



2022-2023

Student and Parent Handbook:

For NorthEast Christian Learning Academy

NorthEast Christian Church

990 Star Shoot Pkwy

Lexington, Ky 40509

(859) 299-1251 ext. 239

Table of Content

School Calendar

Mission statement

Program overview

General Information

Policies

Health & Safety Information

Registration & Tuition

Children & Parent Rights

Parent Signature Page



2022-23 School Year Calendar

Blue = In Session 9:30 AM - 2:00 PM

Red = No Academy

Gold = Tuition is Due

September							October							November							Open House Sept. 1st First Day of School Sept. 6th Fall Break Oct.3rd- 6th Nov. 8th Closed for Election Day Thanksgiving Break 23rd & 24th
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
				1	2	3							1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
25	26	27	28	29	30		23/30	24/31	25	26	27	28	29	27	28	29	30				
December							January							February							Early dismissal Dec. 15th at 1:30 p.m. Christmas Break Dec. 20th - Jan 2nd School returns Jan. 3rd MLK Day Jan. 16th (professional workday) Presidents Day Feb. 20th (professional workday)
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
				1	2	3	1	2	3	4	5	6	7				1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31	29	30	31					26	27	28					
March							April							May							Spring Break April 3rd -6th Election Primaries May 16th Last Day of School May 23rd Potential Make-up days May 24th & 25th
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
			1	2	3	4							1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23/30	24	25	26	27	28	29	28	29	30	31				

**** If Fayette County changes their school calendar, The Academy will also be adjusting our School Calendar to follow Fayette County ****

Mission Statement

The mission of the Academy is to create an academically enriched Christian environment. Within this safe and loving environment, we help children develop good social skills and enhance their reading, writing and mathematical skills to prepare them for a successful future in Kindergarten and beyond. We strive to make the Academy a blessing to both parents and children! We do this by providing a faith-based monthly curriculum within the classroom and with a special class Music and Movement. Our small class sizes in age appropriate settings allow for focused attention and optimal care.

Program Overview

Classrooms:

The Academy accepts children 2 months of age through 5 years of age. Children will be placed in an age appropriate room with an age appropriate teacher ratio.

Areas The Academy will Cover with Curriculum and Lesson Plans

- **Preschool-**
 - Christian Curriculum
 - Numbers
 - Letters
 - Shapes
 - Colors
 - Recreation
 - Art Activities
 - Musical Activities
 - Good Manners
 - Good Citizenship
- **Toddler & Infant-** we will strive to develop the 7 Intelligences of Your Child
 - The 7 Intelligences are labeled as follows:
 1. Visual/spatial
 2. Verbal
 3. Musical
 4. Kinesthetic (movement)
 5. Logical/mathematical
 6. Interpersonal
 7. Intrapersonal

General Information

Classes Offered:

Infant Room	5-6 Students/2 Teacher
One year old Rooms	9-10 Students/2 Teachers
Two year old Rooms	10-11 Students/2 Teachers
Three year old Rooms	10-12 Students/1 Teacher with aide
Four year old Rooms	10-12 Students/1 Teacher with aide

Our Three and Four year old classrooms will each have one lead teacher with an assistant teacher who floats between each age range.

*We keep our student/teacher ratios **BELOW STATE MINIMUMS** because we believe this will result in the students getting more attention and a better quality of instruction!*

Hours of Operation:

Mondays-	9:30 A.M. - 2:00 P.M.
Tuesdays-	9:30 A.M. - 2:00 P.M.
Wednesdays-	9:30 A.M. - 2:00 P.M.
Thursdays-	9:30 A.M. - 2:00 P.M.

Policies

Snack:

Parents are to provide a healthy snack for their child. All snacks should be healthy and ready to eat as is. The Academy is not able to warm, cut or prepare any meals or snacks. Snacks must contain two of the following: a) milk, b) protein, c) bread or d) fruit or vegetable or 100% juice. All items need to be **peanut free**. Snack time will be at 10 AM.

Lunch:

Parents are to provide a healthy lunch for their child. All lunches should be healthy and ready to eat as is. The Academy is not able to warm, cut or prepare any meals or snacks. Lunch must contain a) dairy, b) protein, c) bread or grain and d) two servings of two different vegetables or one fruit and one vegetable. Lunch should include a drink box or bottle. All items in the provided lunch need to be **peanut free**. At times, a teacher or the administrator may arrange to have lunch brought in for the students. Parents will be notified, in advance of the date and cost of the delivered meal. Children will eat lunch around 11:30 – 12:00.

Policies: (Continued)

Clothing:

Clothing should be comfortable and washable. We do art activities each day at the Academy and this may include the use of markers, paint, glue, and/or glitter. Please also bring an extra change of clothing in case of an accident. Please have these in a bag or backpack that is labeled with your child's name.

Rest Time:

Each class will have an age appropriate rest period. Parents need to bring a labeled blanket, or large towel for their child daily. Children do not have to sleep during rest time, but will be encouraged to stay on their mat, so as not to disturb the children who choose to sleep. Children under the age of 1 will need a sleep sack instead of a blanket.

Diapers:

Parents need to supply diapers for their child each day. If your child runs out of supplies we will happily provide what is necessary, and we will provide a reminder of what is needed for the next day. All children in the 3 and 4 year old classrooms must be fully potty trained. We do not have the facilities to change diapers/pull up in those classrooms.

Discipline:

Positive redirection is our main method of discipline. This may include letting a child know what behavior is not acceptable and then providing an alternative option for that child. An example might look like, "Madeline, we do not throw blocks. It could hurt our friends. Why don't we go over to the table and play with the puzzles?" When necessary a child may be given an age appropriate time out from other children.

Teachers will always communicate what behaviors are acceptable and which behaviors are not acceptable to the children and use redirection as the primary method. If a child displays aggressive behavior such as hitting, kicking, or biting, parents will receive verbal and written communication from the Coordinator.

Policies: (Continued)

Transportation:

Transportation is the responsibility of the parents.

Parking:

NorthEast Christian Church has a large parking area. To access the closest entrance to the Academy, please park in the East Wing parking lot of the church. Please do not leave vehicles running or children unattended while dropping off or picking up children.

Health and Safety Information:

Please understand that the following rules and regulations are in place for the safety and well-being of the children at the Academy.

Arrival and Departure:

Upon entering the building, each parent will use the Procure app on their phone to scan the new check in and out QR code. Once the QR code is scanned, parents will be asked to answer a few check in questions about travel and COVID-19 exposure. If answered yes to any of the questions AND the child has a fever of 100.1 or higher the child will not be allowed to enter the classroom. To maintain social distancing we ask that only one parent or guardian drops off and picks up. During drop off and pick up to help with traffic flow we ask that **everyone enters through the Tree entrance and exits through the playground doors.**

If a child is dropped off later than 9:45 the child will be escorted to their classroom by the Coordinator so as not to disrupt the class. If you need to pick up your child early, please notify the Coordinator and the Teacher so they can have your child ready with their belongings when you arrive.

If a child is not picked up by a parent or approved caregiver by 2:15, the parent will be called. If a child is still not picked up by 2:30 with no response from parents. The church officials and proper authorities will be called.

If someone other than the parent or regular caregiver arrives to pick up your child, they must show their driver's license and be on the approved pick-up list on the child's Procure profile. If they are not on the list and/or no notification by parents on change of routine, the child will remain at the Academy and a parent will be called.

Health and Safety Information:

(Continued)

Weather Policy:

The Academy follows Fayette County Schools in regards to school closing, weather closing, and delays. If Fayette County Public Schools are not in session, the Academy is not in session.

- If Fayette County is delayed by 1 hour then the Academy will also be delayed by 1 hour, opening at 10:30.
- If Fayette County is delayed 2 hours due to snow/road conditions, then the Academy will be closed.
- If Fayette County is delayed 2 hours due to extreme temperatures or non-weather related events, the Academy will be operating on a 1 hour delay, opening at 10:30.

For any type of closure or delay an email will be sent by 7 am that morning letting you know if we are in session or not.

In the event of an emergency during the Academy hours, children will be taken to a safe place until the emergency has passed and/or children have been picked up by parents/guardians or authorized personnel. Please refer to www.wkyt.com and www.lex18.com for cancellations/delays.

Snow Days:

After the Academy has missed 4 days due to snow/weather cancellations we will use the 2 built in Make-Up days (bad weather days 5 & 6) in our May Calendar. For each additional cancellation after the 6th bad weather day, the Academy will prorate May's tuition up to two additional days (bad weather days 7 & 8) but not until after 6 days have been missed.

Covid-19 Shutdown:

If school is closed due to Covid-19, the Academy will try our best to honor the Weather Policy by making up days or refunding. All decisions on refunds and/or credits will be made from the heads of the church. Academy will make every effort to honor all agreements between parents and staff (financial, educational, and spiritual).

Health and Safety Information:

(Continued)

Sick Policy:

- A child who is ill should not be at the Academy. A child who has any of the following is considered ill – vomiting, diarrhea, pink eye, head lice, difficulty breathing, an untreated infection, a contagious infection, excessive green/yellow drainage from the nose or eyes, or a fever of 100.1 degrees or higher. Children who are not feeling well are more vulnerable to infection so when in doubt, keep your child home. This is in the best interest of your child, the other children at the Academy and our Academy staff.
- If your child should become ill while at the Academy, we will immediately notify a parent and the child must be picked up in a timely manner.
- In order to return to the Academy children must:
 - Be fever free for 24 hours without the use of fever reducing medication
 - Be vomit/diarrhea free for 24 hours without the use of medication
 - Be clear from excessive drainage from eyes/nose
 - Be free from head lice and have been treated with either prescription or over the counter remedies
 - Be infection free (this includes pink eye) or on the proper medical remedy and not be contagious (if you are unsure whether your child can return, please ask your doctor)
- The staff at the Academy is not authorized to administer medication to children with the exception of an Epi-pen.
- Children are not permitted to administer their own medication. If necessary, parents will be permitted to come and give their child medication during Academy hours.

The Academy reserves the right to ask for a doctor's note clearing the child to return.

Accidents/Injuries:

In the unfortunate event that your child is injured while at the Academy, we will first and foremost keep your child calm and comfortable while addressing the injury. Minor injuries such as bumps, scrapes, etc. will be treated with a band-aid and or ice pack. The injury will be documented and parents will be notified both verbally and in writing when they arrive to pick up their child.

If an injury is determined to need more treatment than a band-aid or ice pack, the parent or guardian will be notified immediately by phone.

If an injury is life threatening, trained rescue personnel will be called through 911 and then the parent will be notified by phone. **For this reason, we ask that all of your phone numbers and contact information be kept current throughout the year. Please make the Coordinator aware of any and all changes in a timely manner.**

Registration and Tuition:

Registration For The School Year:

1. Current family registration begins first week of February
2. New Student/Family Registration opens:
 - a. Members of NorthEast Christian Church- third week of February
 - b. Non-Church Members- first week of March

Information Need for Enrollment:

- In order to enroll your child into the Academy program, we need the following:
 1. Fill out online Registration Form
 2. Non-refundable Registration Fee
- Before the first day of the Academy, we need to have the following:
 1. Authorization for Emergency Treatment
 2. Health History Form
 3. Release to participate form
 4. A current copy of your child's immunization record
 5. Photo Permission Form
 6. Fee Policy Form/ Tuition Contract
 7. The First Month of Tuition paid

All information in the child's file must stay current. Please make the Coordinator aware of any changes in address, phone number, name, or custody immediately.

Notice of Non-Discriminatory Policy as to students:

NorthEast Christian Learning Academy of Lexington Kentucky, admits students of any race, color, nationality or ethnic origin and religion

Notice of Christian Foundation and Religious Education:

NorthEast Christian Academy includes Christian teachings in its curriculum.

Registration and Tuition: (Continued)

Tuition: This is a YEARLY FEE broken up into 9 payments for your convenience. There is a sibling discount of \$15 off the second child each month. Tuition is due by the 1st of each month.

- Tuition can be paid via cash, check or online by credit card.
 - All checks need to be made to NorthEast Christian Church (or NCC).
 - To pay by credit card go to the Procure app. The app can be set up for autopay each month. **There will be a small fee (\$6) added to your monthly tuition payment if you choose to pay by credit card/Procure app.**
- **NSF Checks:** If your check is returned due to Non Sufficient Funds you will be charged a \$25.00 fee.
- **Financial Responsibilities upon early withdrawal of child:**
 - If you decide to withdraw your child during the fall semester, you must give notification to the Coordinator **30 days prior to withdrawal of your child.**
 - If you withdraw a child **on or after March 1st, for the Spring Semester, you will be responsible for the entire semester tuition of March through May.**

-Failure to pay tuition as stated above is the reason for a child's dismissal from the program.

-All payments made to the Academy are non-refundable. (Note: If a family or child is required to be quarantined due to Covid/health department regulations, then the coordinator will contact the family regarding any tuition adjustment for the next month.)

*While we strive to be accurate, unintentional errors may occur. We reserve the right to correct any errors.

CHILDREN AND PARENT RIGHTS PURSUANT TO KRS 199.898

(1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982 or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;**
- (b) The right not to be subjected to abusive language or abusive punishment; and**
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.**

(2) Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;**
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;**
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and**
- (d) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.**

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program

Student Handbook Signature Page

I the parent/guardian of

(Child's Name:) _____ acknowledge
that I have read and agree to follow the guidelines and procedures outlined in this
handbook.

(Parent Signature)

(Date)