your child's care. A family directory may be produced, but your family will be given the option to opt out of any directory.

### **Gang Free Zone**

Our school is a gang free campus. According to House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code which includes section 42.064, effective September 1, 2009 all areas within 1000 feet of our center is also a gang free zone. This means that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is therefore subject to increased penalty under state law.

### **Grievance Policy**

New Life Community Christian School prides itself on open and honest communication. The director will be available during school hours to discuss your concerns. If it is easier, you may email the director directly at [Director@newlifecrc.org](mailto:Director@newlifecrc.org). If you need to speak with someone in authority over our director, please contact the school board at any time via email at [schoolboard@newlifecrc.org](mailto:schoolboard@newlifecrc.org).

### **Accommodating Families and Children**

NLCCS has teachers and office staff who are fluent in Spanish who routinely translate for the parents and children who do not speak English. We strive to provide Spanish forms and applications and use interpreters during tours and admission. We place the Spanish speaking children with Spanish speaking teachers whenever possible and have had good success in teaching the children English.

### **Parent Notification of Changes**

**Policies are reviewed annually and updated if necessary.** All parents will be notified of any changes to this handbook, their child's care, or other policies and procedures in writing.

### **Minimum Standards and Licensing Inspections**

Our most recent licensing reports and a copy of our Minimum Standards as issued by the Texas Department of Family and Protective Services are available to review at any time. The most recent licensing report is located in our main hallway and the Minimum Standards are available in the school office or by asking any of our staff

### **Local Licensing Agency**

New Life Community Christian School is licensed under the direction of the Texas Health and Human Services

They can be contacted at:

608 N Loop 336 E  
Conroe, TX 77301  
936-539-1161

**To report child abuse, call 1-800-252-5400**

## 2023/24 SCHOOL LEADERSHIP ROSTER

### School Board

Scott Schreiber - President  
Mary Domite – Vice President  
Donna Molegraaf - Secretary  
Randy Wester - Treasurer  
Lori Ross - Member

Board email - [schoolboard@newlifecrc.org](mailto:schoolboard@newlifecrc.org)

### Administrative Team

Samantha Medore - Director  
Alyssa Hernandez - Assistant Director

## STAFF CONTACT INFORMATION

The school's direct phone number is **281-288-7744**.

Lead teachers can be reached during their conference period each day. You can reach school staff by email address as well.

Samantha Medore	Director	<a href="mailto:Samantha.medore@newlifecrc.org">Samantha.medore@newlifecrc.org</a>
Alyssa Hernandez	Assistant Director	<a href="mailto:Aylssah@newlifecrc.org">Aylssah@newlifecrc.org</a>
Marisa Cedano	Infants	<a href="mailto:Marisac@newlifecrc.org">Marisac@newlifecrc.org</a>
Alondra Rodriguez	Toddler Teacher	<a href="mailto:Alondrar@newlifecrc.org">Alondrar@newlifecrc.org</a>
Leslie Branscum	Twos Teacher	<a href="mailto:Leslieb@newlifecrc.org">Leslieb@newlifecrc.org</a>
Lilia Ayala	Threes Teacher	<a href="mailto:Liliaa@newlifecrc.org">Liliaa@newlifecrc.org</a>
Olga Ruiz	Threes Teacher	<a href="mailto:Olgar@newlifecrc.org">Olgar@newlifecrc.org</a>
Jazmin Perez	Pre-K Four Teacher	<a href="mailto:jazminp@newlifecrc.org">jazminp@newlifecrc.org</a>

**Please sign and return this page**

I have read the 2023-2024 New Life Community Christian School Parent Handbook and fully understand the policies and procedures set forth in it. I agree to abide by these policies and procedures. I also understand that these policies and procedures are subject to change at any time with written notice.

Parent's Name \_\_\_\_\_

Child's/Children's Name(s)\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_