



New Covenant Presbyterian Weekday School
a ministry of New Covenant Presbyterian Church (EPC)

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2017-2018 Handbook

New Covenant Presbyterian Church, a church, is a covenanted body of people who profess and give evidence that they have been saved by God’s grace alone, for His glory alone, through faith alone, in Christ alone under the authority of Scripture alone. We are a local, living, and loving collection of people who are committed to Christ and committed to each other.

Please join us Sunday morning for worship

9:00 am—Traditional Service

10:00 am—Discipleship Hour

11:00 am—Contemporary Service

Nursery and Children’s Church Ages 3-6

available during 9 & 11 am worship

The purpose statement of New Covenant is to glorify and fully enjoy God through His Son Jesus Christ, enabled by His Holy Spirit to live, teach, and prepare all for faith in Christ, so they may serve and share the Good News!

Introduction:

The New Covenant Presbyterian Weekday School is a ministry of the Session of New Covenant Presbyterian Church. The Session having sensed the need for strong Christian influences in our community endorsed the organization of this school in order to share the Good News of salvation of Jesus Christ. It is prayer of the elders that the school will glorify our God and bless the community.

Our priority is, first, the well-being and nurture of the children as shown by Jesus Christ: “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” (Matthew 19:14) Second, the maintenance of a clean, orderly, attractive environment according to Montessori principles.

The ministerial staff of New Covenant Presbyterian Church, its elders, deacons and trustees and its music staff, administrative staff, employees, including Weekday School employees, and members shall perform their church duties, obligations and responsibilities and administer and carry out their church activities and operations in accordance with the mission, faith and doctrine of the Evangelical Presbyterian Church (EPC) as defined and set forth in the EPC’s Constitution.

Essentials of Our Faith

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God’s redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation we affirm these additional Essentials of our faith:

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three persons, Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!

2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.

3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.

4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.

5. The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity, where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.

6. Jesus Christ will come again to the earth—personally, visibly, and bodily—to judge the living and the dead, and to consummate history and the eternal plan of God. “Even so, come, Lord Jesus.” (Rev. 22:20)

7. The Lord Jesus Christ commands all believers to proclaim the gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to “Him who loved us and gave Himself for us.” He calls us to a life of self-denying love and service. “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.” (Eph. 2:10)

Goals of New Covenant Weekday School:

Spiritual:

“...that every child who enters our school may grow and mature and come to know and love Jesus Christ.”

“...that our teachers be professing Christians and demonstrate God's love in their words and deeds as they lead the children.”

Educational:

We endeavor to provide for each child a relaxed, warm, loving environment in which their physical, social, mental, emotional, spiritual development is nurtured to the fullest and best expression.

For your child, the preschool experience we will provide a “drawing out”, not a “drilling in”. We recognize and respect the inner resources and creative potential God has placed in each child. Our teachers will lead your child towards developing a biblical self-image and independence.

Licensing:

The New Covenant Presbyterian Weekday School is licensed by the State of Louisiana as a “Type 1” Day Care Center. The school is inspected annually by the State Licensing Department, the Fire Marshall and the Department of Public Health. The school meets or exceeds all of the state requirements.

New Covenant Presbyterian:

Rev. S. Hunter Gray	Pastor
Kevin Phipps	Associate Pastor
Sara Dowdy	Director of Children and Family Ministry

Ruling Elders of the church, which included the pastors of the church, are responsible for the ministry and oversight of the church which includes the school.

Weekday School Staff and Faculty:

Katy Overman	Director
Mary Louise Clark	Admin. Assist./Teacher
Betty Carrico	Teacher
Diane Ferguson	Teacher
Tina Erwin	Teacher
Lisa Vedros	Teacher
Stephanie Dalton	Teacher
Kristi Collier	Teacher
Julie Swindell	Teacher
Holly Goutierez	Teacher
Liz Clark	After care

School Hours:

Our school is open from Monday to Friday

7:30 am to 5:00 pm.

We follow the St. Tammany Parish Public School calendar.

Registration & Tuition:

A non-refundable registration fee of \$185.00 will be due at the time of registration to

ensure your child's place in the class.

Tuition for August is due May 1st, or upon registration if you register after May 1st.

Arrival prior to 9:00 am will require Before Care tuition. September tuition is due before the first day of school for your child. Thereafter tuition is due on the 1st of every month. Prompt payment is appreciated as the school is a non-profit organization.

2017-2018 Tuition

2 Day/ 3 Day Program:

Monday/Wednesday/Friday	9:00-1:00	\$300.00
Monday/Wednesday/Friday	9:00-3:00	\$345.00
Tuesday/Thursday	9:00-1:00	\$210.00
Tuesday/Thursday	9:00-3:00	\$240.00

5 Day a Week Program:

Monday-Friday	9:00-1:00	\$410.00
Monday-Friday	9:00-3:00	\$490.00

Extended Hours:

Before Care	7:30-9:00	\$115.00
After Care	3:00-5:00	\$150.00

Admission:

- Admission is open to all children whose second birthday is prior to October 1, regardless of race, creed, color, sex or handicap.
- We request that prior to registration and admission, the child and at least one parent visit the classroom. This enables the parent and school director to mutually determine the suitability of New Covenant Presbyterian Weekday School for the child's educational and emotional needs.
- Since our children interact in multi-age classrooms, we strive to maintain a balance between the ages and gender of the children. Sometimes this involves deviating from the normal chronological order of the waiting list. We reserve the right to decline admission to any child.
- Prior to admission, parent(s) must complete a registration form. Prior to the first day of school, a current certificate of immunization and other necessary forms must be received from the parent(s).

Withdrawal:

- Withdrawals made prior to August 1 will be granted a full tuition refund. The registration fee is non-refundable. We require a letter of request. Refunds will be mailed within two weeks.

- Withdrawals made during the school year must be given by written notice thirty (30) days prior to the effective date.
- No refunds will be given for any portion of a month in which the child has attended school.

Classroom Schedule:

7:30-9:00	Before Care Individual Work
8:55-9:20	Greeting / Carline
9:00-9:25	Individual Work
9:25-9:45	Circle
9:45-11:00	Snack / Work
11:00-11:45	Outside Time (if weather inclement extended work period till 11:45)
11:45-12:00	Circle Time
12:00-12:30	Lunch
12:30-1:00	Rest / Outside Dismissal
1:00-2:15	Rest Area
2:15-3:00	Outside Dismissal
3:00-5:00	Aftercare/ Free Play / Snack

Program and Environment:

The classrooms together have eight distinct centers which define the curriculum of the school. The teachers direct the children in the use of the materials and encourage them to interact with the materials independently. This environment establishes the educational direction of the school. The general schedule of daily activities is shown and a description of the eight centers follows.

Second Circle Will Consist of These Areas

Geography
 Science
 Music
 Chapel

I. Daily Living and Practical Life Areas:

This area includes material where children learn to:

- Care for themselves (button, tie, wash hands, etc.)
- Care for their environment (dust, sweep, clean a table, etc.)
- Develop large and small muscle coordination
- Follow procedures and solve problems to accomplish tasks.

Materials in this area are the foundation for the understanding and using many of the

materials in the classroom.

2. Sensorial Area:

This area includes materials for the specific training of the senses which are necessary for the children to form an ordered and intelligent idea of the many stimuli in their environment. Materials in this area help develop discrimination (differences, likenesses, and gradations) in all five senses.

3. Math and Language Areas:

These areas include materials that lead children to basic understanding of math and language skills. The materials in these areas are presented in such a way that children are able to learn at their own pace on their own level in a concrete manner.

4. Outdoor Play:

Children will have specified outdoor free play each day (weather permitting) to provide time for the enhancement of their social interaction.

5. Chapel:

The children attend chapel one day each week and enjoy a children's sermon and singing with either a pastor or a lay person.

6. Art

The materials used encourage children to express themselves creatively with a variety of media and equipment. The children are given the opportunity to work individually or as part of a group during their time in this area.

7. Music:

The music program will include singing and participation in rhythmic activities such as the rhythm band. The Montessori music materials, bells and bar tones, will provide experience in sensorial training of the ear to recognize different tones and to match like tones. Listening to good music will be an important part of our music time.

8. Geography and Science:

The materials in the other areas enhance the children's understanding of geography and science. Activities and materials are often dependent on seasonal changes, experiences in the children's lives, and objects of nature that the children share.

Arrival and Dismissal:

These regulations are for the safety and efficiency during arrival and dismissal of the children.

- When dropping off and picking up your child, take a left from Hwy. 22 and circle the building to the entrance of the school. Please drive slowly through the parking lots.
- During arrival time (9:00) a teacher will open your door and greet your child. Please have your car in park. If you arrive and carline is over, you will need to escort your child to the office and sign them in. All doors are locked from 9:20 - 2:45 for security purposes. Please ring the doorbell and someone will let you in. The school can be accessed through the door near the office.
- During dismissal times, a teacher will escort your child to the car. Please have your car in park. At this time you will need to sign your child out. **The students need to be picked up by 1:00 and 3:00.** If you pick up your child at a time other than these, you will have to come to the office and sign them out.
- Please be prompt in picking up and dropping off your child. **It is not fair to your child or the teacher when you are late.** If there is an emergency and you know you will be late, please contact Katy Overman at 985-705-0781.
- **Do not use your cell phone while in carline.**

“Show and Tell”:

- We discourage children from bringing toys to school.
- During circle time, we will invite the children to bring and share natural discoveries, books, pictures and objects that pertain to the weekly emphasis or the letter of the week.
- This information is published in the monthly newsletter.
- Any other objects will be placed in the child's bag and not be permitted use during the school day.
- Please make sure anything brought to school is labeled with your child's name.

Snack and Lunch:

- New Covenant Presbyterian Weekday School will provide snack and Birthday Snack.
- Birthday snack are homemade cookies.
- Snack examples are, cheese and crackers, graham crackers, fruit, crackers, muffins, etc. The school will provide water with all snacks.
- Children bring their own lunch. The school provides milk and water. Please do not send your child with an additional drink. If your child brings food that needs to be reheated, microwaves are available.
- Lunch begins at 12:00 for the 5 day class and at 11:45 for the 2-3 day class. If you do not send your child with lunch, please be sure to bring it before lunch begins. It is stressful for the children to have to wait for their lunch while the rest of the

class is eating.

- No candy shall be included in your child's lunch bag, nor foods that encourage play rather than eating.
- Beginning in September, one day per week the 5 day program will incorporate cooking experiences in the classroom. The menu will be posted in the newsletter.
- A form is sent home in your student packet that asks you to list any known allergies your child might have. We will take this into consideration when preparing food.

Birthdays:

- Birthdays will be observed during the school year. The school will make a crown with your child's name and your child will be able to decorate the crown with stickers. The class sings "Happy Birthday" during circle time. Parents are invited to come for the birthday celebration.
- We do not allow invitations or gifts to be brought to school.
- Children having summer birthdays will be celebrate in May or August.

Nap Time:

- Children staying past 1:00 are required by state licensing to "rest" for at least 75 minutes each day.
- Nap time immediately follows lunch and carpeted rooms are used as nap rooms.
- To ensure the comfort of your child, parents are required to provide a rest mat.

Visitation/Open Door Policy:

- After September we invite and encourage parents to visit in the classroom and let your child show you their areas of interest.
- You will need to come to the office to sign in and out.
- During the year, if you have specific questions or concerns you would like to discuss, please schedule a conference.
- We ask that parents let the teachers know if there is an unusual situation that might affect your child's behavior at school, such as an illness, pregnancy, parent's prolonged absence, etc.

Parent Involvement:

- Parents will have the opportunity to attend our Christmas concert and reception in December and the Spring Concert and reception in May.

Kindergarten:

- The Kindergarten program uses all eight of the teaching areas while extending the use of the Montessori Academic Materials.
- There is an emphasis on the preparation of first grade skills; writing, reading and math skills with workbook experience included.

Safety:

Child Safety:

It is required by law that any person suspecting abuse or neglect of a child report it to Child Protection at 855-452-5437.

Automobile Safety:

- For the safety of your children and our staff, turn off your cell phone, place your car in park and turn the engine off.
- There will not be time for parent-teacher conversation during this time as other people are also waiting to pick up/drop off their children.
- The State Regulations require all children to be secured in an appropriate child safety seat and seatbelt. Physicians recommend booster seats until the age of 8.

Transportation:

- The school does not provide a transportation service.
- Each family is provided a roster. If you wish to carpool, we encourage you to do so.
- The school requires permission for someone other than a parent to pick up the child. This can be given either by phone, written message or email.

Clothing:

- Your child should wear comfortable and weather appropriate play clothing that permit freedom to participate fully in all activities.
- Children should also wear clothing so that they can manage lavatory facilities alone.
- We require that children wear tennis shoes. No crocs or sandals may be worn.
- Please label all clothing clearly.
- It is required that all children attending our **5 day program** have a full change of clothing, top, bottom and underclothing clearly marked in a plastic shoe sized box.
- It is required that all children attending our **2/3 day program** have a full change of clothes in a Ziploc bag and diapers in their bag at all times.
- The school will provide a canvas tote bag to each child on the first day of school.

Please make sure this bag accompanies your child each day of school.

Helpful Suggestions:

- Please check your child's tote bag and pockets for small puzzle pieces or parts of school materials. Montessori equipment is very expensive. Please return any stray items as soon as possible.
- Speak positively about school as a happy place. Show interest in your child's work and appreciation of their efforts. A simple line drawing to a parent is a "Picasso" to your child.
- Let your child volunteer information about school instead of asking questions. This is especially important at the beginning of the school year.

Health:

- In accordance with State Licensing regulations, we must have your child's immunization records before the first day of school.
- Do not send your child to school if he/she is showing signs of illness, such as fever, rash, diarrhea, nausea, fatigue, congestion, or pink eye.
- If your child becomes ill during the day, we will separate him/her from the rest of the class and call you immediately for pick-up. Please have reliable friends or relatives on your emergency contact form as we will contact them for pick-up if you cannot be reached.
- **The child must be free of fever, diarrhea and vomiting for 24 hours before returning to school.**
- Please call or email the office if your child will not be attending school due to an illness.
- If your child has a communicable disease such as chicken pox, we require a physician's note and release before the child can return to school.
- The staff can only administer medication to your child that is life saving or is prescribed by a doctor to be administered more frequently than every eight hours and only with a medical consent form signed by the parents and the child's physician. If your child requires any other medication, you must come into the office, administer the medication, and fill out the necessary paperwork.
- All New Covenant Presbyterian Weekday School staff are CPR infant and child certified.
- All staff members have taken a first-aid class.

Discipline:

Discipline in our classrooms follow the Montessori principal that discipline is teaching.

not punishment. It is the teacher's purpose to teach proper behavior. If there is a classroom rule that is being ignored, the correction is indirect and the teacher re-teaches the rule.

The basis of the rules is RESPECT.

- Respect for your classmates, respect for your teachers, respect for the environment and materials, respect for the child
- The goal is self-discipline. This can be achieved by a child who is taught how to behave, not made to behave. The self disciplined child behaves well on his own because he wants to, not because he is supervised.
- In the situation of a child who has lost control and required immediate intervention by the teacher, the teacher will keep the child close and require that the child work next to her.
- Some situations will require that the child spend a few minutes in a "time out" chair to think of proper behavior.
- A "tantrum" would necessitate that the teacher would take the child out of the classroom into a quiet area so that the child can calm down.

Parents will be notified of any behavior that requires more strenuous effort to regain control.

- We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control.

According to licensing procedures for child care centers in the State of Louisiana:

Behavior Management Policy: Each Center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center.

- No corporal punishment.
- Cruel, severe, unusual or unnecessary punishment shall not be inflicted on children.
- Derogatory remarks shall not be made in the presence of children about: a) family members or children in care of or b) about the children themselves.
- No child or group of children shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, he/she should never be out of sight of a staff member.
- No child should be deprived of meals or any part of meals for disciplinary reasons. Reports of mistreatment of children coming to the attention of the Office of Community Services-Child Protection Services will be investigated.

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At New Covenant Presbyterian Weekday School we strive to develop a positive relationship between the teacher and the child as an individual person. We also believe that the Montessori program encourages self-discipline, so discipline problems are at a minimum.

The following is considered unacceptable behavior:

- Running in the classroom.
- Leaving the area or group without permission.
- Throwing materials of any kind.
- Being disruptive.
- Hurting themselves or others, such as hitting, kicking, biting, spitting, and pulling hair.
- Abusive language.
- Using toys or materials inappropriately.
- Bullying.
- Aggressive behavior.
- Lack of cooperation.

If inappropriate behavior does occur, we use a positive approach.

- Encourage child's good behavior and/or redirect his/her activity.
- If a problem still exists the child is removed from the situation and placed in a "time-out" within the area, (one minute per year of age, no more than five minutes). "Time-out" shall be defined as an area away from the group or activity or next to the teacher.
- If the problem is not resolved, then removal from the group completely for a few minutes until the child has calmed. The parents will be notified at pick-up verbally. A written observation from the teacher may also be sent home.
- If problems occur on a regular basis, we will schedule a conference with teachers and parents to design a strategy to change the behavior.
- If a child receives three written behavior reports, a conference will be held with the parents, director or assistant director and a person designated by the Pastor. This may result in termination.

When the severity of a problem is great enough that it could endanger the safety of the other children, termination may be effective immediately.

Conclusion:

The teachers, as the foundation for the total environment direct the children to become independent and self-motivated in their search to become self-motivated. These independent working children are capable of accepting more responsibility for their own self-control, work and education.

Emergency Plan:

GENERAL:

Emergencies happen. The purpose of this plan is to describe the actions to be taken in an emergency to make sure that the children and staff of this center are kept from harm. The safety and wellbeing of children and staff shall always take first priority over all other considerations.

A copy of this plan will be kept in the office, and the plan will be prominently posted next to the office door.

The plan will be reviewed and updated at least annually, and after every actual emergency. Fire drills shall be conducted monthly. Tornado drills shall be conducted monthly from March thru June.

All staff will be given a copy of the plan and will be trained to follow it in an emergency. A drill will be held at least annually to test the plan and the staff, in addition to any drills required by the Fire Marshall.

The director, Ms. Katy Overman, is in charge. When an emergency happens, she will be informed immediately and will inform the rest of the staff. One person will be assigned to listen for alerts on the radio and check on the status of the emergency.

Depending on the type of emergency, Ms. Overman will decide whether to shelter in place or evacuate the building or the whole school. If an evacuation is needed for a fire in one of the buildings, the staff will lead the children to the parking lot and parents and guardians will be notified to pick up their children. If the neighborhood has to be evacuated, the children will be taken to St. Timothy Preschool on Ashbury, and parents and guardians will be notified to pick up their children there.

Evacuate:

There are a number of hazards that could cause an evacuation. The most common would be a fire in or near the school's building(s), rising floodwaters or an evacuation order issued by the police, fire department or other governmental authority. The person in charge will order an evacuation. If the emergency is limited to a single building or area, staff and children will be moved to a safe distance. If the entire center has to be evacuated, staff and children will be moved to a predestinated evacuation site at least two miles from the center. Staff will notify parents and guardians to come get their children at the evacuation site. In any evacuation, children will be accounted for at the start, and again, at the completion.

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4375 Highway 22

Mandeville, LA 70471

www.newcovenantpc.org

www.facebook.com/newcovenant.presbyterianchurch

Discipleship Hour is held at 10:00 a.m. for children, students and adults.

Worship Services are at 9:00 (Traditional) and 11:00 a.m. (Contemporary)

Childcare is provided for infants and toddlers through age three.

CHURCH STAFF

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Pastor (ext. 115)

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