



Neighborhood Christian Preschool

Hugs, Hurdles & Happy Hearts for the Mind, Body & Soul - Since 1981

NCP ADMISSIONS AGREEMENT AND PARENT RESOURCE/HANDBOOK 2023-2024

NEIGHBORHOOD CHRISTIAN PRESCHOOL

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Ms. Julie Kennedy (Executive Director)

Neighborhood Christian Preschool (NCP) is operated by Agape Schools Inc., dba: Neighborhood Christian Schools (NCS), a 501(c)(3) Nonprofit Religious Corporation.

www.neighborhoodchristianschools.com

TABLE OF CONTENTS

WHO WE ARE	Page 4
a. Mission Statement	
b. Our History	
c. Our Purpose	
d. Diversity Statement	
e. NCP Staff	
f. Educational Philosophy	
g. NCP as a “Green Campus”	
h. Programs Offered	
i. Extracurricular Programs	
ADMISSIONS POLICY	Page 7
a. Tuition	
b. Change of Status	
c. Withdrawals	
d. Absences	
e. Admission Forms	
f. Visits and Conferences	
g. Office Hours/Contact Information	
h. NCP Campus Map	
i. NCP Covid-19 Safety and Wellness Protocol	
DROP-OFF/PICKUP POLICY	Page 13
a. Sign In/Out	
1. Smartcare	
2. Paper Sign In/Out	
b. Authorization for Release	
c. Late Pickup Fee	
d. Health Check	
SAFETY POLICY	Page 15
a. Visitors and Volunteers	
b. Parking Lot Safety	
c. Gates	
d. Use of Our Campus	
e. Photo/Video Sharing at NCP	
EMERGENCY PROCEDURES	Page 16
a. Emergency and Disaster Preparedness	
b. Emergency Hospital	
c. Emergency Procedures	
1. NCP Emergency Color Codes	
d. Evacuation Procedures	
1. Evacuation Route/Map	
2. Evacuation Locations	
e. Emergency Notifications and Student Release Policy	
WHAT TO DO WHEN YOUR CHILD IS SICK	Page 18

- a. Illness
- b. Contagious Diseases
- c. Exposure Notices
- d. Medication
- e. Required Immunizations
- f. Head Lice Policy

DRESS CODE POLICY Page 20

SCHOOL RULES..... Page 20

- a. Playground Rules
- b. Accident/Incident Reports
- c. Curriculum
- d. Quarterly Assessments

HEALTH & HYGIENE..... Page 22

- a. Children with Allergies

CLASSROOM POLICIES AND PROCEDURES Page 23

- a. Napping
- b. Potty Training
 - 1. Physical Signs
 - 2. Behavior Signs
 - 3. Cognitive Signs
- c. Extra Clothing
- d. Labeling and Lost & Found
- e. Sunscreen
- f. Toys
- g. Meals
- h. Snacks
- i. Birthdays
- j. Parent/Guardian Volunteer Requirements
- k. Teacher-Parent Communication Procedures
- l. Our Foundational Beliefs/Statement of Faith

GUIDANCE POLICIES Page 28

NCS GRIEVANCE AND TERMINATION OF SERVICE POLICIES..... Page 28

ACKNOWLEDGMENT OF PARENT RESOURCE BOOK/ADMISSIONS AGREEMENT..... Page 31

WHO WE ARE AS NCP

MISSION STATEMENT OF NCP

Our mission is to prepare students to transform the world by serving God, their families, and communities and by developing and advancing quality Christian education.

OUR HISTORY

Agape Schools, Inc. was founded by Clifford E. Daugherty in 1981 to provide quality early childhood Christian education and care, with the opening of Neighborhood Christian Center (NCC) in Santa Clara and Graciela Marques-Hahn as the founding director. NCC has been successful at providing a loving and safe environment that nurtures the hearts, minds, bodies, and souls of preschool-aged children. Dr. Daugherty felt God's call to expand the ministry of Agape Schools into San Jose, and he and his wife, Kris Daugherty, opened the doors of Neighborhood Christian Preschool (NCP) in 1991 with Kris as the founding director. In 2007, Kristin Annab became the director and helped NCP transition to a new location where it is now, at the Crossroads Bible Church campus in San Jose. In 2014, Kristin felt God's call to teach at the elementary school level and in July of 2014, Julie Kennedy joined our team as director of NCP. The legacy of providing quality early childhood education and care that fosters a love for God, each other, and for learning, continues as we pave a path for additional schools in the future.

OUR PURPOSE

Neighborhood Christian Preschool exists to provide a safe and loving environment that fosters developmentally appropriate practice to reach children spiritually, emotionally, socially, and academically.

DIVERSITY STATEMENT

Neighborhood Christian Preschool does not discriminate with regard to enrollment or participation in programs or activities on the basis of race, color, sex, or national ethnic origin. Neighborhood Christian Schools (NCS) is a religious corporation and, therefore, operates its programs under a religious mission where it partners with parents in the early educational experience of their children. NCS does not require parents to subscribe to any statement of faith or make a profession of faith, but does require parents to cooperate with and respect NCS's religious mission, values, religious education and philosophy. Accordingly, NCS does retain the right to deny enrollment or continue enrollment where parents are not willing to support the religious educational philosophy and ministry of NCS or respect and abide by NCS's standards while on the campus of NCP or NCP related events.

NCP STAFF

All Neighborhood Christian Preschool administrators, teachers, and caregivers are selected to serve as nurturing Christian role models. Team members are trained and certified as early childhood educators meeting and exceeding California State standards and compliance requirements, with many holding degrees at the associate's, bachelor's, and master's degree level. All team members are CPR/First Aid certified and are required to keep credentials/permits current. NCP staff members are encouraged to continue their education through memberships within the educational community along with conferences, seminars, and classes that are directed through the California Child Development Stipend and Permit program.

EDUCATIONAL PHILOSOPHY

Each student is viewed by our Neighborhood Christian Preschool team members as unique and gifted by God for a special purpose. All the domains of development and learning—physical, social and emotional, and cognitive—are important and interrelated. NCP recognizes that “children’s development and learning in one domain influence and are influenced by what takes place in other domains” (NAEYC, 2014). Our program allows children to use their creativity while developing their imaginations, dexterity, physical, cognitive, and emotional strengths through structured curriculum, play, enrichment, character development, Bible, and community chapel.



NCP - A GREEN CAMPUS

NCP became the first “green-certified” preschool in San Jose July 9th, 2013. By achieving the “Bay Area Green Business” certification, NCP is “demonstrating to the community environmental responsibility through compliance, resource conservation and pollution prevention.” Our school strives to “reduce, reuse, and recycle,” conserve energy and water, compost within our garden program, and use nontoxic “earth-friendly” materials. NCP follows biblical principles that set an example of responsibility for what God has created and given to us. As we teach children that we are caretakers of God’s amazing and wonderful creation, we instill a sense that we are precious in His eyes. We believe in respecting, loving, and honoring God, others, and ourselves (Mark 12:30, 31). Included in our care is the teaching of good habits: eating healthy, good hygiene (brushing teeth and washing our hands before meals), and developing character through scripture and practice with friends.

PROGRAMS OFFERED/BASIC SERVICES

Neighborhood Christian Preschool offers a variety of programs to meet the needs of our youngest infants through graduating transitional kindergartners. Our garden program offers a “hands-on” approach and teaches students the understanding that God created our world and we are entrusted to care for it. NCP works diligently to recycle, teach sustainability, model living responsibly, and use a conservative approach toward chemicals and necessary essentials like electricity. Additional programs that enhance the learning experience include art, cooking, math, phonics, science, and literature. NCP holds a weekly chapel that offers prayer, worship, and biblical teaching through an integrated curriculum developed for young students. Students lead in flag pledges, participate in dramas, learn to worship, and support missions.

<p>Infant 1</p> <p>6 wks - 12 mos</p>	<p>NCP has created “a home away from home” to accommodate our youngest children. This classroom provides care using the “The Program for Infant/Toddler Care” philosophy or PITC which is a collaboration between the California Department of Education, Early Education & Support Division, and WestEd.</p>	<p>* Care Options:</p> <p>*Full Day Only</p> <p>*Ratio is 1:4</p>
<p>Infant 2</p> <p>12 mos - 18 mos</p>	<p>NCP provides a 2nd nursery class for babies who have started to walk/toddle. Our Infant 2 room offers outdoor walks, transition time to playground A, and music and movement. Children continue to receive care under “The Program for Infant/Toddler Care” and begin their journey through the teacher-designed curriculum which fosters a joy for learning through sensory-based experiences.</p>	<p>* Care Options:</p> <p>*Full Day Only</p> <p>*Ratio is 1:4</p>
<p>Infant 3</p> <p>18 mos - 24 mos</p>	<p>This class provides a “transition” between nursery care and the beginning of a student’s preschool experience. Infant 3 children learn to use their whole bodies and a hands-on approach to teaching equals “learning through doing.” They have an environment that supports exploration and a sense of self and accommodates a variety of choice: music and movement, language, small and large motor skill, manipulation, dramatic play, Bible, outdoor play and gardening.</p>	<p>* Care Options:</p> <p>*Full Day Only</p> <p>* Ratio is 1:4</p>

<p>Preschool 1</p> <p>(Age 2.0 years old by start of fall program)</p>	<p>The program is foundational in setting the stage for the next level of preschool programming, which includes emphasis on phonics and math. Our Preschool 1 program offers language, dramatic play, outdoor play, music and movement, art, science, blocks, and chapel. Preschool 1 students attend all campus special events and have two formal conferences per year to help assess development. Special events include Christmas and summer drama performances.</p>	<p>* Care Options:</p> <ul style="list-style-type: none"> *Full Day *Half Day * Potty Training Optional *Ratio is 1:12
<p>Preschool 2</p> <p>(Age 3.2 years old by start of fall program)</p>	<p>Our Preschool 2 class continues to expose students to a foundation of learning through hands-on activities that foster social and emotional development. Preschool 2 students begin the journey of advanced preschool experiences that include supportive relationships, independent thinking, and engaged learning through a range of strategies, such as visual, auditory, and movement. The program offers language, dramatic play, outdoor play, music and movement, art, science, blocks, and chapel. Students attend all campus special events and have two formal conferences per year to help assess development. Special events include Christmas, Back to School night, Mother’s Day tea, and Teddy Bear night.</p>	<p>* Care Options:</p> <ul style="list-style-type: none"> *Full Day *Half Day * Ratio is 1:12
<p>Preschool 3</p> <p>(Ages 4.0 years by start of fall program)</p>	<p>This program exposes your preschooler to an “active participatory learning.” Active learning means students have direct, hands-on experiences with people, objects, events, and ideas. They construct their own knowledge through interactions with the world and the people around them. Children take the first step in the learning process by making choices and following through on their plans and decisions. Teachers, caregivers, and parents offer physical, emotional, and intellectual support. In active learning settings, adults expand children’s thinking with diverse materials and nurturing interactions. Through <i>scaffolding</i>, adults help children gain knowledge and develop creative problem-solving skills. (High Scope, 2015). Preschool 3 students begin mission by participating in Second Harvest food collection, writing letters to active members of the military, and serving our neighbors.</p>	<p>* Care Options:</p> <ul style="list-style-type: none"> *Full Day *Half Day * Ratio is 1:12
<p>Trans K 1</p> <p>(Age 4.5 years by September 1st)</p>	<p>Children are introduced to the essentials of kindergarten in preparation for entrance at their local elementary school or private schools in the Bay Area. Trans K 1 learning includes handwriting, phonics, pre-reading/reading, mathematics, science, social studies, character development, health/hygiene with special awareness of good stewardship – (learning to live with less: reduce/reuse/recycle), chapel, and missions.</p>	<p>Care Options:</p> <ul style="list-style-type: none"> * Full Day * Ratio is 1:12

EXTRA CURRICULAR PROGRAMS/OPTIONAL SERVICES

Bay Area Soccer Shots - A service provided by private coaches that is an acclaimed national, non-competitive program offered to children ages 2-6. Soccer Shots instructors are experienced, energetic, and enthusiastic. They not only teach soccer skills, but work on improving balance, coordination, and confidence. Soccer Shots also uses the sessions to focus on social and character development, as the curriculum highlights values like teamwork, sharing, and respect (www.soccershots.org). An NCP staff member will be supervising. As an Enrichment Class, Soccer Shots is not included in the monthly tuition. It is paid for by the parent.

Chapel – Chapel is a time for children to learn the beauty of worshipping God in an age-appropriate. Through music, interactive storytelling and movement, the students praise God and learn more about Him. They explore Bible stories and sing songs that help children understand the huge love God has for them. Each month, a new theme and short Bible verse are introduced. Chapel 1 – Preschool 1,2, & 3. Chapel 2 – Trans K 1.

Outdoor Play Environment

Garden

- Children use their sensory elements through the imprint of texture, smell, color, sound, and taste (Louv, 2005). Garden play allows children to stretch their abilities through discovery, collaboration, and negotiation. From beginning to end, children are engaged in prepping the ground, planting seeds/plants, watering, weeding, harvesting, compost, and tasting.

Infant 2/3 Playground – Infant 2/Infant 3

- Gross motor development, trikes, water, gardening.

Preschool Playground – Preschool 1, 2, & 3/Trans K

- Gross motor development, garden, art, water, sand. Gross motor development that focuses on small and large body movement through cooperative games, bikes, balls, hula hoops, ribbons, water, garden, bean bags, jump ropes, and blocks.

Fieldtrips and Transportation

Field trips are an important part of the educational experience for children. They provide opportunities for hands-on learning and exploration outside the classroom. Field trips are currently a part of our TK 1 program only. NCP follows and exceeds California State Title 22 Regulations, Article 6, section 10225, for field trips and transportation.

- Only drivers licensed and insured for the type of vehicle operated shall be permitted to transport children.
- The manufacturer's rated seating capacity of the vehicles shall not be exceeded.
- Motor vehicles used to transport children shall be maintained in a safe operating condition.
- All vehicle occupants shall be secured in an appropriate restraint system.
- Children shall not be left in parked vehicles.
- Each child must have written parental permission before he/she can participate in the activity. The parent permission letter will include the destination, method of transportation, date, time of departure and return to the Center, supervision arrangements, requirement of appropriate clothing/necessities such as sunscreen, hat, as well as food and water.

ADMISSIONS POLICY

TUITION

At this time NCP accepts monthly tuition only. When making payments, please note the following:

- Monthly tuition checks must be payable to: Neighborhood Christian Preschool.
- Registration, Re-enrollment, Application, Donation/Fundraising, and Summer Enrichment fees must be payable to: Neighborhood Christian Preschool.
- It is challenging to accept checks without the parent's name and address pre-printed and the child's name listed in the memo line. The additional information helps NCP to record and process payments more accurately.
- Online payments through the Smartcare app. Convenience fees apply.
- Should a refund of tuition, fees, or fines be required, there will be a minimum two (2) week turnaround for processing.
- Current Tuition Rate Sheet – See Appendix I

CHANGE OF STATUS

If a change in attendance or schedule for the child is necessary, a “Schedule Change Request Form” must be picked up and returned to the office for approval. Change request forms require a parent to give a two weeks’ notice and, although in most circumstances a change of schedule is approved, it is not always guaranteed upon request. Consideration for change is based on space availability, waiting lists, student ratio, and staffing.

WITHDRAWAL OF SERVICES – NCP

If the parent/guardian wishes to withdraw a child from NCP, a “Withdrawal Form” must be filled out and returned to the office. A 30 day notice is required. Parent/guardian is responsible for the last 30 days’ tuition if the form is not completed. Our 2023-2024 school year will bring updated changes to our enrollment/tuition policies. NCP reserves the right to make changes as needed and will ensure that families get sufficient notice.

ABSENCES

A child’s absence is non-refundable under the financial and admissions agreement signed by parents/guardians.

ADMISSION FORMS

NCP requires all admission forms and required documents to be completed and up to date in a child’s files prior to his/her start date. Parents/guardians are responsible for keeping office administration informed of any change to records (emergency contacts, pickup authorization, medical information, allergies, etc.). *As per the California State School Immunization Record (CDPH 286), NCP is required to ask and report a child’s sex, race, and ethnicity.

Identification & Emergency Info.

Health History – Parent’s Report

Physician’s Report – Child Care Centers

Blue Immunization Record

Consent for Emergency Medical Treatment

Parent’s Rights

Child’s Rights

Parent Resource Book Signature Page

Infant Needs and Services Plan and Sleep Plan

Infant Emergency Kit

Application Form

Financial Agreement

Potty Training

Biting Policy

Sunscreen Form

Getting to Know You Form

Covid Page

RE-ENROLLMENT

NCP has annual Summer and Fall re-enrollment. Packets will go out in the first quarter of the calendar year for the upcoming summer and fall school year. Parents are required to complete the re-enrollment packet to secure their child(s) placement.

Intent

Financial Agreement

Rate Sheet

Updated NCP Admissions Agreement and Parent Resource/Handbook

*****THIS COPY IS FOR YOUR RECORDS*****

NCP Covid-19 Safety and Wellness Protocol
Parent Registration & Handbook Addendum

Neighborhood Christian School (“NCP”) is thrilled to have you as a part of our NCP family for the 2023-2024 school year. In preparation of our new school year, we have added guidelines and protocols to limit the spread of Covid-19 and provide the highest standard of care.

Please review and sign that you will comply with the statements below.

-
- I agree to notify the NCP Admin Team of any travel plans within our household to destinations outside the USA.
 - I agree to notify the NCP Admin Team of any confirmed cases of COVID-19 within my household.
 - I agree to notify the NCP Admin Team if I or anyone in my household have been required to self-quarantine due to exposure to COVID-19.
 - I understand and agree to comply with the NCP Parent Handbook and NCP Covid-19 Safety and Wellness Protocol, including keeping my child at home if my child has any signs of illness. These policies and procedures will be implemented until further notice and in accordance with the guidelines set by the Santa Clara County Health Dept. and Child Care Licensing.
 - I understand that NCP will begin the 2022/23 school year with temporarily modified hours of operation from 7:30am - 5:30pm. I agree that my monthly tuition rate based on my child’s schedule will be at the full published rate.
 - I agree to provide NCP with a 30-day notice for withdrawal from school.

Assumption of the Risk, Release of and Hold Harmless from Liability Relating to Coronavirus/COVID-19

The novel coronavirus COVID-19 ("COVID-19"), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is contagious and is believed to spread mainly from person-to-person contact. NCP has put in place preventative measures to reduce the spread of COVID-19; however, NCP cannot guarantee or assure you that your child (which term shall include a child for whom you are the guardian) will not become infected with COVID-19 after attending classes and activities at NCP. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk on behalf of my child that my child may be exposed to or infected by COVID-19 by attending and that such exposure or infection may result in personal injury, illness, permanent disability, and death. On my behalf, and on behalf of my child, I hereby waive, release, covenant not to sue, discharge, and hold harmless NCP, its officers, directors, employees, agents, and representatives, of and from all claims, liabilities, actions, damages, costs, or expenses of any kind, including without limitation reasonable attorney's fees and costs, in any way arising from or out of or relating to, directly or indirectly, COVID-19 infection of my child or me or anyone else that I or my child may come into contact with, and any effects thereof, whether a COVID-19 infection occurs before, during, or after participation in school.

*****THIS COPY TO BE TURNED IN TO NCP*****

NCP Covid-19 Safety and Wellness Protocol
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Child’s Name

Parent/Guardian Name

Parent/Guardian Signature

Executive Director

Date

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DROP-OFF/PICKUP POLICY

SIGN IN/OUT

California State Child Care Centers operating under Title 22 regulations are required by law to have a sign in/ sign out signature for each child present within their program. Our NCP Smartcare digital system has been approved for use as a substitute for a hand-written signature. Responsibility of signing in/out of the child rests with parents/guardians and missed occurrences will result in a \$15.00 fine (effective Sept. 1, 2019) per occurrence. The following is the procedure for usage:

- Parents can download the Smartcare app to their smartphones and use the assigned QR code for signing in and out. Notifications and account information are also available on the app.
- Additional Pick-Up People on an enrolled NCP child's pickup authorization list will be issued a four-digit personal identification number (PIN) that will be used for signing in and out of the program (students/children).
- Scan your QR code or enter your 4-digit code, tap the picture of the child until you see a blue circle around the picture. It will show the current status of the child.
- Press "All Done" on the bottom of the screen when you are finished.

FAQ's FOR SMARTCARE

- 1. Where do we sign in?*** The devices used are kiosk tablets located in the front lobby of Bldg. B or a designated tablet or other designated device(s).
- 2. What do I type in?*** Parents can either scan their QR code from their smartphone or enter a unique four-digit PIN code. Additional Pick-Up People will be assigned a unique four-digit PIN. It will record the date, the time, and WHO signed in/out, all in ONE ENTRY of your unique code number.
- 3. Does everyone on my child's pickup authorization list have their own unique code number assigned to them?*** Yes, the registrar has e-mailed the unique code number for every pick-up person on the pickup authorization list to each family. If they have not received their unique code number from you or their email, they can retrieve it from the office when they come.
- 4. How many code numbers are assigned to my child?*** Each child will be able to utilize no more than 10 code numbers. (Matched with 2 parents and 8 people from the pickup authorization list, no more than 10 numbers per student.)
- 5. What if I want to add someone?*** Complete the Emergency Information Update form in your child(ren)'s file in the office. It may take a few days to add a person to the system. All newly added persons must come to the office to show ID and the office staff will help them sign in.
- 6. What if I no longer want that person to pick up my child?*** As soon as you remove them from the formal list in the office with your signature and date, we will block that code from ever being used again. If/when you return them to the list, they will be assigned a new number.
- 7. May I give that code to someone else?*** NO! ALL individuals without a code must stop in the office. Your code is unique to you alone. It may not be used by anyone else. We will block its use if it has been compromised.
- 8. Will you still verify your physical ID?*** YES! The staff caring for your child will still remain responsible for identifying the receiving and release of your child.
- 9. What if the device does not work properly?*** If the device malfunctions, we have physical sign-in and sign-out sheets for that day in a binder near the Smartcare kiosk tablet. We will then transfer that information to the system. Your classroom teacher will notify you if a malfunction occurs.
- 10. Do agency children use this device or the traditional sheets assigned by their agency?*** Both. The agency assigned sign in/out sheets will be used alongside the tablets.
- 11. Will this Device/Program save me time or cost me time?*** This program has already proven

itself to NCP and has saved time. The entire code entry process takes less than 5 seconds.

12. What to do when the screen changes: Press the home button (oblong button on the right side) to get back to the home page/desktop. Press the icon labeled “Smartcare - Kiosk” identified with a blue and white elephant to get back to Smartcare.

PAPER SIGN IN/SIGN OUT

In the event there is a challenge with the digital signature system, NCP will ask that parents use a physical signature housed in a binder located adjacent to the kiosk tablets.

AUTHORIZATION FOR CHILD RELEASE

Only authorized individuals whose names and information have been added to the **Identification and Emergency Information** form (LIC 700) in each child’s file will be allowed to enter our program and pick up children. There are **NO EXCEPTIONS** to this necessary and legal rule. A staff person who is responsible for supervision at the time of pickup must recognize the authorized individual or will ask for an approved photo ID (e.g., driver’s license, passport) for identification. Please consider and be prepared for this safety procedure if you know you are sending someone to pick up the child for the first time and/or make the necessary update/change in the main office using an “Emergency Information Update Form.”

LATE PICK-UP FEES

- Late pickup after 5:30 p.m. will be charged \$5.00 per minute/per child.
- Late pickup after 5:45 p.m. will be charged \$7.00 per minute/per child.
- Late pickup charges will be assessed bi-weekly and payment is due upon receipt of invoice.

HEALTH CHECK

A daily check of each child’s health will take place before they proceed into the classroom. This procedure is to be done in accordance with the Title 22 California State regulation 101226.1. No child shall be accepted without contact between center staff and the person bringing the child to the center. NCP requires the person bringing the child remain until the child is accepted. Staff to perform the following checks daily and any child exhibiting one or more of the conditions below will not be admitted to the center for the day:

- Collecting information from the child’s parent/guardian regarding well-being (particularly if a child has been out of school due to illness or contagious disease).
- Observing the child’s eyes for dilation, redness, swelling, discharge, etc.
- Taking the child’s temperature. Free from fever with a temperature of 100+/^oorally or 100 on the forehead. Remain at home until fever is gone for at least 24 hours without the use of reducing medication.
- Free from vomiting or diarrhea. Remain at home until free from vomiting and/or diarrhea for 24 hours without medication.
- Checking for cuts or scrapes.
- Checking the child’s scalp.
- Checking for discolored mucus, or sore throat due to illness.
- Checking for listlessness or signs of illness (coughing, sneezing, etc.)
- Checking for rashes or blisters.
- Ensuring children are dressed for the day’s weather (to include sunscreen).

SAFETY POLICY

VISITORS AND VOLUNTEERS

All visitors are required to check-in at the office and will not be permitted to enter NCP classrooms without authorization. Signed-in visitors must wear a “Visitor Badge” and will be accompanied by an NCP administrative staff member. Parent volunteers who help more than 1x a week will be asked to go through a background check/fingerprint process that associates them to the Community Care Licensing database and NCP’s license number. Parent volunteers will also need to show proof of a negative TB test and immunizations against measles, pertussis and influenza.

Any duly authorized officer, employee, or agent of the California Department of Social Services (Department) may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and service at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the Department pursuant to the Health and Safety Code.

PARKING LOT SAFETY

Things to remember:

- Please Drive Cautiously! Less than 5 mph.
- Please hold your child’s hand when walking on the sidewalk or when crossing. Have children walk on the side of the adult that is furthest away from the street.
- Please do not park in the safety zones (red marked curbs or areas).
- Please only park in the indicated parking spaces in the NCP parking lot.
- Never leave a child or baby in your car unattended.
- Please do not leave your car running or unlocked during pickup or drop-off.

USE OF CAMPUS

NCP is designed for the use of current students enrolled. To ensure safety and proper usage of space and equipment, an adult must supervise children at all times. If a child has been signed out but remains on campus with their parent/guardian, he/she is still expected to follow all playground, and classroom rules and guidelines.

PHOTO/VIDEO SHARING AT NCP

We authorize Neighborhood Christian Schools (NCS) to use photographs or streaming video of our child(ren) in school-sponsored promotional brochures, newspapers, books, or any other form of promotional material including, but not limited to, the NCS Web pages on the Internet, Facebook, and Twitter.

EMERGENCY PROCEDURES

Emergency and Disaster Preparedness

NCP has taken the following steps to prepare our students and staff for the possibility of emergencies, natural disasters, and/or law enforcement events that happen within the proximity of our school campus.

- All NCP staff are first aid and CPR-certified to include infant/child/adult health and safety.
- Practice scheduled earthquake and monthly fire drills.
- Practice lockdown procedures inside and outside of our school campus.
- Classrooms are equipped with emergency backpacks that hold necessary safety supplies.
- NCP has a storage shed on campus that houses emergency equipment.
- NCP has detailed “Evacuation Plan Routes” that are clearly posted in all classrooms, offices, kitchens, and hallways.
- NCS (NCC and NCP) has access to a voice broadcast system called SchoolMessenger to telephone/call parents with a recording from the school with instructions in the event of an emergency such as “Lockdown.”

Emergency Procedures

NCP functions by the “NCP COLOR CODE EMERGENCY PLAN”

CODE RED: LOCKDOWN (most dangerous) / no one in or out

CODE YELLOW: PRECAUTIONARY LOCKDOWN

CODE BLUE: MEDICAL EMERGENCY

CODE ORANGE: BOMB THREAT

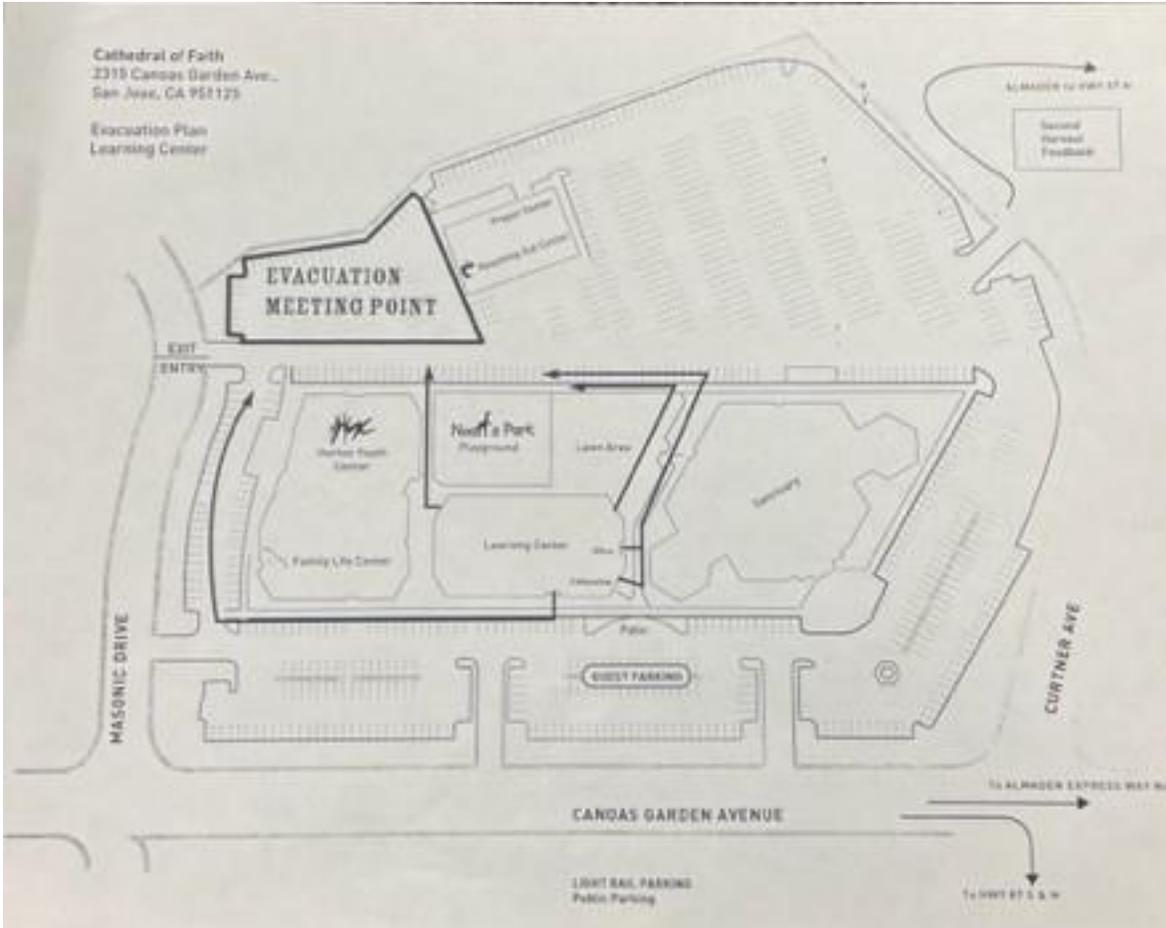
CODE WHITE: WEATHER EMERGENCY

CODE GREEN: ALL CLEAR

EVACUATION PROCEDURES

In case of a major earthquake, natural disaster, fire, lockdown, or power outage, students may have to be evacuated from their classroom. The magnitude of the incident dictates all decisions that administrators will need to make and may include an “all school closure.” The following is NCP’s Evacuation Plan:

Evacuation Map



EMERGENCY NOTIFICATION & STUDENT RELEASE POLICY

During NCP emergency circumstances, our administrative staff will contact parents/guardians by phone and the School Messenger Service. Please keep home, cell, work, and e-mail contacts up to date to help with important direction and communication. Under no circumstance will a child be released to any individual not listed on the “Identification and Emergency Information form (LIC 700)”

WHAT TO DO WHEN YOUR CHILD IS SICK

ILLNESS

[2020 Covid-19 Mandate Requirements 6/5/2020](#)

We value each child that God has brought to NCP and ask that before checking in for the school day you ensure that your child does not show the following health related items:

- *Fever (Covid-19) with a temperature of 100+/^{orally} or 100 on the forehead
Remain at home until fever is gone for at least 24 hours without the use of reducing medication.
During Covid-19 temperature is checked twice daily.
- *Vomiting or diarrhea (Covid-19)
- *Discolored mucus (Covid-19)
- Child is listless or showing signs of illness (coughing, sneezing, etc.)
- Ear infection
- Meningitis
- *Sore throat due to illness (Covid-19) - 72 hours at home
- Any kind of rash or blister (physician's note needed to return to program)

*Covid-19 mandate - 72 hours at home

Children who begin to show signs of illness (contagious or not) while under NCP care will be isolated out of the classroom to rest in the office. Parents will be notified immediately by phone and will be asked to pick up their child within 30 minutes so that they may continue to rest at home.

Under the State of California health and safety guidelines, children with contagious diseases shall remain at home. **A physician's certification of good health prior to their return to school will be required from parents/guardians.** NCP asks that all concerns regarding a contagious disease be communicated to our administrative staff by phone so that we may report as needed.

Examples of contagious disease that would keep a child home include:

- H1N1 (Influenza, also commonly known as the flu)
- Covid-19
- Dysentery (Severe Diarrhea)
- Hand, Foot and Mouth Disease (NCP reserves the right as per the Santa Clara Health Dept. to ask for children to remain home more than one day for Hand, Foot and Mouth Disease)
- Pink Eye (mucus discharge from the eye)
- Fifth's Disease
- Chicken Pox
- Measles
- Mumps
- Head lice/Nits

Parents will be notified by **email** if children at NCP have been exposed to a contagious disease and a notice will also be posted in each of our buildings. Children exhibiting symptoms of having had the illness may be sent home and may not return without a physician's note stating that they are free from being contagious (**In case of long term illnesses, such as Hand, Foot and Mouth, Covid-10, flu, NCP reserves the right to ask parents to remain at home with their child for a longer period of time.**)

STEPS FOR MEDICATIONS

- Medication may only be dispensed at NCP with a prescription written by a physician or authorized instructions from the child's parents/guardians. If your child needs medication during school hours, please fill out a "Parent Consent for Administration of Medications and Medication Chart (LIC 9221)" in the main school office. Medications must have a prescription label clearly stating the child's name and must be stored in the office. *Exception: EpiPen or needed items for serious allergies.
- Plan for Operation for Incidental Medical Services <http://childcarelaw.org/wp-content/uploads/2017/09/Know-the-Law-About-Giving-Medications-to-Children-in-Licensed-Child-Care-in-California.pdf>
- The policies and procedures related to the provision of Incidental Medical Services in childcare centers have been updated by Community Care Licensing and are now in effect. Childcare centers that choose to provide Incidental Medical Services must identify those serviced in their facility's "**Plan of Operation**". This includes handling the following prescription medications:
 - Epi Pens
 - Inhalers/Nebulizers
 - Antibiotics

REQUIRED IMMUNIZATIONS

Upon entrance to NCP's program, children will need to have updated immunizations. No exception is made per Senate Bill 277. NCP is happy to assist with questions regarding specific shots needed and can provide information from the Santa Clara Health department (see www.shotsforschools.org/law/sb277).

HEAD LICE POLICY

After a parent/guardian or NCP staff member notifies the office of a child's exposure to head lice, the following procedures will take place:

Day One

- The child exposed to head lice and/or nits is sent home (along with the county information papers regarding head lice treatment).
- An immediate general head lice check of all NCP Staff and students is performed.
- All helmets, carpets, stuffed toys, bedding, pillow cases are disinfected in all buildings.

Day Two

- A follow-up head lice check of the exposed child before entrance into a classroom.
- NCP has a no-nit policy. All nits (eggs) have to be removed before returning.
- Second general head lice check of all NCP staff and students.

10 Days Later

- A general head lice check of all NCP staff and students.

DRESS CODE POLICY

Please label all your child(ren)'s personal belongings
Name (first and last)

NCP Dress Code Policy

- Modest and moderately loose-fitting clothing, safe for playing without restrictions. No half shirts on boys or girls.
- Appropriate positive messages and logos on shirts.
- The bill of the baseball cap must be worn properly (not backwards).
- During spring and summer seasons, hat use is encouraged outside.
- All shoes must have fastening straps.
- All shoes must be worn outdoors, unless approved by the staff.
- Swimwear for boys includes t-shirts and shorts/for girls "one piece" suits only.
- Flip-flops or slippers without backing/straps do not allow children to run and jump and are discouraged.
- Necklaces are discouraged (choking, breakage, scratching).
- Stud earrings only. No hoops or earrings with length.

SCHOOL RULES



PLAYGROUND RULES

- Teachers are assigned designated areas of responsibility on our playgrounds.
- Children going to the bathroom will be accompanied by a teacher or a member of the office staff.
- Children may not throw tanbark, sand, or the round seed pods from our trees.
- Children may not climb fencing or trees.

For more information about playground rules for specific areas of our campus, please see us in the school office.

ACCIDENT AND INCIDENT REPORTS

Accident Reports - All accidents are reported daily, and the parent/guardian of the child will receive a written report. Teachers on campus will provide first aid when required up to and including ice and bandages.

Injury Reports -

NCP will call 911 if your child is an infant; has lost consciousness, even briefly; or if a child of any age has any of these symptoms:

- won't stop crying/becomes hard to console
- complains of head and neck pain (younger or nonverbal children may be more fussy)
- vomits several times
- won't awaken easily
- isn't walking or talking normally

If your child is not an infant, has not lost consciousness, and is alert and behaving normally after the fall or bump, NCP will:

- Apply an ice pack or instant cold pack to the injured area for 20 minutes every 3 to 4 hours.
- Call parent for pick up
- Watch your child carefully for the next 24 hours. If we notice any of the signs of internal injury, NCP will call 911 right away.
- If the incident happens close to naptime and your child falls asleep soon afterward, NCP will check in every 10 minutes while he or she sleeps.

CURRICULUM

NCP curriculum serves children birth through kindergarten and features skills that research correlates with school success and aligns with California State standards (Common Core) along with the California Preschool Learning Foundations (these foundations identify paths of learning that support children's learning.)

We support learning through nine domains:

- **Social-Emotional** – refers to a child's ability to identify feelings, self-regulate and build relationships.
- **Physical** – refers to a child's gross and fine motor skills. The child also requires adequate nutrition and fitness levels to support healthy growth and motor development.
- **Language and Literacy** – skills refer to a child's ability to communicate and connect with others through listening, speaking, reading and writing. *
- **Mathematics and Reasoning****- skills include a child's ability to count, understand number sense, manipulate objects in space, and create patterns, sort, compare and measure.
- **Social Studies** – skills refer to a child's ability to understand oneself in relation to the surrounding world. It includes exploration of roles, responsibilities, and cultural traditions.

- **Science** – includes a child’s ability to inquire, predict, and evaluate observations. They support a child’s ability to explore everyday life, physical properties, and to make sense of concepts such as weather, natural habitats and technology.
- **Creative Development** – is the ability to respond to experiences by expressing ideas and the imagination through music, dance, dramatic play and art.
- **Second Language Learning** – is a complex social and cognitive process. It includes phases from pre-production to advanced fluency.
- **Spiritual***** - character development, biblical principles and prayer.

*Handwriting Without Tears (www.LWTears.com)

**Saxon Math Curriculum ([Saxon Math Program | K-12 Math Curriculum & Assessments | Houghton Mifflin Harcourt](#))

***Saddleback Church Bible/Worship Curriculum (<https://store.saddlebackkids.com/>)

QUARTERLY DESIRED RESULTS ASSESSMENTS

Purpose:

- To evaluate a student's growth and development.
- To measure our curriculum and teaching staff.
- To evaluate classroom structure and environment.

Preschool 1/Preschool 2/Preschool 3

All children are evaluated three times a year: November, February, and at the end May. Progress is tracked and developmental summaries are sent home. In addition to the developmental summaries, parents are given a portfolio of their child’s work collected and documented over the year.

Trans K 1

All students are evaluated three times a year at the end of the First Quarter (October), at the end of the Second Quarter (February), and the end of the Third Quarter (May). Progress is tracked and Quarterly Evaluations are sent home.

Infant 1/Infant 2/Infant 3

Caregivers will check in with parents as needed regarding changes in schedule, teething, motor skills, and changes to allergies, social behavior, sleep, and eating patterns. Infant Needs and Services Plan is updated every 3 months and a daily report is sent home along with notes recorded on a white board inside the classroom.

HEALTH & HYGIENE

To ensure that NCP has the healthiest environment, the following procedures are as listed:

- Disinfecting of equipment, toys, tables, mats, cots and chairs by staff.
- When sneezing or coughing, children are taught to cover their mouth with their upper arm to prevent the spread of immediate germs.
- Hand washing prior to entering the school program; after play time; before and after eating; after the use of a bathroom; directly following the touch of our nose, mouth, or eyes when we are not feeling well; and

before and after cooking projects (handling of food).

When to Hand Wash:

1. Before, during, and after preparing food.
2. Before eating food.
3. Before and after caring for someone who is sick.
4. Before and after treating a cut or wound.
5. After using the toilet.
6. After changing diapers or cleaning up a child who has used the toilet.
7. After blowing **your** nose, coughing, or sneezing.

[Steps to Handwashing](#) (Centers of Disease Control)

CHILDREN WITH ALLERGIES

- **Peanuts**
- **Milk**
- **Fish**

If your child cannot drink milk for medical or personal reasons, you can bring an alternative product that contains calcium like soy, rice, or almond milk. It will be stored in our classroom refrigerator, labeled with his/her name. Teachers will inform you when your supply is low or if the product has reached the expiration date.

CLASSROOM POLICIES and PROCEDURES

NAPPING

Infant 1/Infant 2/Infant 3

Infants are provided napping times according to individual needs. Pacifiers shall be allowed in the crib if there is nothing attached to the pacifier and it is specific to the infant it is given to. Pillows are not allowed in cribs. The Infant 3 class uses individual cots, assigned to each student. Sheets and blankets are provided by NCP. They are washed daily. Sleeping infants will be directly observed by sight and sound at all times. This will include when the infants are going to sleep, are sleeping, or are in the process of waking up. Staff will physically check on sleeping infants every 15 minutes and document the following:

- Labored breathing.
- Signs of distress, which includes but is not limited to flushed skin color, increase in body temperature, and restlessness.
- Infants up to 12 months of age who are sleeping in a position other than on their back. If the infant's Individual Infant Sleeping Plan [LIC 9227] does not have Section C completed, staff shall return the infant to their back for sleeping.
- If staff observes labored breathing or signs of distress as specified in Subsection (a)(2)(B)2., staff shall obtain emergency medical treatment and immediately notify the infant's authorized representative.

Preschool 1/Preschool 2/Preschool 3

1.5 – 2.0 hours of rest time is provided. Sheets and blankets are provided by parents and are to be taken home and washed every Friday.

Trans K 1

Children will be given the opportunity to nap if required.

POTTY TRAINING

According to the Encyclopedia of Children’s Health, “the definition of toilet training is the process of teaching a young child to control the bowel and bladder and use the bathroom for elimination. A child is considered to be toilet trained when he or she initiates going to the bathroom and can adjust clothing necessary to urinate or have a bowel movement. Toilet training is sometimes called toilet learning or potty training (2015).” For more information: <http://www.healthofchildren.com/T/Toilet-Training>.

At NCP, we provide a “potty training agreement,” which helps build a partnership between teachers and families whose children begin to train. Families are asked to provide children with a supply of “Pull-Ups” (training pants), underwear, and baby wipes each week. Supplies will be stored in classrooms with the child's name.

Our philosophy towards Potty Training can be found in the American Academy of Pediatrics.

Physical signs

- Can walk and run steadily.
- Urinates a fair amount at one time.
- Has regular, well-formed bowel movements at relatively predictable times.
- Has “dry” periods of at least two hours or more, which shows that his/her bladder muscles are developed enough to hold urine.

Behavioral signs

- Can sit down quietly in one position for two to five minutes.
- Can pull his/her pants up and down. Dislikes the feeling of wearing a wet or dirty diaper.
- Shows interest in others’ bathroom habits (wants to watch you go to the bathroom or wear underwear).
- Gives a physical or verbal sign when he/she is having a bowel movement such as grunting, squatting, or telling you.
- Demonstrates a desire for independence.
- Takes pride in his/her accomplishments.
- Is not resistant to learning to use the toilet.
- Is in a generally cooperative stage, not a negative or contrary one.

Cognitive signs

- Can follow simple instructions, such as “sit on your potty chair.”
- Understands the value of putting things where they belong.
- Has words for urine and stool.
- Understands the physical signals that mean he/she has to go and can tell you before it happens, or even hold it until he/she has time to get to the potty.

- All children are given the opportunity to go to the bathroom every hour or as needed.

*Potty trained is defined as a child who is accident free for 4 consecutive weeks, undresses/dresses as needed, masters self-care, and wears underwear all the time.

EXTRA CLOTHING

Two sets of clothes (marked with your child’s name) are needed on campus and should be housed in children’s backpacks or cubbies.

LABELING and LOST & FOUND

We recommend that all students’ possessions, including jackets, hats, bags, etc., be labelled with their name. All unidentified clothing/belongings may be retrieved from the Lost & Found located in your child’s classroom as well as in building B (by the tuition box).

SUNSCREEN

According to the U.S. Food and Drug Administration, sunscreen has been ruled as an over-the-counter drug product. NCP must comply with Title 22 regulations that pertain to non-prescription medication.

“Non-prescription medications shall be administered in accordance with the product label directions on the non-prescription medication container(s). The Licensee (NCP) shall obtain, in writing, approval and instructions from the child’s authorized representative for the administration of the medication to the child. Documentation shall be kept in the child’s record.” Title 22, Section 101226 (e)

We recommend that all children bring a cap or hat to protect them from the sun.

TOYS

Toys from home are discouraged as they may be easily lost and/or damaged. Exceptions are made on specific calendar days that may be relevant to the day’s activities. In those cases, clearly label your child’s name on each item. With the exception of the children who sleep in cribs, children may bring a small stuffed toy for nap time or a “comfort blanket,” both of which must be kept in their cubby until nap time.

MEALS

Meals for the children are not provided by NCP. Breakfast should be eaten at home or, if the child is dropped off before 8:00 a.m., they may bring their breakfast and eat in the assigned opening classrooms. NCP serves only non-fat or 1% milk to children ages 2 years - 6 years as per Assembly Bill 2084. All Preschool and Transitional Kindergarten children enrolled after 11:30 a.m. need to bring their own well-balanced lunch to school and will eat during a scheduled 45-minute lunchtime with their class. Additional information that helps support our lunchtime process:

- When preparing your child’s lunch, consider the portion size and avoid choking hazards.
- Microwaves are available in each classroom to warm up lunches.
- Every child must bring their own reusable water bottle or container that is clearly labeled with their name.
- NCP is a “go green” school and encourages lunch box items that can be used again or be recycled.

Keep the following foods away from children younger than 4 years: (see exceptions in parentheses)

- Hot dogs (cut in quarters)
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes (cut in quarters)

- Hard or sticky candy
- Popcorn
- Chunks of peanut butter
- Chunks of raw vegetables (cut in quarters)
- Chewing gum
- Cough drops

“Certain characteristics, including shape, size, and consistency, of certain toys and foods increase their potential to cause choking among children.” American Academy of Pediatrics Policy Statement (2010)

Parents of Infants 1, 2, and 3 students are required to provide all meals and snacks. Bottles, dishes, and containers of food brought by the infant’s authorized representative shall be labelled with the infant’s name and the current date. Formula in a partially consumed bottle shall be discarded at the end of each day. Food shall be discarded if not consumed within 72 hours of the date on the container label. A refrigerator, as well as cabinet space will be provided for parents to store food and formula. At NCP we practice the following sequence for the introduction of solid foods, as recommended by the state: formula/breast milk (1-12 months); infant cereal (4-6 months); vegetables, fruits, and their juices (5-7 months); protein foods (6-9 months).

Please see the Infant Needs and Services Plan for more detailed information.

SNACKS

NCP provides two snacks (AM and PM) every day for all Preschool and Transitional Kindergarten students enrolled in our program (see monthly calendar posted on parent boards for details). Snacks meet and exceed the nutrition recommendations by the United States Department of Agriculture Food and Nutrition Service as well as the State of California Title 22 regulations.

BIRTHDAYS

Birthdays are an important part of a child’s life. At NCP, we honor birthdays by providing a birthday crown or hat, reading special stories, and sharing healthy treats. During birthdays, we do allow for a special treat during our regular classroom snack but would like parents to bring “healthy” options. To conform to state regulations, only commercially produced, store-bought items that are transported in their original containers, unopened, and listing all ingredients are allowed.

1. Some healthy treats include: Muffins, veggies, fruit snacks, fresh fruit, crackers and cheese, and low-sugar cookies.
2. Teachers are valuable resources in recommending appropriate foods. Food allergies and other food-related restrictions require careful selection of appropriate items.
3. Birthday invitations for parties outside of the school are solely the responsibility of the family. Invitations may be distributed at school only if you are inviting the entire class, otherwise please do not send birthday party invitations to school.

PARENT/GUARDIAN VOLUNTEER REQUIREMENTS

Parents/guardians are welcome to volunteer at NCP. Many volunteer opportunities are available throughout the year. Please check with the executive director or the office for specific volunteer opportunities as well as the background screening requirements needed.

TEACHER-PARENT COMMUNICATION PROCEDURES

- For any information regarding your child's classroom, please contact the assigned classroom teacher.
- For any concerns regarding enrollment, e-mail the Office Administrator at info@myncp.net
- For information about tuition and/or financial matters, contact the Finance Manager at dpawlowski@myncp.net
- For any concerns regarding NCP's overall program, e-mail the Executive Director at: jkennedy@myncp.net

If the concern needs further attention, telephone to schedule time with the classroom teacher. It is not allowed for grievances or concerns to be discussed during class time when the children are present and teachers must supervise the children.

OUR FOUNDATIONAL BELIEFS

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of forgiveness of sin and the regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Jesus Christ and that only by God's grace and through faith alone are we saved; and that "there is no other name under heaven given among men by which we must be saved" other than the name of Jesus Christ (John 3:16-19; John 5:24; John 14:6; Acts 1:12; Romans 3:23; Romans 5:8-9; Romans 10:9-19; Ephesians 2:8-10; Titus 3:5; 1John 1:9; Revelation 3:20).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).

NCP is a ministry of Agape Schools, Inc., a 501(c)(3) Nonprofit Religious Corporation. Agape Schools represents many diverse congregations and are committed to ensuring inter-denominational integrity. Neighborhood Christian Preschool welcomes families of all faiths. Practical Christianity is demonstrated by the teachers and taught as occasions arise during each day. Each day your child will hear a Bible story and once a week attend an age appropriate chapel service. Children are taught to pray for others and for themselves. We pray during circle time, Bible time, and before meals. Christian teachings are interwoven in the curriculum and taught throughout the day.

GUIDANCE POLICIES

NCP Defines EFFECTIVE GUIDANCE as:

- Helping children feel a sense of connection. (Belonging and significance.)
- Discipline that is mutually respectful and encouraging. (Kind and firm at the same time.)
- Is effective long-term. (Consider what the child is thinking, feeling, learning, and deciding about himself and his world – and what to do in the future to survive or to thrive.)
- Guidance that teaches important social and life skills. (Respect, concern for others, problem solving and cooperation as well as the skills to contribute to the home, school or larger community.)
- Invites children to discover how capable they are. (Encourages the constructive use of personal power and autonomy.)

The tools and concepts of Positive Guidance used at NCP include:

- Mutual respect. Adults **model** firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.
- Identifying the belief behind the behavior. Effective guidance recognizes the reasons kids do what they do and works to change those beliefs, rather than merely attempting to change behavior.
- Effective communication and problem-solving skills.
- Guidance that teaches (and is neither permissive nor punitive).
- Focusing on solutions instead of punishment.
- Encouragement (instead of praise). Encouragement notices effort and improvement, not just success, and builds long-term self-esteem and empowerment.

NCS GRIEVANCE and TERMINATION of SERVICES POLICIES

These procedures are with regard to your agreement with NCS or with NCS employees or administration.

Direct, face-to-face resolution is the Scriptural means of resolving differences and expressing grievances:

1. The best and right way to handle differences, concerns or grievances is face to face in a private conversation with both parties involved in the concern or grievance (Matthew 18:15-18). At minimum there should be a phone conversation between both parties to handle differences (not via email and text, for example). It is not allowed, however, for grievances or concerns to be discussed during class time when the children are present and teachers must supervise the children.
2. If the person with a grievance and the other party cannot resolve the offense or grievance, the parent or staff should alert the supervisor or the Executive Director. The supervisor or Executive Director, along with at least one other administrative assistant, will meet in a private meeting area or room, for a face-to-face meeting or, at a minimum, hold a conference call. During this meeting, the supervisor or Executive Director and administrative assistant will document the concerns, and discuss possible solutions with each party, in an effort to bring resolution where forgiveness and a plan is put into place for all to work cooperatively in the future.
3. In accordance with NCS's religious beliefs, all offenses, differences, and grievances should be resolved in a manner that allows Biblical reconciliation in order to avoid a root of bitterness that will grow and destroy

the effectiveness of the ministry of NCS. While we understand that parties may not always agree and there may be differences of opinion, we expect the parent/guardian to nevertheless address concerns in an appropriate manner and continue to cooperate with NCS in the educational process and also support the religious educational philosophy and overall ministry of NCS. This is reflected in the verse Amos 3:3 which provides, “Can two walk together, except they be agreed?” (KJV) If a difference or grievance cannot be resolved and NCS determines that the parent/guardian is unwilling or unable to cooperate with NCS in the religious educational process and/or support the philosophy, ministry, discipline and program of NCS, NCS retains the right to withdraw the child(ren) from continued enrollment in order for the parent/guardian to find a school whose program, philosophy and ministry they can more fully support.

Termination of Services

Neighborhood Christian Schools (NCS) may immediately terminate services or withdraw a child or children from continuing enrollment for reasons which shall include (but not limited to) the following:

1. Falsifying information on enrollment and/or admissions forms or otherwise knowingly falsifying information.
2. Non-payment of childcare services and/or lack of adherence to the tuition payment policies, contracts, and financial agreements.
3. Non-compliance of the parent/guardian to cooperate with NCS in the religious educational process and/or support the religious educational philosophy, standards, ministry, or program of NCS. In addition, any behavior of the parent/guardian which is deemed by the Executive Director and/or other NCS’ administration as unsafe, inappropriate, abusive, slanderous and threatening towards any (NCS) employees, parents, children or others present at any NCS campus can also be grounds for disenrollment. Parents/guardians understand and agree their conduct or behavior can affect the enrollment status of their child(ren).
4. Non-compliance with NCS’ policies and procedures as outlined in this Handbook/Resource Book. This includes but is not limited to the failure to follow the sign-in/ sign-out procedure and failure to adhere to NCS’ policies for parental drop off and pick up of children.
5. The continued enrollment of the child poses a risk to the health and/ or safety of other children, parents or NCS’ employees or continued enrollment of the child constitutes an undue hardship or burden on NCS.
6. Any other violation(s) of current or future NCS Policies and Procedures which are in existence or may be adopted by NCS during the course of enrollment.

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Parent Support of the School's Philosophy of Christian Education, Instructional Programs and Policies: I/we agree to support Neighborhood Christian Schools' (NCS') Philosophy of Christian education, instructional program, and school policies at the time of enrollment and as they may change from time to time, as a condition of admission and continued enrolment. Any changes/modifications to this agreement will be provided in writing with 30 days notice prior to change(s).

Signature of Parent/Guardian	Date Signed
Signature of Executive Director	Date Signed

**ADMISSIONS AGREEMENT AND ACKNOWLEDGEMENT FOR RECEIPT OF NCP
PARENT RESOURCE BOOK**

I have received a copy of the 2023-2024 NCP Admissions Agreement/Parent Resource/Hand Book. Please sign your initials stating you have read each section of the NCP Policies and Procedures.

_____ Who We Are	_____ Emergency Procedures
_____ Admission Policy	_____ What To Do When Your Child is Sick
_____ 30 Day Withdrawal of Services	_____ Dress Code Policy
_____ Drop-Off/Pick Up Policy	_____ School Rules
_____ Rates, Fines, Fees & Refunds	_____ Health & Hygiene
_____ Safety Policy	_____ Classroom Procedures and Policies
_____ Photo/Video Sharing	_____ Guidance Policies
_____ Extracurricular Programs/Optional Services	_____ NCS Grievance & Termination of Service Policies
_____ Licensing's Right to Inspect	_____ Programs and Basic Services

Child(ren)'s Name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Signature of Executive Director: _____ Date: _____