



On behalf of the entire staff of New Life Christian Academy, we extend a very warm and friendly welcome from our family to yours. New Life Christian Academy is a full service early learning preschool servicing ages 6 weeks to Kindergarten. We are not a daycare ... but a preschool creating an environment of learning from the very beginning. Therefore our guidelines of operation may vary from daycare settings.

Starting a new relationship with a childcare provider can often provide some anxiety for both parent and child. It is always our goal to make your child's (and the family's) transition as smooth and as stress free as possible. We encourage open communication to address any concerns and questions that you may have. Feel free to schedule an appointment with your child's teacher or administration to discuss your concerns.

We anticipate another successful year here at New Life Christian Academy; therefore, we continuously solicit your prayers for our school, our children, staff members and all of the NLCA families.

Enclosed in this welcome packet is important information to address frequently asked questions of new parents. Please visit our website and view our online Parent Handbook and additional information on our website at:
newlifechristianacademygcsc.com

Expectations of Provider:

- Understanding the demands of working parents it is our desire to provide the best care possible for your child. Most childcare facilities suggest not having your child in a childcare facility more than 10 hours a day. Please be mindful that your child desires as much time spent with YOU as possible; therefore if your schedule requires your child remaining in the center for more than 10 days please notify administration to discuss options for extended care.
- Our Infant Room does not open until 7:00am. Please make sure that your child arrives no later than 8:30am. If your schedule requires an earlier drop off please notify administration in advance of your schedule change or request.
- All children should be dry before entering the facility. Please do not bring your child to school with wet, soiled or "poopie" diapers. If so, you will be asked to change them before leaving. A changing table is located in the main girls bathroom in the front of the building, but you must be escorted by a staff member due to the fact that our bathroom are not for public use. Other than a staff members, ALL adults MUST be accompanied into restrooms by an authorized staff member (at all times). Please be aware that mornings are usually pretty hectic and staff members are usually attending to children, so please be patient if you are asked to wait for an escort.
- Breakfast is served daily until 7:30am. Cut-off for preparation is 7:20am. Please make sure that your child arrives by this time to ensure service. Students arriving after 7:20am may likely only receive milk and fruit. If your child arrives after 7:30am please be prepared to sit with them in the Science room (located at the front of the building) until they have completed their breakfast. Then escort them to their appropriate classroom.
- Please adhere to our shoe policy. ALL children are expected to wear proper shoes at all times. The appropriate shoes are sneakers with a rubber bottom for safe play. Absolutely NO SANDALS, CROCS, or FLIP FLOPS are allowed!!!. Please adhere to this safety policy; it is in the best interest of your child. Your child's activities will be limited if we feel that it produces unsafe play.

- Please adhere to our NO BEAD Policy. Girls should not wear hair jewelry that could potentially be a choking hazard. Hair beads and "balled" hair accessories have been found to be a safety hazard. Bows and clamp type barrettes are acceptable. Beads are considered a choke hazard as well as small rubber bands. Children often find a way to remove them from their hair and this could present an opportunity to become a choke hazards for small children within the facility.
- Please do not bring any outside toys into the classroom. Most toys approved for home play are not approved by DSS standards and regulations to be used in a child care facility.
- When entering the building please make sure that you finish all cell phone calls prior to entering the building. Your child's teacher may have important information to share with you regarding your child day but often find it very difficult to compete with your cell phone conversations. Besides, your children are anxious to see you and they deserve your undivided attention.
- Please make sure that once you enter the parking lot that you promptly enter the building to receive your child. It's often frustrating when your child notices that you have arrived and you remain on the cell phone in the parking lot instead of picking them up.
- Please make sure that you sign in electronically as well as manually on the sign in sheet located at the front desk. Each parent will receive a code and expected to use it daily when entering the building. Codes are for parents/guardians only. All others picking your children up will need to ring the bell and be prepared to present proper identification prior to the release of your child.
- For security purposes please make sure that you do not let anyone come into the building behind you as you enter or exit the building. Although faces may become familiar, each child must be individually clocked in by using the electronic attendance tracker. Parents that have been part of the NLCA family for a while is familiar with this procedure. They do not think that you are being rude when you close the door in front of them while they are waiting behind you to enter the building.
- Tuition payments are expected to be made weekly. Payments are due the Friday prior to the week of service. Payments are

considered late as of the following Monday at 9:00am. A late fee will be assessed to ALL payments not received by 9:00am on the following Monday.

- During the instructional school year, please make sure that your child arrives on time. Classes start promptly at 8:00am. Late arrivals are very disruptive to our classrooms and it makes it more difficult for your child to adjust to the routine of a schedule. Remember: NLCA is not a daycare...we are an early learning preschool; therefore when your child arrives late they are not able to benefit from the full program.
- We consider ourselves partners with our parents and families. We appreciate you entrusting your children in our care. Having a smooth school year is the best environment for learning to take place. We ask that you work with your children on listening and following directions and instilling discipline, structure and order in their lives. Spending time reviewing concepts learned at school is one of the best ways to promote and witness cognitive and academic growth in your child. Remember: we are not a daycare...we are a early learning preschool.
- If your child is not feeling well, please make alternative arrangements for temporary childcare. It is not in the best interest of your child, our staff, or other children to have your child in the center when they are not feeling well. Fever, vomiting, diarrhea, tummy aches, severe ear infections, "pink eye" etc. are examples of conditions that may prohibit your child from participating in daily activities. If your child can not participate in daily activities because they are cranky, fussy, still recovering from an illness etc. it is in your child's best interest that they are in an environment where they can receive individual care until they are 100% back and ready for action!

If you have any question or concerns please visit our website:

newlifechristianacademygcsc.com where you will find additional information and detail on our school policies and procedures. In the event that you still have questions or concerns, please feel free to schedule an appointment with a member of our administration staff to discuss your questions or concerns.

Thank you for taking the time to review our provider expectations