



*A Ministry of NorthRidge Church*

# **NorthRidge Christian Preschool**

State License # C14PO0118

## **Student/Parent Handbook**

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**David Myers**  
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Senior Pastor

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Preschool Director

Dear Parents and Students:

Welcome to the new school year at NorthRidge! Thank you for taking this journey with us as we seek to live out our mission by:

*Reaching Students... Assisting Parents...Shaping Society...One Mind at a Time!*

By **reaching students** we mean sharing with them the good news of Jesus Christ.

By **assisting parents** we mean helping parents fulfill their responsibility to educate their children.

By **shaping society** we mean equipping young people to become “servant leaders” in their communities and their world.

By **one mind at a time** we mean preparing and shaping their minds with the skills and thinking necessary to live productive lives.

It is important that you read and understand the handbook for it will serve as our covenant to one another for the upcoming year. The standards of conduct, educational philosophy, objectives and policies will require cooperation between teachers, students, and parents.

As the year unfolds, I hope two things become evident: First, that each student here at NorthRidge Christian Academy senses a place of belonging where he/she is loved, challenged, encouraged and accepted; and second, that each of us will seek to fulfill the mandate of 2 Corinthians 5:15:

*...and He died for all, that those who live should live no longer for themselves,  
but for Him who died for them and rose again.*

Educating for the Kingdom,

Mrs. Holly Buchanan  
Preschool Director

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## Our Understanding

NCP is committed to our mission of helping parents raise godly children. Consider the following Biblical principles on the education of children and youth:

1. **The education [teaching them about God and His world] of children and youth is the primary responsibility of parents and is a “24/7” process that continues from birth until maturity.** The Bible says:

*“Impress [my commands] on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and your gates.”* (Deut. 6:7-9)

*“And fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.”* (Ephesians 6:4)

*Other verses:* Deut. 11:18-21; Psalm 78:1-7, 127:3; Proverbs 22:6, Malachi 2:13-16

2. **The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. It must be based on God’s Word as absolute truth, and it must hold Christ as preeminent in all of life.** The Bible says:

*“Go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit. And teach them to observe all that I have commanded you, and lo, I will be with you always, even to the end of the age.”* (Matthew 28:18-20)

*“Heaven and earth will pass away, but My words shall not pass away.”*  
(Matt. 24:35)

*“How can a young man keep his way pure? By keeping it according to Thy word.”* (Psalm 119:9)

*“[Christ] in whom are hidden all the treasures of wisdom and knowledge. As you therefore have received Christ Jesus the Lord, so walk in Him, having been firmly rooted and now being built up in Him and established in your faith, just as you were instructed, and overflowing with gratitude. See to it that no one takes you captive through philosophy and empty deception, according to the elementary principles of the world, rather than according to Christ. For in Him all the fullness of deity dwells in bodily form, and in Him you have been made complete, and He is the head over all rule and authority.”* (Colossians 2:3, 6 -10)

3. **The education of children and youth, if and when delegated to others by parents, must be done with utmost care to ensure that all teachers follow these principles. This educational process must not hinder the spiritual and moral development of the next generation. The result should be the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers.** The Bible says:

*"...but whoever causes one of these little ones who believe in Me to stumble, it is better for him that a heavy millstone be hung around his neck, and that he be drowned in the depth of the sea." (Matthew 18:6)*

*"Permit the children to come to Me; do not hinder them; for the kingdom of God belongs to such as these." (Mark 10:14)*

*"...you shall select out of all the people able men who fear God, men of truth, those who hate dishonest gain; and you shall place these over them, as leaders..." (Exodus 18:21)*

*"...as long as he lives he is dedicated [lent, given] to the Lord." (1 Samuel 1:28)*

*"A pupil is not above his teacher; but everyone, after he has been fully trained, will be like his teacher." (Luke 6:40)*

### **OUR MISSION**

To work with families in bringing their children to a personal relationship with Jesus Christ, empowering them with a Christian world view, and equipping them for a life of service to Christ and their world.

### **OUR PURPOSE**

NorthRidge Christian Preschool will operate with a purpose:

- To exalt the Lord Jesus Christ.
- To teach salvation through faith in Jesus Christ.
- To teach every subject in the light of biblical truth.
- To teach God's Word as the final authority in every area of life.
- To teach our students morals such as truthfulness, obedience and responsibility.
- To teach our students to have love and respect for others and to respect the privacy of others.
- To have the teacher in charge of the classroom.
- To have the teacher responsible for providing a structured atmosphere of order in which the students will learn.
- To let the teacher have the authority to administer discipline to each student according to established procedures.
- To use curriculum and learning activities that is God-centered; teaching spiritual truths, morality and patriotism.

## OUR PHILOSOPHY

Education in the Bible was never centered on how to make a living. It was always centered on *how to live right!* The educational philosophy of NCP is based on this realization and on the truth that the Word of God is the only infallible, complete, and authoritative book of instruction. Therefore, the Bible will be the first and most important textbook in the Academy curriculum. All other textbooks, materials, teaching aides, and methods will conform to this basic philosophy of education.

All NCP Advisory Team members, faculty and staff shall adhere to the Christian faith and profess Jesus Christ as personal Savior and Lord. We derive certain educational objectives from this philosophy:

For the **Spiritual and Moral Growth** of the students, the school teaches the essential doctrines of the historic Christian faith. The school aims:

1. To lead each student into a personal, saving relationship with Christ as Lord and Savior;
2. To develop a desire in each child to know and to do the will of God;
3. To aid families in making their homes God-centered, continuing the instruction already begun in the home;
4. To encourage the spiritual growth of each child.
5. To encourage the involvement of the student in the activities of a local church;
6. To teach the student consistent daily Christian living and service by developing in him/her a Christian philosophy of life;
7. To equip and encourage him/her to witness for Christ, through the power of the indwelling Spirit of God;
8. To encourage use of the Bible as a personal source of wisdom and encouragement;
9. To develop a Biblical sense of right and wrong, and to teach the student how to overcome sin;
10. To foster Spirit-empowered self-discipline in the student based on respect for and reverence toward God for all authority; and
11. To integrate all subjects with the Bible.

For the **Academic Growth** of students, the school endeavors:

1. To promote academic excellence;
2. To help the student gain a thorough comprehension and command of the fundamental processes used in communication with others;
3. To teach and encourage good study habits;
4. To develop creative and critical thinking and the proper use of biblical criteria for evaluation;
5. To foster curiosity;
6. To develop an understanding of our Christian heritage;
7. To promote good citizenship through developing an understanding and appreciation of our American heritage of freedom and human dignity;
8. To impart knowledge of the world and current affairs in all fields and relate them to God's plan for men and women;
9. To teach the student how to do research and properly use the scientific method;

10. To prepare students with a knowledge of origins based on creation; and
11. To develop an awareness of the nature of God through all fine arts.

For the **Personal and Social Development** of the students, the school aims:

1. To develop a balanced personality by helping each student understand and accept himself as God made him and to fully develop his capabilities in Christ;
2. To foster wholesome personal relationships through the development of social skills based on the Christian concept of love, and to develop biblical criteria for future mate selection;
3. To develop the proper attitudes, understanding, and skills needed to establish God-honoring homes;
4. To impart the biblical attitude toward material things and promote the wise use of them for God's glory;
5. To show a realistic and biblical view of life and work and provide skills for future endeavors in college and an occupation;
6. To promote fitness, maintenance, and skillful use of the body as the temple of God; and
7. To encourage wholesome and Christian use of leisure time.



## OUR DOCTRINAL STATEMENTS OF FAITH

### THE ESSENTIALS WE BELIEVE:

#### ABOUT GOD

God is the Creator and Ruler of the universe. He eternally exists in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal, co-eternal, and are one infinitely perfect God. (Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Cor. 13:14)

#### ABOUT JESUS CHRIST

Jesus Christ is God the Son/Son of Man. He is the agent through whom the universe was created. He is co-equal and co-eternal with God the Father and Holy Spirit. Jesus was born as a result of a miraculous virgin conception. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose bodily from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords, and in eternity He will rule the new heaven and new earth created after the millennium. (Matthew 1:22-23; Isaiah 9:6; John 1:1-5; 14:10-30; Colossians 1:15-18; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; 6:23; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13; 1 Thessalonians 4:13-18; Revelation 1:7; 19:11-16; 20:1ff; 2 Peter 3:10-13)

#### ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with God the Father and God the Son. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He is spiritually to us what Christ was physically to the first disciples. He provides Christians with power for loving God and others, understanding of spiritual truth, and guidance in doing what is right. He gives every believer at least one spiritual gift when they are saved. Some of the works of the Holy Spirit in a believer's life are ~ *Baptizer, Sealer, Indweller, Regenerator, Renewer, Intercessor, Filler, and Anointer*. Christians seek to live under His control daily. (John 14:16-20, 23; 16:7-13, Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; 2 Corinthians 3:17; Galatians 5:25; Ephesians 5:18; 1 Peter 4:10; Titus 3:5; Romans 8:25-27; 1 John 2:20-27; 2 Corinthians 1:21-22)

#### ABOUT THE BIBLE

The Bible is God's Word to us. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living, for their faith and practice. Because it is inspired by God, it is the truth without any mixture of error.

#### **Concerning the Bible's inspiration, we believe in its:**

**Revelation**--God reveals truth about Himself and eternity that we could not know unless He revealed it (2 Timothy 3:16).

□ **Preservation**--God breathed the truth into the men who wrote the Scriptures, and their original writings were without error. Over the years, since the original manuscripts of the Bible were written, God has **preserved** His Word from misleading error being introduced into it; therefore, rightly understood, the Bible is our infallible guide in matters both temporal and eternal. (Matthew 5:18; 24:35; 1 Peter 1:21)

□ **Illumination**--By revealing God's intended truth to us as the Spirit of Truth, the Holy Spirit makes the inspired Word of God alive in those who believe. (See 1 Corinthians 2:9-16; Hebrews 4:12; John 16:13-15; 1 John 2:20-21)

□ **Interpretation**--Grammatical/Historical method and text-to-text analogy, i.e., rightly understanding the words in their **then** and **now** application and using Scripture in interpreting Scripture. (2 Timothy 3:16; 2 Peter 1:20-21; 1 Timothy 1:13; Psalm 119:105, 160; 12:6-7a, Proverbs 30:5; Jeremiah 1:12; 1 Corinthians 2:14; John 14:17, 26; 16:13)

### ABOUT HUMAN BEINGS

People are made in the image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called sin. Sin separates people from God and causes many problems in life. Sin is so problematic that death is the result of its consequences. Every person needs redemption from sin by the sacrifice of Jesus Christ on the cross in order to become what God desires human beings to be. (Gen. 1:27; 2:15-17; 3:1-6; Psalm 8:3-6; Isaiah 53:6a; Rom. 3:23; Isaiah 59:1-2)

### ABOUT SALVATION

Salvation is God's free gift to us, but human beings must accept it. Salvation comes as a result of Jesus Christ's willingness to die in our place, to take on Himself, on the cross, the consequences of our sins--death. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. Salvation is by God's grace alone and we reap its benefits by faith alone. Saving faith reveals itself by obedience, good works, and persevering, righteous actions and attitudes. (Romans 6:23; 10:9-10,13; Ephesians 2:8-10; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1-2, 8-10; 10:9-13)

### ABOUT ETERNAL SECURITY

Because God gives us **eternal** life through Jesus Christ, the true believer is secure in salvation for eternity. If you have been genuinely saved, you cannot "lose" your salvation. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security. The day a believer is born-again, the Holy Spirit Himself is given to him as a pledge, sort of a security deposit, to secure him and seal him to the day of final redemption (Ephesians 1:13-14). Spiritual birth, like physical birth, is a one time experience (John 3:5-6). **You are not born again and again and again.** The relationship with the Father begins and never ends.

Belief in eternal security has been criticized by some well meaning Christians who say it is a license to sin. They seem to believe that only if you fear losing salvation will you live in victory over sin. However, the Bible teaches that the chief motivation to live for God is not fear but love (2 Corinthians 5:14-15). Far from sinning all they want, eternally-secure, Spirit-born believers sin more than they want. Spirit-born believers hate to sin because it hurts the Lord Jesus who loves them and whom they love. (John 3:16; 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14; 1 Peter 1:3-5)

#### ABOUT ETERNITY

Made in the image of eternal God, people were created to exist forever. We will either exist separated from God by sin, or live eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in unity with Him is eternal life/Heaven. (John 3:16; John 12:25; John 14:1-6; Romans 6:23; Revelation 20:11; Revelation 21-22; Matthew 13:36-43; Luke 16:19-31). We believe in the bodily resurrection of the dead; of believers into eternal blessedness and joy with the Lord and His people, and of unbelievers into judgment and everlasting separation from God's love, mercy, and grace in conscious existence in hell. (John 5:25-29; 1 Corinthians 15:12-19, 35-54; 2 Corinthians 5:1-10; Philippians 1:21-23; 1 Thessalonians 4:13-18)

## Our Admissions Policy

### Admissions

1. The age requirements for admission to NorthRidge Christian Preschool are identical to those established by the state of Florida. A child entering Kindergarten must be five years of age on or before September 1. Therefore, children are placed 4, 3, 2, and 1 year old classes using the same age-applicable standard.
2. Applicant and parents must be in agreement with NorthRidge Ministries' Christian Education Philosophy and Statement of Faith.
3. As a private institution, NorthRidge reserves the right to set and maintain its own standards for conduct, dress and curriculum yet as a state licensed facility you can be assured of both internal and external accountability it relates to the well-being of your child.
4. Flowing out of our philosophy...admission into NorthRidge Christian Preschool is granted without discrimination concerning race, gender and ethnicity.
5. A successful meeting with principal and/or administrator with the following items brought at the time of the meeting:
  1. A completed application/enrollment form
  2. Current Shot Record (Blue Card Only) (Form 680 or 681)
  3. Physical within the last two years (DCF document only) (Form 3040)
  4. A mat to sleep on at nap time.
  5. Supply list for your child's age group
  6. Signed parent agreement form
  7. Signed Financial Agreement
  8. Signed image and technology consent form
  9. Signed Acknowledgement of Child Day care Facility Brochure, Discipline Policy, Influenza Virus, Nutrition Agreement, Parent Handbook.
  10. Signed & Notarized Medical Treatment Form
  11. All applicable registration, and first week/month tuition fees.

### Immunization Requirements

Florida and Polk County laws require that all children entering school submit health forms showing that all requirements have been met. [Student Health Examination Form DH3050 – (good for only two years) includes health examination, health history, laboratory test (TB), and HRS DH680 – Certification of Immunization.] The Law requires all children entering preschool through the various grades have proof of the necessary immunization at the various age levels. These include:

|       |                                     |                          |
|-------|-------------------------------------|--------------------------|
| DPT   | Mumps                               | Measles                  |
| Polio | Rubella                             | Varicella (2–7 yr. olds) |
| Hib   | Hepatitis B (2-7 yr olds & Grade 7) |                          |

There are also boosters/doses required at various times up to sixteen years of age. Private physicians, the Health Department, and our school can help parents in determining whether or not the legal immunization requirements for each age group have been met. Whenever boosters or

updates of health information are completed, the school is to be provided with all the latest information in order to keep school records up to date.

### Admission Procedures

#### Re-enrollment:

1. Re-enrollment forms will be sent out in April.
2. Forms must be completed and received in the office by a specified date.
3. The registration is due at this time which will ensure child's spot in the classroom for next year.
4. Open enrollment for new students will begin in May with priority status given to returning students until May 30th. After May 30th admission will be given on a first come first serve basis.

#### Applications for New Students:

New student applications will be processed after all previously enrolled students have been allowed adequate time to enroll and secure a place for the next school year. Enrollment procedures for new families are as follows:

1. Request Application Packet.
2. Make an appointment in advance to tour facilities.
3. Parent and student will meet with the appropriate principal for an admission interview.
4. Read current school handbook and all other related material.
5. Fill out application packet completely and submit with nonrefundable registration fee.

#### Informational Changes

It is imperative that parents/guardians inform the school office of any pertinent changes in information.

#### Domestic Actions

During registration, it is the parent's responsibility to inform the Preschool personnel of any custody arrangements and provide a copy of the court custody records. Student records are private and will not be shown to anyone other than the custodial parent. NorthRidge understands that from time to time a personal crisis may occur in the home. These types of events affect young children. Although we do not wish to invade anyone's privacy, a note or phone call makes us aware of the situation and allows us to properly respond to the needs of your child during this time.

## Our Payment Schedule and Policy

### Registration Fees

All students are required to pay registration fees according to their child's age at enrollment. These fees are due to hold your child's position in a class. Full payment of registration fee is due upon enrollment or re-enrollment each year. Please note that this fee is charged every year and is not tax deductible according to IRS tax laws. The registration fee currently includes curriculum, student supplies, accident insurance, and other miscellaneous expenses.

### Tuition

*-Academic* Tuition Rates are available for K1-K3 only. This rate includes care for 180 school days from 8:00am – 3:00pm. If Academic schedule is needed this must be arranged prior to the start of school in August of each year. No mid-year elections will be allowed.

Academic fees are due on the 15th of each month beginning August 15th through May 15th. Academic students are not eligible for vacation/holding fee weeks. If your child is un-enrolled you will be responsible for the payment for that calendar month. *For example your child stops attending on February 5<sup>th</sup> you are still responsible for the February 15<sup>th</sup> payment.*

*-Full Time Weekly* tuition is based on a 10 hour school day. You will be required to select the time frame of care you need upon enrollment. If work schedules change you will be required to change your hours of care needed in writing. Due to staffing requirements you will only be allowed to change your hours of care 2 times per year. If you need additional hours of care you will be charged an additional \$30.00 per week in addition to your weekly tuition rate. This additional care must be prearranged in writing with the Preschool Director and may only be changed 2 times per year.

Full time weekly tuition is billed every Monday and expected to be paid weekly on the preceding Friday (Friday Before Invoice Date). Rates are determined annually and charged according to the age level of enrollment. **All tuition is due on Friday and is considered late on Monday 9:00 AM. A late fee of \$10.00 per week per child will be applied to all accounts on Tuesday morning at 8:00am.**

*-Early Learning Coalition* subsidy parents will be required to pay their weekly parent fee plus any additional fees that Early Learning Coalition does not cover. Please see our current Rate Sheet for up to date rates and Early Learning Coalition approved amounts. Early Learning Coalition approved rates are subject to change throughout the school year. Early Learning Coalition requires all fees to be kept current and parents to sign their children in and out every day. If your child is not signed in/out we do not receive payments from Early Learning Coalition. You will be responsible for any fees Early Learning Coalition does not cover due to absences in excess of 3 days per month. Early Learning Coalition does not recognize vacation/holding fees therefore you will have the same vacation/holding fee policy as other students. **Holding fees for Early Learning Coalition students will be ½ the full time tuition rate for that age group, not ½ your parent fee.**

NSF checks, when returned to NorthRidge Christian Preschool, will not be run through a second time. We currently receive a copy of your returned check not the original. You will be required to pay the full check amount plus an additional fee of \$25.00 within 7 business days. If a second NSF check is received the check will be returned with a request that no additional personal checks be accepted for one year. A money order, cashier's check, credit card or cash will be accepted. We are also unable to accept post-dated checks.

Tuition must be paid in advance.

## **You have several options for paying your child/children's preschool tuition.**

1. **Payment By Check or Money Order** can be placed in the payment box just inside the door of the preschool and community center buildings. Make sure to write your child's full name on the memo line. These boxes are checked daily and will be posted to your account each week by Tuesday afternoons.

2. **Payment By Cash** can be made to Mrs. Holly or Mrs. Julie in the preschool building. If paying with cash we ask that you have the exact change and wait for a written receipt. We do not keep cash on hand for change for safety reasons.

3. **Payment by Debit or Credit** can only be made online through our website. You can view your child's balance and pay tuition accounts. Due to the clearing house that payments are made through you may see your payment processed through your bank right away, however, the processing to our bank and your account may take up to 3 business days.

You will receive an email following enrollment that has your USERNAME & PASSWORD.

You can reach the website by logging on to [www.northridgechristianpreschool.com](http://www.northridgechristianpreschool.com). You will then go to the **Online Payment** button in the bottom right of your screen. If you click on this icon it will take you to the login page.

Each parent has their own login and password but you will be able to view all of your children on the same page. Please note that online the username above will allow you to pay online. If you forget your username please contact our office to request a replacement.

### Vacation Policies

Students who have been in our Preschool for one year (12 consecutive months) will be granted 2 weeks vacation during which there will be no tuition fees or holding fees. This can only be used for weeks that your child is not in attendance due to illness or vacation. These weeks must be taken in full week increments (Monday-Friday). Credit will not be issued for partial weeks.

A Holding fee will be charged for the first 2 weeks your child is not in attendance if your child is considered full time. Academic students are not eligible for holding fees or vacation weeks their rate is based on 180 school days. The holding fee is equal to ½ of the full time weekly preschool tuition for your child's age group. A student may use no more than 2 weeks of holding fees within each 12 month period August 1<sup>st</sup> – July 31<sup>st</sup>. If you need further weeks due to vacations or illness you will be responsible for the full tuition amount.

Early Learning Coalition does not recognize vacation/holding fees therefore Early Learning Coalition subsidized students will have the same vacation/holding fee policy as other students. Holding fees for Early Learning Coalition students will be ½ the full time tuition rate for that age group, not ½ your parent fee.

The VPK program does not recognize vacation days as part of the program. All students are expected to attend all academic scheduled days.

Written notice is expected one week in advance of using a holding fee. Forms for this can be found at the Payment Box. With the exceptions of illness or emergency, if advance notification is not given, the full tuition will be charged to your account.

In the event the preschool is closed for holidays or inclement weather the full weekly tuition rate

is due for weeks open 3 or more days. If the center needs to close for 4 or 5 days weekly fee will be adjusted by ½. If the preschool closes for a full week parents will not be charged for the week and are not assessed a holding or vacation week.

### Delinquent Accounts

NorthRidge relies upon tuition payments to help pay monthly operational costs; therefore, Tuition is expected to be paid weekly on the preceding Friday. Rates are determined annually and charged according to the level of enrollment. **All tuition is due on Friday and is considered late on Monday 9:00 AM. A late fee of \$10.00 per week will be applied to all accounts on Tuesday morning at 8:00am.**

If tuition is not in by Wednesday a note is sent home. If tuition is not in by Friday the student may not return until tuition is brought into a current status. In the case of an outstanding account, a meeting with the school administration (located in the church office) may be requested to make arrangements for the account to be brought up to date in a timely manner. If necessary, children will not be permitted to continue their education in our facility.

### Nutrition

Breakfast: NorthRidge does not provide breakfast, snacks, or lunch. However breakfast foods are permitted. Please do not bring breakfast for your child after 7:30 AM. Mornings are an extra busy time for all. Clean up of foods become difficult during our morning preparations. Breakfast foods must be foods requiring no preparation on the teacher's part. This is your responsibility. We do not provide milk for your child's breakfast.

### Lunch

I understand and agree to provide the nutritional needs for my child during the time that he/she is in the Preschool.

- i. I fully understand the type of food I should provide for lunch.
- ii. I hereby give NorthRidge Christian Preschool the responsibility of serving the food that I have provided for my child.
- iii. I understand that I will pack my child's lunch in an insulated lunch box with an ice pack to keep all perishable food safe, and that no food will be cooked or heated at NorthRidge Christian Preschool.
- iv. I understand that I will also be responsible for providing 2 snacks daily in my child's lunch box.

I agree to assume the responsibility of providing my child with:

- a morning snack daily
- a drink for lunch
- a well-balanced lunch each day from home
- an afternoon snack daily



When choosing the foods to send with your child on a particular day please send a boxed or sack lunch from home consisting of lunchables, fruit, Jell-o, pudding, chips, a drink, sandwiches, and any leftovers desired. Please make sure that these lunches are well balanced and healthy.

Children are given their growing food first and snack items last. Avoid an abundance of sweets and junk foods. No food such as Ramen noodles; microwave-frozen dinners or can opener required items are to be sent. NorthRidge Preschool is not able to refrigerate, heat, or prepare food or drinks. All items must be prepackaged by you and sent ready to eat in your child's lunch box. No soft drinks, soda pop, or red juice is to be sent with lunches. Please do not send any glass containers.

All lunch boxes, sacks and items to be returned home must be clearly labeled with your child's name. Parents must adhere to the Nutrition Agreement per Department of Children and Families requirement. Information will be provided periodically concerning good nutrition based on state and national standards.

### Snacks

Parents are required to send 2 snacks and 2 juices each day for their child in addition to their lunch. Snacks will be distributed to the class two times per day.

### Parties

Birthdays are special days; most parents want to furnish a snack or lunch on their child's birthday. Notify your child's teacher in advance, if you plan to do so in order to avoid duplicate parties or conflicts with other activities. Please, no elaborate parties. Parties are to be held to a one hour maximum. We do ask that parents attend these parties if possible, however, the attending parent or guardian must have had a background check completed.

Class parties are special days planned by your child's teacher to honor holidays and special occasions. Your assistance in providing supplies for these days will be appreciated. **All food/drink items brought for parties must be store bought and/or catered.** Due to regulations by the Polk County Health Department.

### Student Withdrawal/ Refund

If it becomes necessary to withdraw your child from NCP, please notify the school office in writing or in person 30 days prior to the child's last day. All withdrawals, whether before the school year begins, or during the year, must be made in writing. If the school is not notified in advance, the day the writing is received by the school is the effective date of withdrawal.

Tuition charges continue until written notice of withdrawal is received in the school office. This applies even though the child has been absent from school previous to the date of withdrawal. Absences will continue to accumulate until written notice of withdrawal is received by the school. Your account will be charged for the full month tuition rate for the month that you withdraw in.

## **Our Discipline Policy**

### Discipline Philosophy

Our goal as a Christian Preschool is to meet the age-appropriate mental, emotional, spiritual, physical and social developmental needs of each child. In order to reach this goal students must understand and learn a respect for authority.

Order is necessary in any school. To teach self-discipline and respect for authority, NCA expects certain standards of conduct. Courtesy and respect for staff and other students are essential. Students need to remain positive and acquiesce when corrected. Discipline is a collaborative effort between the home and the school, the teacher and the student, the parents and the teacher. If discipline is not effective and disobedience is continued, parents may be requested to remove the child. Recommendation for expulsion requires the administrator's approval. When expulsion is deemed, a date of withdrawal from the school is set by the office. That date may be immediate. The school reserves the right to dismiss any student who does not cooperate with the principles of NCA.

At NCP...

### **WE DO –**

- Praise, reward and encourage the student.
- Model appropriate behavior.
- Listen to the student.
- Provide alternatives for inappropriate behavior.
- Provide the student with natural and logical consequences for his behavior.
- Treat the student with respect as to their needs, desires, and feelings.

### **WE DO NOT –**

- Physically punish the students.
- Verbally abuse students or frighten students.
- Deny food or rest as punishments.
- Leave the student alone, unattended, or without supervision.
- Criticize or belittle students, parents, families, or ethnic groups.

Discipline is the positive method of teaching a child appropriate behavior. It includes acceptance, listening, consistency, encouragement, rewards, praise, offering alternatives, controlling the environment, and isolation (time-out).

It DOES NOT include physical punishment, verbal abuse, emotional abuse, “rough handling”, or withholding food or sleep.

### Chronic Disruptive Behavior

We will make every effort to work with parents of children having difficulties in child care. We are here to serve and protect all of our children. However children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of another child may require the following actions:

-Initial consultation

The Director may require the parents of any child who attends the school to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

-Second consultation

If the initial plan for helping the child fails, the parent will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

-Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the child care indefinitely. The child care Director may immediately suspend a child at any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work at any time the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately. Suspensions from the childcare program may vary from a few hours to an indefinite period.

No Harassment (Bullying) Policy

NorthRidge does not and will not tolerate any type of harassment of or by our students, family members, or employees. The term "harassment" includes repeatedly using offensive or inflammatory words, symbols, gestures, or physical conduct to belittle, demean, disparage, mock or ridicule another person. Harassment also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct, or electronic communications (email) of a sexual nature involving either members of the opposite or the same sex. All harassment concerns will be thoroughly investigated and, where appropriate, disciplinary action will be taken. All employees, administrators, teachers, students and their family members are covered by this policy and are prohibited from engaging in any form of harassing conduct. Violation of this policy will subject the harasser to disciplinary action, up to and including immediate discharge or expulsion from school.

## Our Attendance Policy

### Absentee Policy

School attendance is directly related to the emotional, physical, social, spiritual, and mental development and achievement of each child. Parents have the responsibility to make sure that students attend school every day, arrive promptly, and remain throughout the scheduled day.

Parents are asked to weigh carefully any request to have the children excused from school. When your child is absent from school often, it has a profound effect on the learning process. Your child misses valuable instruction. It takes the teacher time to help your child “catch-up” and this usually means time taken away from other students.

A Holding fee will be charged for weeks when your child is not in attendance if your child is considered full time. Academic students are not eligible for holding fees or vacation weeks their rate is based on 180 school days. The holding fee is equal to ½ of the full time weekly preschool tuition for your child’s age group. A student may use no more than 2 weeks of holding fees within each 12 month period.

Students enrolled in the VPK program must attend all academic days. If your child is absent more than 5 days in a 30 day period they will be placed on attendance probation. 3 tardies (arriving after posted class start time) in a 30 day period is equal to 1 absence. Should your child continue to miss days they will be un-enrolled from our center and the VPK program.

### VPK Student Hours

When you sign your child up for VPK it pays for 540 Hours for the school year. Our program offers several VPK Class Choices that you must choose prior to school starting and cannot be changed throughout the year. If you are not paying for before or after care you may drop your child off no more than 15 minutes before class begins, and you must pick your child up no more than 15 minutes after class ends. If you are going to be detained, please notify the center immediately so that we can reassure your child. There is a charge of \$2.00 per minute, per child, after the 15 minute window allowed if you are picking your child up late. The fee is due immediately. Consistent lateness will be cause for dismissal.

Written notice is expected one week in advance of using a holding fee. Forms for this can be found at the Payment Box. With the exceptions of illness or emergency, if advance notification is not given, the full tuition will be charged to your account.

If a child is not present for 5 consecutive days and we have not been notified by the parent of the reason for this absence the child will be un-enrolled from our center and any subsidizing programs will be notified.

**Holidays** - NorthRidge Preschool will be closed in observance of the following holidays: Labor Day, Thanksgiving, & Day After, Christmas Eve, Christmas Day, New Year’s Day, Good Friday, Memorial Day and Independence Day each year including several teacher workdays and

in-service days. Full calendar will be available in August of each school year. Changes will be made in writing as much in advance as possible to alleviate parental inconvenience. There are also 3-4 days that the school will close for teacher training and/or maintenance. These days are normally the 2 days prior to the school year start date and 2 days prior to the summer session. Information will be given to parents with at least a 30 days' notice.

## **Our Academic Program**

We currently use Wee Learn and ABeka Curriculum in our center along with other developmentally appropriate activities. This enables our preschool children to successfully transition into Elementary school for Kindergarten. Emphasis is placed on the Bible, Reading, Phonics, Numbers, Art/Readiness skills, Writing, and Music. Wee Learn and ABeka Book curriculums are based on sound scholarship, common sense, and God's Word. NorthRidge Preschool pledges to provide a loving and caring atmosphere where learning is a positive experience.

### Chapel Services

Preschool Chapel services are conducted regularly. The services consist of songs, object lessons, sharing, and prayer. Chapel services are conducted by the Pastors of NorthRidge Church and are currently scheduled for Wednesday mornings. Parents are welcome to attend these services with your children. Should the day or time change we will notify our parents on the message board at the check in desk.

## **Our Safety and Security Policies**

### Arrival and Departure

The Preschool is open from 6:30am to 6:00 pm. We do not accept children before 6:30am. And all children must be picked up prior to 6:00pm.

Our preschool curriculum learning time **begins at 8:00 AM** (unless noted for a VPK choice) for K-2 through K-4. It is extremely important that your child be here on time to be able to participate in all of their learning activities.

Please bring your children to the preschool *NO LATER THAN 8:30 AM*. School has already been in session for one half hour and your child will have missed a portion of their academics.

**ANY CHILD ARRIVING AFTER THIS TIME WILL NOT BE PERMITTED TO PARTICIPATE THAT DAY**, unless prior arrangements were made with the Director. (Interruptions during lunch and naptime interfere with the children's much needed rest.) If your child is going to be unusually late for the day due to an appointment or absence, please notify the preschool office.

### Key Fob Security Entry

NorthRidge Christian Preschool in an effort to ensure the safety of our students has installed a secure door system on all exterior doors which will remain locked at all times.

**Preschool & Aftercare Families (K1-K4 and aftercare):** Parents and Guardians of students must use an assigned key fob to enter the building or wait to be admitted to the building by our

office personnel. The preschool office, upon enrollment to preschool or aftercare of a family will issue 1 key fob to your family. To enter the building you will scan your key fob across the pad and the door will unlock. If you do not have your key fob available, you will be need to press the button on the black speaker box and wait at the front door until a staff member can assist you.

Families will assume responsibility for these key fobs and return them on the last day of enrollment. Failure to return both fobs will result in a fee, \$10.00 each, to replace them. Should a key fob be lost, stolen, or somehow go missing, the individual responsible for the key fob must notify the preschool office immediately. There will be a \$10.00 fee to replace the fob. This will ensure that our students are safe and unauthorized individuals cannot gain access to rooms on campus.

If it is necessary for an individual other than the parent/guardian to pick up your child, please instruct them to use the bell on the door and wait to be assisted by our staff. We ask that you do not share your key fob with others.

### Drop Off

Please walk your child to his or her class or their gathering area. (This does not allow for an older brother or sister to walk them to their room unless they are 16 years old.) An adult must sign your child in. Do not allow your child to enter the building or go to their classroom alone.

### Signing your child in

**Sign your child in and out on the computer stationed at the front desk. Please do not allow children to sign themselves in and out. This is the adult drop off person's responsibility. If someone other than the parent is dropping off the parent must give the family member their child/children's id#. VPK and Early Learning Coalition parents must sign monthly paperwork verifying your child's attendance. This paperwork is generated the 1<sup>st</sup> of each month and must be signed immediately. .**

### Authorization to pick-up your child

No child will be released to a person not authorized by the parent to pick the child up. Each person authorized (including parents) will be asked to present photo identification if the teacher does not personally know the person picking up. We must have written authorization when changes are to be made to the pick-up list. It is the parent's responsibility to make all changes to the authorized pick-up list and notify persons added that photo id is required.

### Late Pick-up

If you know you are going to be detained, please notify the center immediately so that we can reassure your child. There is a charge of \$2.00 per minute, per child, after 6:00pm. These charges begin at 6:01pm whether you have notified us or not. This fee must be paid within 3 business days.

If a child is not picked up by 6:00pm we will begin calling emergency contacts. In the event that we are unable to reach a parent/guardian or emergency contact to pick up a child we are obligated to contact the police department and the department of children and families. Consistent lateness (more than 2 times in a school year) will be cause for dismissal.

### Traffic Patterns (Traffic Flow)

For the safety of all involved, **ALL** parents or those who transport children are to observe the appointed areas and procedures when dropping off and picking up students. **PLEASE, do not block the traffic lanes. Pull off and park your vehicle and exit.** You might think you are going to be briefly away from your car, but you might need to take a little more time than you have expected. Therefore, we ask that you park in the parking areas and leave the roadways open for active traffic flow. Parents who are dropping students please use parking lot adjacent to the preschool building and playground.

All traffic in and out of the parking areas are one way only. Please drive slowly as children are crossing the parking lot.

### Visiting the School

When coming to the school for any reason other than to pick up or drop off children, please come to the school office and receive a Visitor's pass. If a parent would like to visit a classroom during school hours, please come to the office and arrangements will be made for your visit. If you intend to pick-up your child prior to school dismissal, please call or send a note to the office. We welcome parents at any time and parents are especially invited to attend Chapel.

### Crisis and Emergency Plan

NorthRidge, in cooperation with the local and state authorities and the department of Homeland Security are developing a comprehensive Crisis management plan which will include detailed procedures in the event of any crisis.

Each year a copy of this plan will be posted in the school office and in your child's classroom. This will communicate to parents what we will do in the event of an emergency and how they should respond.

### Inclement Weather

In the event of inclement weather, the center will follow the recommendation of the Polk County School Board regarding the closing of the Preschool.

### Fire and Disaster Drills

*Detailed, step-by-step procedures for NorthRidge have been prepared by administration. Students and instructors are given procedures for emergencies. Evacuation routes are posted in each classroom and appropriate locations throughout the campus. Florida School Law mandates every school to carry out fire drill evacuations throughout the year while school is in session. Instructors are asked to go through the applicable fire drill procedures with their students. This should be implemented several times and very thoroughly. Students should be aware of the importance of these drills and carry out every one as though there were an actual fire. The Fire Department, Department of Children and Families, and County Health Department inspect our facility annually.*

### Emergency School Closings

NorthRidge Christian Academy and the extended care program will follow any Polk County School Board and/or City of Haines City decision to close due to hazardous weather conditions, or other emergencies. Announcements pertaining to closings of the county schools can be heard

on radio and TV (Bright house Cable Channel 9). If not, please call the school office for verification.

#### Emergency Removal of Students from School Property

In the event it is necessary to remove all students from the preschool building parents will be notified by phone and email as soon as it is possible with regards to the safety of all children. In the event the Preschool Building is evacuated children will be walked to the Gymnasium located on property at the Community Center.

In the event the entire property is evacuated children will be transported under the assistance of Haines City Police Department and Haines City Fire Department to the Haines City Police Department located at 35400 Hwy 27 Haines City, FL 33844. Parents will be notified by phone as soon as possible with regards to the safety of all children.

#### Emergency Accident and Illness

Your application contains a section for current information in case we need to reach you immediately. Please be sure to fill this out completely and leave it with the teachers. The school office personnel will provide first aid for minor cuts and bruises; however, in the case of an injury or illness, we will contact you immediately.

Serious accidents that need emergency treatment are usually treated by the nearest hospital. If a child should need immediate transportation to a hospital, the school will arrange immediate transportation. The parents or other individuals listed on the emergency card will be notified as soon as possible. If we cannot reach you and an ambulance is needed, you may incur a charge for the transporting of your child to the hospital. It is imperative that we can reach someone on your emergency card in this type of situation. If a student becomes sick during the day, the teacher will excuse the student and arrangements will be made with the parent or guardian through the school office.

#### **Keep your child home if he/she:**

Has a fever or has had one during the previous 24 hour period. Has a heavy nasal, eyes, or ear discharge (green or yellow). Has diarrhea or vomiting.

\*\* If you are called to pick up your child due to illness, your child may not return for a 24 hour period without a doctor's release.

Children may return to school when they have been symptom free for 24 hours.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will contact the next emergency contact person in your child's record. If necessary, we will also call an ambulance or paramedics. Until arrival of the parent, the Director or an assistant will be in charge and will make all decisions about the care of the child. You will be expected to assume responsibility for any resulting expenses. It is to your child's benefit that you keep the school up to date on the phone numbers, emergency numbers and other pertinent information.



## Medical Services and Medications



The School cannot administer any form of medication to students, including aspirin. If your child receives a minor injury or wound, the school will administer first aid. If we feel that further medical attention is necessary, parents will be contacted immediately.

***Medication may be administered by school staff ONLY if the following procedures are met:***

**1. MEDICATION PRESCRIPTION CONTAINER**

Medication must be in original prescription bottle, prescribed by a physician, stating dosage and time to be given. First dosage must be given by the parent. If a medication is to be given 2 times per day the parent should administer at home in the morning and evening.

**2. MEDICAL AUTHORIZATION**

Medication must be brought to school and be accompanied by a written authorization form entitled “Request for giving prescription or over-the-counter medicine” (furnished by the school or the doctor) which authorizes the school staff to act as an agent for the parent in administering the medication.

**3. OVER THE COUNTER MEDICATION**

Aspirin and Tylenol or any other over-the-counter medicines are considered medication and will not be administered without written authorization from your doctor. The parent will fill out written authorization form entitled “Request for giving prescription or over-the-counter medicine” (furnished by the school) which authorizes the school staff to act as an agent for the parent in administering the medication stating dosage and specific times to be given. Over-the-counter medications are furnished by the parent and must be in original containers.

**4. MEDICATION PERIOD**

No blanket authorizations which leave the decision to the school staff (i.e. as to when medications should be administered) will be accepted. Authorization should be for a very specific time period only and will need to be completed a minimum of once per week.

**5. COMMUNICABLE DISEASE**

Having been diagnosed with any of the following diseases or conditions, a child must have written consent from a physician to return to school or to be subject to school office for re-admittance: chicken pox, lice, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, or other such communicable diseases or conditions. All children must be fever free for 24 hours before returning to school. If the child is vomiting, has diarrhea, a bad cough, colored mucous or dark urine, the child must stay at home.

**6. HEAD LICE is common in Florida.**

Students will be checked periodically for head lice. NorthRidge Christian Preschool has a “no-nits” policy. This means that if nits (lice eggs found at the base of hair roots) are discovered during a head check, the student will be sent home for treatment. Students may not return until they have been properly treated and are nit-free.

## **Our General Information**

**Attitude** – A critical, griping or uncooperative attitude by a student or parent should not be evidenced in a Christian school. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student is subject to dismissal at the discretion of the administration.

**Chapel/Assemblies** – Chapel programs are an important facet of Christian education. There are regularly scheduled chapel programs on Wednesday mornings, as well as special ones at other times during the year. Attendance is required at chapel programs. Proper student conduct is of utmost importance during chapel times. Students who do not cooperate during the chapel program will be subject to school discipline. Parents and guests are invited to attend and sit behind the student body. This will insure student's ability to see and participate effectively.

**Child Abuse** – When school personnel suspect child abuse and/or neglect, the law requires that the suspected child abuse and/or neglect be reported immediately to the Florida Abuse Registry.

**Class and Teacher Placement of Students** – NP does not obligate itself to honor the requests of parents and/or students for certain teachers or classes or allow parents and/or students to pick the teachers or classes for the next year. The school Director and Teachers make all teacher and class assignments.

**Daily Operation of NCP-** If there is a concern about the daily operation of NCP, please bring these concerns quickly to the attention of the Director. If you feel as if your concerns have not been care of to your satisfaction, please contact the Administrator in writing.

**Electronic Equipment** – Students may not bring electronic items (such as radios, tape players, CD players, jam boxes, Game Boy, computer games, etc.) unless specifically approved by the administration. This includes all school function and field trips.

**Extended Care-** Extended care is offered for all NCP students who are already enrolled, five days a week from 6:30 AM to 6:00 PM. If this service is needed, parents should contact the school office. Weekly rates only include 10 hours of care per day.

**Grievance Procedure** – Occasionally there may be questions, problems, or grievances that arise. The following steps should be followed if this happens:

1. Talk to the teacher or person directly involved. Appointments will ensure that you will have uninterrupted time to talk with the teacher in private. If this is unsuccessful...
2. Make an appointment with the appropriate school Principal [preschool, elementary or middle] and the teacher. If this is unsuccessful...

3. Make an appointment with the Administrator, Principal and the teacher. If this proves to be unsuccessful...
4. Request an appointment with School Administrative Council (Senior Pastor, School Administrator, Principal, and School Advisory Board Chair). In the rare event that this is unsuccessful...
5. Make an appeal in writing to the School Advisory Board. Appeals cannot be made in person and the Board has the right to refuse to entertain the appeal if it feels that all reasonable steps were made to reconcile the issue.

### **Biblical Principle for Solving All School Problems..... MATTHEW 18**

As we begin the school year, we would love to think that we will all come together as a whole and have nothing but bliss throughout the entire school year. But, life is real and we don't live in a perfect world yet! So until the day that the Lord returns for us we must seek His will in our lives. He left us a clear and wonderful message in the Matthew chapter 18 on how we are to work with our fellow man. The procedure gives His formula for solving person-to-person problems. Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements.

A Christian school is made up of people---parents, administrators, teachers, and students. We, like any other collection of earthly mortals, have the potential for wrongdoing. Even so it is God's will that we live together in harmony. Jesus tells us in John 13: 34-35, that we are to love one another as He also loved us.

We are the generation of people whose philosophy is "I'll do it my way." When this spills over into the community, differences develop between individuals and people begin taking matters into their own hands. This of course is bypassing the Biblical procedure of solving problems.

There are several clear principles that Jesus taught in solving people-to-people problems. We are going to follow God's formula at NorthRidge Christian Academy and ask all parents, teachers, and students to do the same and then watch as God's blessings are shared with each and every one of us.

#### **THE MATTHEW 18 PRINCIPLES ARE AS FOLLOWS:**

1. **Keep the Matter Confidential** – The Bible has much to say about those who gossip or malign others with their words.
2. **Keep the Circle Small** – The first step, and more often than not, the only step needed to solve a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level. "...If thy brother shall trespass thee, go and tell him his fault between thee and him alone..."(Verse 15)

3. **Be Straight Forward** – “... tell him his fault...” (Verse 15) Jesus tells us to love forthright and honestly. Sometimes it is very hard to tell someone the very heart of the matter, but restoration can come only when the issues are lovingly and clearly presented. Proverbs 27:6 says, “...faithful are wounds of a friend...”
4. **Be Forgiving** – “...if he shall hear thee, thou hast gained thy brother.” This tells us that once a matter has been solved we should wholeheartedly forgive and restore the person who has been at fault. “But what is the Matthew 18 principle when the person will not hear you out?” For example, say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?
5. **The Parent and Teacher Should Agree to Share the Matter with the School Administrator.** Verse 16: ...take with you one or two more...” Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

The Matthew 18 principle requires that parents talk to teachers about problems and concerns with the teacher before anyone else. If unable to resolve the matter, then prayerfully and in an orderly fashion move up the school structure. This is the Lord’s way to solve people problems. Victory and growth will only come when we all unite for this cause and come together with love and concern for one another. Join with us as we prepare to do battle to defeat that which tries to harm our children and their bright futures.

A Christian school is a ministry in Christ’s name. Everything we do in the context of the school must be done in the way of Christ. Teachers love each other, your students, and their families. Parents love your children, their teachers, the school, and the ministry. Students love your parents; show respect to your teacher by obeying the rules and guidelines of the school. This will be a wonderful year and God will be honored in all we do. Satan would like to destroy the normal flow of harmony and good fellowship in Christian School Education. That is not possible if all of us use the Matthew 18 principle. It is our privilege to serve you and to be a part of your children’s lives.

- NorthRidge Christian Academy Administration

### **Jewelry and Money**

There are occasions when money must be brought to school for a specific purpose. Please send the money in an envelope clearly marked with the child’s name, amount enclosed and purpose to the school office for safekeeping. **The school is not responsible for any jewelry or money that is lost, misplaced, or stolen while in the child’s possession.**

**Naptime** - Children are required to nap or have quiet time every day. We ask that the parents provide a mat, blanket, and a small pillow. If your child has a favorite sleeping toy you may put

it in their cubby, and we will give it to your child at naptime. All items must fit in a 2 gallon zip lock bag labeled with your child's full name. Please put your child's name on mat, blankets, pillows, etc...

**Parties/Invitations** - Classroom teachers may, at various times and for various events, plan classroom parties. The classroom teacher must clear classroom parties that are planned by parents. If invitations are to be given out in the classroom for parties off campus, all students or all students of invited gender must receive an invitation. Parents are to refrain from solicitation from other parents unless the event is sponsored by NCA. All parties, activities, and decorations should have a Christ-centered focus. **We do not celebrate Halloween. Birthdays are scheduled with the teacher.** All food items, drinks, snacks, etc. must be pre-packaged store bought, not homemade. **Per Health Department Regulation.**

**Pledges** – We participate in the following pledges as a part of our day.

Pledge to the Bible: "I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart that I may not sin against God."

Pledge to the Christian Flag: "I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior crucified, risen and coming again, with life and liberty for all who believe."

Pledge to the American Flag: "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

**Publications** - A preschool newsletter is published quarterly. It is very important that you take time to read the newsletter and any notices sent to you by your child's teacher. They contain the Calendar of Events for the month, along with ongoing programs, notice of special projects, meetings, and articles of interest. There are also student publications from time to time. This is where you keep abreast of news and activities, along with any changes in school policies and procedures. **Classroom News:** Some of our teachers send home a classroom newsletter with a review of the week and a preview of the week to come. This is solely at the discretion of each teacher. You will receive communication via email. Please make sure that we have a correct email address on file for your family.

**School Office** - School office hours are from 8:00 AM to 3:30 PM. Appointment may be scheduled for early or late meetings. For security reasons, anyone who wishes to visit a classroom during school hours for any reason must register at the front desk. All lunches, homework, books, etc., brought in during school hours must be checked in at the office for security reasons and to avoid classroom interruptions

**School Hours** – The preschool is open from 6:30 AM to 6:00 PM. Tuition rates are based on either an Academic (8 hours) or Full Time (10 hours) rate. Additional fees are required if you need over 10 hours of care daily. We currently only offer ½ day program for K-4 students through VPK. Space in this program is limited.

**Special School Insurance** - The school carries limited accident insurance on the children that is secondary to a family's private coverage. It is necessary that parents/guardians check their own family insurance policy for coverage. Parents should remind their children of the need to practice safety rules at all times. Students should be conscious of the need for safety in school buildings and on the school grounds. Faculty members are always on supervisory duty. Should your child have an accident on school property you will be given documentation to submit to the insurance company for payment of expenses. It is the parents' responsibility to complete all necessary documentation for the policy.

**Toys from home** - We ask that children do not bring toys from home, as this creates problems and confusion with the other children. We do allow a stuffed toy for your child to nap with; however, we ask that it be left in the child's cubby until naptime. Remember, anything brought from home should have your child's name on it.

**Volunteers** - We need and urge your voluntary assistance in programs, public relations, activities, recruitment of future students, and other activities. We always need extra parents to accompany us on trips. For the safety of the children we do require background screening on all volunteers. While you will not be left alone with children we take the safety of our children very seriously. Parents must complete a volunteer application along with a processing fee to the office prior to volunteering. Screenings are done and can take up to 10 business days to return. Please allow sufficient time prior to events and trips for processing. This process must be completed every two years.

*NorthRidge Christian Preschool reserves the right to change policy or procedures in the Parent/Student Handbook at any time, when the NorthRidge Ministry staff deems the changes to be in the best interest of the school.*

*NorthRidge prohibits discrimination against students accepted into this facility. Students are admitted without regard to race, color, national origin, sex, age, or disability or any other legally protected status in accordance with applicable local, state, and federal laws.*

## **EVANGELISM OF STUDENTS/FAMILIES**

The goal of NCP is the redemption and righteousness of every student.

### **Salvation**

**Are you saved?** Your joy or sorrow for all eternity depends on it. Above all else, you need the *Good News* or *Gospel* of salvation. Consider:

**You are a sinner.** You must realize that you were born with a sinful heart and are prone to wrongdoing even though you try very hard to do right.

*"Therefore, just as sin entered the world through one man (Adam), and death through sin, and in the way death came to all men, because all sinned..." Romans 5:12 "For all have sinned and fall short of the glory of God." Romans 3:23*

**Your sin separates you from God and deserves punishment.** The penalty is eternal punishment and separation from God.

*"But your iniquities have separated you from your God; your sins have hidden his face from you, so that he will not hear." Isaiah 59:2 "For the wages of sin is death." Romans 6:23*

**Jesus paid for your sins by dying in your place.** God gave His only begotten Son, Jesus Christ, to take the punishment on the cross that you deserved. When He rose from the dead, He proved He was the Son of God with power to save.

*"But God demonstrates His own love for us in this: While we were still sinners, Christ died for us." Romans 5:8 "For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life..." John 3:16*

**You may believe Jesus and be saved.** Faith is a gift of God and means trusting God's grace to save you.

*"For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast." Ephesians 2:8-9 "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised Him from the dead, you will be saved." Romans 10:9*

You must trust Jesus Christ as Lord and Savior and respond to Him by personal invitation.

*God, I am a sinner and I need your forgiveness. I believe Jesus died for my sins and God raised Him from the dead. Come into my heart, Lord Jesus, and wash away all my sin. Thank you for saving me just now. I trust you to keep me and I commit my life to you. In Jesus' name, Amen.*

We would love to hear of your decision and be of any assistance. If you would like an appointment, please call the Senior Pastor at 422-4488.