



NEW LIFE CHRISTIAN SCHOOL

KINDERGARTEN

A Ministry of New Life Baptist Church
3440 E Main ST
Hillsboro, OR 97123

(503) 640-5017

2016-2017

**New Life Christian School
3440 E Main ST
Hillsboro, OR 97123
(503) 640-5017
www.newlifechristianschool.net**

Director: Michelle Lute

Our Purpose

New Life Christian School strives to provide care, education and social development for every child enrolled. We create an environment to help them to reach their greatest potential-spiritually, mentally, physically, emotionally, and socially. We accomplish this by providing a learning and developmental experience consistent with the Christian principles of New Life Baptist Church based on the authority of the Bible.

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Enrollment Information

REQUIREMENTS

AGE - Students must be 5 years of age by September 1st of the current school year. Parents are to provide proof of age in the form of one of the following documents:

1. Original or certified copy of birth certificate
2. Current passport
3. Alien registration card
4. Immigration and naturalization documents
5. Adoption decree or adoption certificate issued by a court of record
6. Valid State identification card
7. A Mexican Consulate ID card

IMMUNIZATIONS — Oregon Law requires that each child receive appropriate vaccinations prior to school entry. Parents need to complete and sign a Oregon CIS form. Below are the required vaccinations for school entry:

DPT/DTP	5 doses
POLIO	4 doses
MMR	2 doses of MMR
VARICELLA	1 dose (unless record of contracting disease)
HEPATITIS B	3 doses
HEPATITIS A	2 doses



Tuition & Fees

TUITION

The finances of New Life Christian School are totally dependent upon student's tuition. Tuition fees go toward the school's payroll, supplies, utilities, insurance, and maintenance.

Registration \$175

The registration fee includes the t-shirt and material fee.

Your child's enrollment is confirmed with the payment of the registration fee and is payable at time of enrollment. The registration fee is not refundable after August 1st.

Tuition

\$395 per month	Sept-June
or	
\$3,800 per year	This includes a \$150 discount if tuition is paid in full by Sept. 1st

Tuition is due by the 1st of each month. Tuition is based on a yearly figure which has been divided into ten equal payments which are not reduced during December or March. We have taken all time off into account in selecting the yearly fee.

Tuition payments are to be made regardless of illness or absence from school for any reason. If tuition is paid later than the 10th of each month a \$35 late fee will be assessed. The NLCS Board will be notified of any late fee that has gone unpaid for more than two months or if multiple late fees have been incurred. NLCS reserves the right to dismiss a student for unpaid fees.

A 30 day written notice is required prior to withdrawing your child from school.

ADDITIONAL FEES

Throughout the year there will be additional costs for activities and miscellaneous items. These may include the following but are not limited to:

Volunteer Background check	\$9/person
School Pictures	varies
Pumpkin Patch Field trip	\$6/person
Pizza Days	varies
End of Year DVD	\$4 (advance ordered)

Returned Checks

There is a \$35 charge for all returned checks. If there is a second occurrence of a check being returned, only cash or money orders will be accepted for tuition for the remainder of the school year.

All checks are to be made payable to New Life Christian School.

Policies & Procedures

New Life Christian School appreciates the opportunity to minister to your child through our kindergarten program. Your participation and cooperation with the staff and program will help your student reach their maximum development potential.

ARRIVAL & DEPARTURE

The daily class schedule is Monday - Thursday 8:30 AM to 2:00 PM. Students will be allowed in the building no earlier than 8:20 AM. We ask that all children be dropped off on time and be picked up at the end of class promptly. *Any child not picked up after 2:10 PM will be charged a fee of \$1 per additional minute.* Each child must be signed in at drop off and signed out at pick up by authorized adults. School starts at 8:30 am and any child brought in after that time will be marked as tardy.

LUNCH & SNACK

**** PLEASE NOTE WE ARE PEANUT FREE**** Due to allergies we are asking everyone to avoid using products with peanuts in their snacks and lunches, including products that “may contain peanuts”. Please read all food labels and be aware many granola bars may contain peanuts. The office has a list of approved food items if you need it. Each child is expected to bring a packed lunch and nutritious snack daily. Please label the snack item. They will be eating in a designated lunch room with a microwave available. These microwaves will be used with the help of an adult. Lunch time is limited and they will have to take turns with the microwave, limiting the time available to eat their lunch. Please be sure to pack any necessary utensils as we will not be stocking the lunch room with silverware. PLEASE make us aware of any food allergies your child might have.

VOLUNTEERS

Parent volunteers are essential to cover lunch and recess duty. Sign ups will be made available to fill these spots. Prior to volunteering, each person is required to have an approved background check and signed volunteer handbook. All visitors and volunteers are required to check in at the school office and will be required to wear volunteer lanyards to identify who they are.



DRESS CODE

We have a busy day scheduled for your child so please send them to school wearing comfortable clothes. We ask that girls wearing dresses also wear shorts underneath their skirt. Please be sure jeans do not expose bottoms while playing and bending over. Belts or regular jeans (not low rise) may be necessary. We do not allow plastic play shoes, flip flops or backless shoes to be worn at school. ALL shoes need to fit and not fall off easily, this includes rain boots, clogs, and sandals. Remember during school we will be using paints, markers and other materials that could damage your child's clothes.

PERSONAL BELONGINGS

Students are asked to bring a backpack and spill proof water bottle each day. Please label the inside of backpacks and jackets. Toys brought to school for show and tell will be stored in your child's backpack until sharing time. The school is not responsible for any lost or broken items. Do not send anything to show and tell that is valuable or that you don't want to have broken or go missing. The school does not allow any weapons or replicas of weapons on campus. Anything left at the school at the end of the year will be given to charity.

DISCIPLINE POLICY

We want to keep any correction as positive as possible. We hope that our positive behavior reward system will deter the need for discipline. In the event it does not, verbal warnings will be given first for student misbehavior. After verbal warnings, the next action will be time out in a chair separated from the other children. In every situation the teacher talks with the child and together, they come up with better choices than the misbehavior. If the problem persists the parents will be informed, and the child may be sent to the office if the previous steps have not been effective or if the offense is severe. If the problem continues to persist, a conference may be scheduled with the parents, teacher and/or director. If the offending behavior is considered violent towards another student or of that nature the parents will be immediately informed and the child may be sent home. If the problem cannot be resolved with the previous steps, New Life Christian School has the right to suspend or expel the student. If a child is suspended or expelled, money will not be refunded.

ABSENCES/ILLNESS

If your child is not able to attend school during his/her scheduled session, please call the school in the morning to at **503-640-5017** or email **michelle@nlcshillsboro.com**.

You must notify staff if your child has a communicable disease, such as chicken pox, head lice, pink eye, etc. If your child has head lice they are required to stay home for two days and must be checked by the administration before he/she will be allowed back into the classroom. We also ask that if your child has a temperature, you keep him/her home until their temperature is normal for 24 hours without medication. We ask that children with runny noses that are thick and green be kept home.



INCLEMENT WEATHER/SNOW DAYS

NLCS follows the Hillsboro School District inclement weather guidance. If the HSD closes due to wind, snow, ice, or rain we will also be closed. If the HSD opens two or more hours late, we will also be delayed for the same amount of time. Listen to local radio stations or check with local news channels for school closure information. It is at the discretion of the NLCS Board if the missed days will be made up. Tuition will not be adjusted for snow days.

SPECIAL NOTICES

Frequently throughout the year we will have special announcements posted near the sign in/out table. Take the time to check and read these as they are important and need your attention. We would also like to have an email list for notifications, so make sure the office has your current email address. Monthly calendars, field trip notices and other documents will come home in your child's folder. The school Facebook page is also a great resource for announcements and updates. www.facebook.com/nlcshillsboro

BIRTHDAYS

We acknowledge each child's birthday on the closest school day to their birthday. Summer birthdays will be recognized at the end of the school year. Birthday party invitations can be distributed in the school folders as long as the entire class is invited. Birthday treats can be brought with advance approval from the teacher/director.

MEDICATIONS

School personnel may administer prescription medications scheduled to be taken during school hours or certain nonprescription medications in accordance with the following guidelines:

- A medication Authorization Form must be filled out completely and signed by the parent/guardian. The information on the form must match the prescription label.
- Requests shall include the written instructions of the physician for the administration of a prescription medication or the written instructions of the parent for the administration of a nonprescription medication. A prescription label will be sufficient to meet the requirements of written physician instructions. (Please request that the physician write "lunch" rather than noon as our Kindergarteners may not eat lunch at noon.)
- Parents/guardians must transport all medications to and from school.
- Only a school week supply of any prescription medication will be on hand at any given time.
- All Medications must be in the original container. When the medication is finished, the parent must bring in the refill in a new container.
- Nonprescription or over-the-counter medications must be supplied in their original containers and be clearly marked with student's name and be kept in the office. A health care provider order is needed if parent's instructions contradict the safe dosing instructions on the container.
- State law does not permit school personnel to administer dietary food supplements.

Inhalers and other rescue medication

- Inhalers and other rescue medication are **NOT ALLOWED** to be stored in backpacks.
- Inhalers brought to school **MUST** have the proper paperwork filled out and copies will be kept with the inhaler and given to a staff member.
- In the case of having only one inhaler, a student's inhaler can be checked in to the teacher at the door in the morning and picked up at the end of the day. The inhaler must be in the box with the prescription information as well as an action plan. This can be placed in a gallon size Ziploc bag to be returned to the parent/guardian at time of pick up.

- Epinephrine must be kept in the office in the box with the student's prescription information. It must be replaced upon expiration by the parent.
- Self Administration (Kindergarten ONLY)—If a parent desires a student to carry their inhaler or other rescue medication, they **MUST** bring the medication to the school and fill out the proper paperwork.

New Life Christian School will designate school staff authorized to administer medication to students. Office /teaching staff cannot take verbal directions about medication from parents or physicians. All directions must be written. This medication policy will not prohibit in any way the administration of recognized first aid to students.



FIELD TRIPS

During the school year there will be different field trips relating to what the children are learning. Every student attending the field trip must turn in a field trip attendance slip in advance with payment (if there is any due) to the teacher. We ask that students wear their school t-shirt on every field trip. Car seats are also a requirement. We will need parent chaperones to transport children to and from field trips. All chaperones are required to have a background check and present a copy of their driver's license and current car insurance card on the day of the field trip. In order to give all parents the opportunity to participate, we will take turns when we have more volunteers than we have space. Do not make arrangements with other parents. The teacher will determine car-pooling assignments.

PARENT CONFERENCES/PROGRESS REPORTS

The School will hold parent/teacher conferences in the Fall and Spring to report the progress of each child. School will not be held on conference days. If you would like to meet at some other time during the year in addition to the scheduled time, simply request a meeting with your child's teacher. Kindergarten students will also receive report cards at the end of each semester grading term.

CONFIDENTIALITY

Our school is committed to keeping personal information regarding each student between the student's parents/guardians and the staff. This includes behavioral issues, family situations, learning abilities, and all other issues. The **ONLY** time information about another student will be shared is if it directly relates to your child.

SOLICITATION

New Life Christian School is a great place to make connections with other parents. We have provided a bulletin board for parents to share information with other parents. This is a

great place to post business ads, play groups, fund raisers, etc... Please notify the Director of any postings before you post them. These items will not be allowed to be sent home with students. It is at the Director's discretion to remove any item from the "Parent to Parent" board.

SAFETY PROCEDURES

The safety of your child is our priority. NLCS utilizes four general responses to emergencies that involve our school, students, and staff. NLCS practices for these emergencies during the year. Each student's emergency kit (described in the supply list) will be stored with our emergency shelter and first aid supplies on the property.

1. Lock out – A lockout occurs when a threat is outside the school building and the building is locked to prevent the threat from entering.

2. Lock in – A lock in occurs when a threat might be inside the school. Students and staff are locked in classrooms inside the school building.

3. Shelter in place – Shelter in place occurs when students and staff take shelter inside the school building due to an environmental air quality issue outside of the school.

4. Evacuation – An evacuation will occur when an environmental or structural problem exists in the school building. This could include, but not be limited to, a gas leak or an earthquake.

VIDEO SURVEILLANCE

Video surveillance provides a tool for monitoring activity on School property to further protect the health, welfare, and safety of students, staff, and visitors. Video surveillance is a valuable deterrent to inappropriate behavior and is a significant factor in protecting school assets. This system shall not replace the need for the ongoing vigilance of school supervision/security staff. School administrators shall ensure that due diligence is observed in maintaining general campus security.

Camera Location, Operation and Control

1. Placement of cameras is restricted to public areas.
2. Areas chosen for surveillance shall be where surveillance is a necessary and viable deterrent.
3. Cameras will not monitor areas where people have a reasonable expectation of privacy (e.g. change rooms and restrooms).
4. Surveillance cameras are to be used to deter incidents of theft, violence, vandalism or other breaches of security.
5. Only authorized personnel shall have access to the monitor operation controls.
6. The video camera surveillance system will be in operation virtually 365 days a year and 24 hours per day. However, at the school's discretion, video camera surveillance may be suspended without notice.

Protection of Information and Disclosure

1. Security and retention of recordings

- a. Only those authorized by the Superintendent/designee, Principal/designee, NLB Church staff/designee shall have access to the recordings.

Video monitoring of buildings or areas for security purposes shall be retained for a minimum of thirty (30) calendar days and then disposed

- a. Copies of video monitoring preserved as evidence for student hearings or court cases will be made part of the student's education record.
- b. Copies of recordings of incidents subject to investigations, court cases or due process hearings must be retained until resolved.

2. Video Monitors

- a. The video monitors shall be in a controlled access area or a privacy screen should be utilized as needed to block public view of the video monitor.
- b. Only an administrator, authorized staff members, or police officers shall have access to the video monitors while they are in operation.

C. Use of Information Collected

1. Video surveillance may be used for inquiries and proceedings related to law enforcement, student and employee hearings. Video used as evidence for law enforcement purposes may not be altered.
2. Videotape/film of students is considered part of a student's educational record and therefore, viewing of a videotape must adhere to regulations of the Federal Educational Rights and Privacy Act (FERPA).
 - a. A video can only be shown to unauthorized persons if the school division receives consent from the adult student or parents/guardians of the other minor students visible in the videotape.
 - b. A copy of a video recording can be released to appropriate authorities. Prior to release of a recording, a Video Surveillance Release Form shall be completed to document who took the recording, when this occurred and whether the recording will be returned or destroyed by the authorities after use.
 - c. A videotape of athletic events, concerts and plays does not hold the same confidentiality because they are public events and therefore can be shown. At the School Division's discretion, recordings of students that do not involve disciplinary or other confidential information, i.e., hallways, playgrounds, parking lots, etc., may be released without consent of the parties shown on the recording.

Legal Reference:

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1230, 1232 g, 34 C.F.R. Part 99, as amended

**NEW LIFE CHRISTIAN SCHOOL CALENDAR
KINDERGARTEN 2016/17**

Kindergarten classes are Monday through Thursday 8:30 AM—2 PM.

There is no school on Fridays

September

6 First Day of School

October

13 No School

November

9 No School

10 No School—Parent/Teacher Conferences

24 No School—Thanksgiving

December

14 Christmas Program (evening program)

19-Jan 2 No School—Christmas Vacation

January

16 No School—MLK Holiday

February

2 No School

20 No School—President's Day

March

27-31 No School—Spring Break

May

29 No School—Memorial Day

June

13 Kindergarten Graduation (evening program)

14 Last Day of School (half day)

Field Trips will be scheduled throughout the year and parents will be notified concerning any details about those trips.

I have read and agree to adhere to the guidelines and policies as set forth in New Life Christian School Kindergarten Handbook 2016-17 edition.

Legal Guardian Signature

Date

Legal Guardian Print

Child attending New Life Christian School Kindergarten

Please sign and return.