



**Northside Christian**  
**PRESCHOOL**

**Parent/Student Handbook**

411 W Robson St. Lakeland, FL 33805

(863) 686-1977

<https://www.northsidelakeland.com/preschool>

Certified by FLOCS #69851013



Northside Christian Preschool  
411 W Robson Street  
Lakeland, FL 33805  
(863) 686-1977

Welcome to Northside Christian Preschool!

It is my greatest pleasure to introduce you to our preschool. We strive to provide you and your family with a high quality, Christian program for your child's preschool experience. At Northside Christian Preschool, we are more than a childcare facility; we are a ministry focused on the development of the whole child, to learn and instill Biblical truths, a love of learning, and a sense of belonging.

As a parent and educational professional, I understand and value the importance of each moment of your child's day. Even if we as adults do not realize it, children are learning and growing every moment. We have a heart that is for our students to learn about the Lord all throughout the day as they grow academically, socially, spiritually, and physically. We want to fulfill Proverbs 22:6, "training up children in the way they should go," and Ephesians 6:4, "bringing children up in the nurture and admonition of the Lord."

Northside Christian Preschool has an emphasis on experiential learning and intentional play. Children are more likely to learn when they participate in and talk about a lesson. The potential that play-based learning experiences have in young children is vast. Fred Rogers, known as Mr. Rogers, said it best: "Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning. Play is really the work of childhood."

To learn more about our philosophy, programs, and procedures, please take some time to read through this handbook and keep it accessible if you have any questions regarding the preschool. Thank you for your interest in Northside Christian Preschool. We look forward to getting to know your family and connecting with you throughout the school year!

Blessings,

*Jillian Roney*

**Jillian Roney**

Preschool Director

Northside Christian Preschool

(863) 686-1977

## Psalm 78:4,6-7

4 “We will not hide these truths from our children; we will tell the next generation about the glorious deeds of the LORD, about His power and His mighty wonders.

6 So the next generation might know them—even the children not yet born—and they in turn will teach their own children.

7 So each generation should set its hope anew on God, not forgetting His glorious miracles and obeying His commands.”

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## About Us

### **Mission**

Our Mission at Northside Christian Preschool is to provide a Christ-centered learning environment for preschool-aged children to grow through play, learning experiences, and academic excellence.

### **Program**

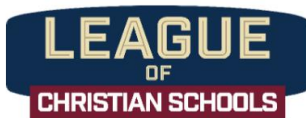
Our program began in August of 2024. We began with one 3-year-old class and one 4-year-old Voluntary Prekindergarten (VPK) class. Northside Christian Preschool is excited to expand in our second year by offering an addition 3- or 4-year-old classroom for the 2025-2026 school year.

Northside Christian Preschool is eager to collaborate with you and your family!

### **Licensing and Membership**

Northside Christian Preschool is recognized by The Department of Children and Families (DCF) with Religious Exemption from Licensure, complying with the requirements in section 402.316, Florida Statutes.

Northside Christian Preschool holds accreditation with the League of Christian Schools (FLOCS/ILCS), membership number 69851013.



Northside Christian Preschool is a provider of the Voluntary Prekindergarten (VPK) program. The VPK program is free for all four-year-olds born on or before September 1 who reside in Florida.



### **Statement of Faith**

There is only one true God who is the eternal King, Creator, and Redeemer of all that is. He is perfectly holy, just, loving, and truthful. He has revealed Himself to be eternally self-existent – one being in three persons: God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4, Isaiah 43:10,11, Matthew 28:19, Luke 3:22).

The Bible is the inspired and only infallible and authoritative Word of God (2 Timothy 3:15-17, 1 Thessalonians 2:13, 2 Peter 1:21).

Humankind was created in the image of God to know and enjoy Him, yet we willfully rejected the Lordship and glory of God for which we were intended. Because of this, sickness, death, and judgment entered the world and now creation experiences the effects and consequences of sin (Genesis 1:26-27, Genesis 2:17, Genesis 3:6, Romans 5:12-19).

The Lord Jesus Christ, the one and only Son of God, was conceived of the Holy Spirit, born of the virgin Mary, and is God's Anointed One, empowered by the Holy Spirit to inaugurate God's kingdom on earth. He was crucified for our sins, died, was buried, resurrected and ascended into heaven, and is now alive today in the presence of God the Father and in His people (Matthew 1:23, Hebrews 7:26, Acts 2:22, 1 Corinthians 15:3, Luke 24:39, Acts 1:9, Hebrews 1:3).

We are saved by God's grace, through faith in the person and work of Jesus Christ. Anyone can be restored to fellowship with God by repenting, believing, and receiving Jesus as Savior and Lord. The Holy Spirit convicts, regenerates, justifies, and adopts us as we enter the kingdom of God as His sons and daughters. (Luke 24:47, John 3:3, Ephesians 2:8, Titus 3:5, Romans 8:16, Titus 2:11,12).

The sanctifying power of the Holy Spirit enables a Christian to live holy and minister supernaturally by indwelling within them. The baptism of the Holy Spirit according to Acts 1:4-8 and 2:4 is poured out on believers that they might have power to be witnesses.

The victorious redemptive work of Christ on the cross provides freedom from the power of the enemy – sin, lies, sickness, and torment (Isaiah 53:4-5; James 5:14-16).

The Church consists of all who put their faith in Jesus Christ. He gave His church the ordinances of baptism and communion (Mark 16:16, Acts 10:47, 48, Romans 6:4 and 2 Peter 1:4, 1 Corinthians 11:26, 1 Corinthians 11:26). The Church exists to carry on the ministry of Jesus Christ and further advance His kingdom by preaching the Gospel, living the good news of God's love, and discipling the nations – baptizing and teaching them to love and obey God (Matthew 28:19).

There is an ever-increasing government of God and a Blessed Hope, which is the glorious visible return of our Lord Jesus Christ for His overcoming bride – His church. Heaven and hell are real places (Matthew 25:46, Mark 9:43-48). There will be a resurrection of the saved and the lost, the one to everlasting life and the other to everlasting death (Revelation 21).

### **Philosophy of Education**

At Northside Christian Preschool, our philosophy of education is to train up children in the Lord, through a focus on spiritual truths and Biblical foundations (Proverbs 22:6). Two of those truths include that marriage is between one biological man and one biological woman (Genesis 1:26-27; Genesis 2:24) and that life is sacred, beginning at conception (Isaiah 44:24; Jeremiah 4-5; Luke 1:39-44). Everything we teach and promote at Northside Christian Preschool will reflect these truths of birth, marriage, and the sanctity of human life, including our language arts curriculum, books in our library, stories we read, and the testimonies of our teachers.

At Northside Christian Preschool, we know that children flourish best when a firm foundation is set in their early childhood years. Children will grow to shine their own lights when taught Bible stories, the Fruit of the Spirit, and Biblical social interaction skills.

We value the importance of a well-balanced learning environment. We believe children learn best through modeled behavior, direct instruction, and play. It is through working and playing together that children can practice both social and academic skills taught and reinforced by quality teachers.

### **Vision, Mission, and Goals**

Northside Christian Preschool's primary purpose is to provide a quality Christian learning and development opportunity for preschool children, ages 3-5 (non-kindergarten). We want children to know that Jesus loves them and died for them – and that He wants them to live a fulfilled life devoted to Christ and His kingdom (John 3:16).

Our mission at Northside Christian Preschool is to provide a Christ-centered learning environment for preschool-aged children to grow through play, learning experiences, and academic excellence.

Our goals include:

- Teach all children about God's love and His truths (Deuteronomy 6:5-9)
- Foster a love of learning in every child's mind
- Prepare children to show Christ-like character as they grow in their homes, communities, playgrounds, and future schools (Matthew 5:16)
- Create a healthy, nurturing, and safe environment
- Team with families in the care and education of their children (Ephesians 6:1-4)

## **Our Program**

Northside Christian Preschool offers a half-or full-day program designed for children ages 3 – 5 years (non-kindergarten age) and fully potty-trained by their first day of school. We offer our program over a ten-month period, from August through May.

We offer two preschool options: self-pay 3-year-old class, and free Florida Voluntary Prekindergarten (VPK) 4-year-old class.

Northside Christian Preschool is a provider with Florida's Voluntary Prekindergarten (VPK) program. Families interested in utilizing the free program must present the student's official Certificate of Eligibility.

To learn more about VPK and apply for a certificate, click on the link below.

[Click Here](#)

Summer programs will be offered, pending interest.

The guidelines for class sizes are:

3-year-olds: 13 students | 1 teacher

4-year-olds: 11 students | 1 teacher

Northside Christian Preschool staff will take a daily class count to certify attendance and ratio.

### 3-Year-Old Class

Children entering the 3-year-old class must be 3 on or before September 1<sup>st</sup>, and fully potty-trained (in underwear) by their first day of school.

Children who are 3 years old can choose a program from the following offerings:

- Monday, Wednesday, Friday
- Tuesday, Thursday
- *Combined* Monday-Friday

### 4-Year-Old Class

Children entering the 4-year-old class must be 4 on or before September 1<sup>st</sup>, and fully potty-trained (in underwear) by their first day of school. Each 4-year-old must have a Certificate of Eligibility from the ELC.

Children who are 4 years old can choose a program from the following offerings:

- Free Voluntary Prekindergarten (VPK) Monday-Friday mornings
- Self-pay Monday-Friday extended day

## **Hours**

Northside Christian Preschool is open from 7:30 a.m. until 3:15 p.m. We offer a variety of options for families within these operational hours.

**Half Day Preschool Classes** meet from 8:00 a.m. to 11:00 a.m. The half day class pick up time is at 11:00 a.m. Families will be charged a late fee of \$1.00 a minute for any students not picked up by 11:10 a.m. A phone call saying you will be late does not exempt a family from this charge.

**Full Day Preschool Classes** meet from 8:00 a.m. to 3:00 p.m. The full day class pick-up time is 3:00 p.m. Families will be charged a late fee of \$1.00 a minute for any students not picked up by 3:10 p.m. A phone call saying you will be late does not exempt a family from this charge.

**Drop Off** begins at 7:40 a.m. for the VPK program and 7:50 a.m. for the 3-year-old program.

## **Classes**

### **3-Year-Old Class**

Our 3-year-old class focuses on social-emotional skills necessary for children to be successful in the classroom, at home, in church, and in their communities. Our students will learn the importance of living a life modeled after Jesus through lessons on the Fruit of the Spirit (Galatians 5:22-23) and the Life of Christ (Philippians 2).

Our 3-year-olds will also gain understanding of language arts through speaking, listening, phonics, and books read aloud. We will introduce early mathematical concepts, such as patterning, number sense, colors, and shapes.

Further program offerings are:

- Bible Lessons (daily in the classroom plus weekly chapels)



- Godly Character (prayer time before snack, walking in kindness daily)
- Communication Skills
- Fine & Gross Motor Skills
- Arts & Crafts (including crafts that celebrate Christmas and Easter)
- Music (preschool songs, including age-appropriate Christian worship songs)
- Play

#### **4-Year-Old Class**

Our 4-year-old class prepares each child to enter elementary school, not only with kindergarten readiness skills, but also through learning Christ-centered strategies necessary to live a life that shines for Jesus (Matthew 5). Our students learn Biblical truths they can apply at home and in their future learning environments.

Our 4-year-old class will prepare for kindergarten by developing knowledge in language arts through letter recognition, phonics, reading and writing, plus participation in books read aloud. We will also develop mathematical skills by learning concepts of addition, comparing quantities, geometry, and number sense/ recognition.

Further program offerings are:

- Bible Lessons (daily in the classroom plus weekly chapels)
- Godly Character (prayer time before snack, walking in kindness daily)
- Social Development
- Fine & Gross Motor Skills
- Science & Creativity
- Arts & Crafts (including crafts that celebrate Christmas and Easter)
- Music (preschool songs, including age-appropriate Christian worship songs)
- Play

### ***Schedule***

#### **Half Day**

Our half day schedule includes the following times: group chapel, circle time, cooperative and individual play (both inside and outside), and snack time, as well as dismissal.

#### **Full Day**

Like our half day schedule, our full day schedule also includes the following times: group chapel, circle time, cooperative and individual play (both inside and outside), and snack time. The full day schedule includes lunch time, nap, enrichment activities, and further center and/or outdoor opportunities.

### ***Core Components***

There are core components to every preschooler's time at Northside Christian Preschool. The schedule of these components may change throughout the year, for various special events, and on the first day of each week (generally a Monday). Classroom schedules are posted in each room and a paper copy is

available upon request. Both the 3-year-old and 4-year-old classes share the same components. The core components are marked bold and explained below:

Each week begins with a **chapel service** at 8 a.m. Northside Christian Preschool students and staff begin the week with prayer, pledges, and a weekly Bible memory verse. We participate in 2 or 3 age-appropriate Christian worship songs then the students are read a Bible story. The chapel service takes place in the fellowship hall of the preschool building. The preschool director will lead the chapel services weekly.

For the remainder of the week, each class begins with **prayer** and **Bible** in their own classroom. In addition to starting the day in prayer, each program will end in prayer, as well. The teacher will lead the prayer, however, after the first month of school, a prayer helper “job” will be created. This allows children an opportunity to be involved and time to put into practice what has been taught and modeled. Our staff will pray with children individually and practice shepherding them from the heart and leading them to confession of sin and repentance if desired, according to 1 John 1:9.

**Circle time** happens more than once throughout the day. Circle time is most often used as a group learning time. This valuable learning time is planned with Abeka Preschool 3s and K4 curriculum, which includes Language Arts, Math, and Bible. Within these subjects, children to have opportunities to understand vocabulary in context, be exposed to informational text and a Biblical worldview through topics, learn and practice conversation skills, and display self-control by following rules, responding appropriately, and taking turns. Circle time will involve student participation, music, movement, and/or group activities.

**Centers** are used throughout the day. Center activities may include, but are not limited to, dramatic play (such as kitchen/house, Bible story reenactment), creative expression through the arts (such as easels with paint), pretend play (such as a train table), sensory (such as a rice table), library (such as books, retelling activities, puppets), block/building, manipulatives (such as strings and large beads, lacing cards), games (such as puzzles or sorting bears), writing, and/or technology. Centers allow children a time to express themselves and have a choice, learn to work together with peers, and converse with teachers.

**Outdoor time** is very beneficial to children. Outdoor time happens daily, weather permitting. If the weather is such that the children cannot go outside (rain, storms, or heat), the fellowship hall will be utilized. Children will participate in games that are both appropriate for indoors and gross-motor play.

Mealtimes are often a favorite time of the day for many children. **Snack** and **lunch** time begin with a prayer of thanksgiving each day (Matthew 14:19).

Though not written out specifically, children will have a **clean-up** time often during their schedules. The teachers specifically model and teach clean-up procedures then guide children through the tasks daily. Children will not be told to “clean-up” then be left to their own devices. Northside Christian Preschool utilizes clean-up time as an opportunity to teach the principal “Whatever you do, work at it

with all your heart, working for the Lord, not for human masters” found in Colossians 2:23. Children receive a sense of belonging and worth when they are given achievable tasks and developmentally appropriate responsibilities.

## *Curriculum*

Northside Christian Preschool’s mission in our instruction is to teach children about Biblical truths. Our focus at NCP is for children to know who God, Jesus, and the Holy Spirit are as the Trinity (Matthew 28:19, Luke 3:22), to know the Bible is God’s Word, living and steadfast (2 Timothy 3:15-17, 1 Thessalonians 2:13), and to commit Biblical truths into their hearts and minds (Deuteronomy 11:18-19). We use faith integration ongoing throughout the day. For example: If a child falls on the playground, pray for the boo-boo. If a child has a problem, relate to a Bible story to find a solution, “David sang worship to God when he was feeling overwhelmed; we can too.” For the 2025-2026 school year, Northside Christian Preschool uses Abeka curriculum during circle time to teach specific Bible lessons throughout the year.

Northside Christian Preschool is focused on building the daily program around faith-based teachings and Developmentally Appropriate Practices (DAP). Each day will be filled with preplanned and prepared appropriate activities that may be just a bit challenging but achievable for each student. Play is part of the academic process. “Play contributes positively to child development in all of the learning domains” (Florida Department of Children and Families, 2019).

In addition to having purposeful teacher-student interactions and engaging sensory activities, Northside Christian Preschool will follow the Division of Early Learning guidelines set by the Florida Department of Education. These standards include, but are not limited to, physical development, approaches to learning, social and emotional development, language and literacy, mathematical thinking, scientific inquiry, social studies, and creative expression through the arts. Northside Christian Preschool includes Bible as a subject for every student enrolled.

For the 2025-2026 school year, Northside Christian Preschool uses the Abeka curriculum, which is an academic resource based on Biblical values. “Abeka’s preschool curriculum features a traditional approach to teaching and learning, cross-subject integration, spiral review, and plenty of hands-on activities” (Abeka, <https://www.abeka.com/preschool/> ).

Preschool instruction is not limited to curriculum. Our teachers to use open-ended questions and open-ended discussions regularly with children and include Biblical songs, nursery rhymes, and action songs into the preschool day.

A major part of preschool is the “process.” Children learn individually during the progression of their tasks. The instructional staff should not place a focus on a “product” rather than the “process.” Process learning allows children to enjoy the experience uniquely. Process learning is often used with art as a focus; no two children’s projects will turn out the same if children are allowed to be truly

creative! However, process learning can apply throughout the day as well, such as the “process” of building a block tower.

Northside Christian Preschool is print-rich, meaning the environment is full of print for the children to use and discover. This print includes labels for materials, shelves, and belongings, books, and writing materials. Magazines will be available and promoted, and children’s dictation should be taken as much as possible.

### ***Literature and Media***

Northside Christian Preschool assesses the quality of literature and media (videos, DVDs, and television) through a Biblical lens, following Philippians 4:8 that states “Finally, brothers and sisters, whatever is noble, whatever is right, whatever is pure whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy- think about such things.” Any literature or media used to enrich the curriculum must prove to be of high quality.

When using books for enrichment, teachers choose books that align with Biblical standards, that have realistic, meaningful illustrations that cover as much as the page as possible, reflects the student interest and has an appealing theme, and contains quality language aspects such as a focus on believable dialogue, rhyming, repetition, etc. Any books chosen to enrich the school day should also prove to be enjoyable and appropriate for development, avoiding books that are too young or too long for the appropriate age (3-or 4-year-olds).

When choosing to use any media, teachers first ask themselves why they are choosing to show a video. If the objective of the media can be accomplished with real life examples or experiences, then this should be the goal. For example, the best way to learn about planting a garden would be to actually plant a garden rather than watch a video of an experienced gardener. When choosing to complete a “brain break” it is better to use a well-known children’s song, such as “Head, Shoulders, Knees, and Toes” or “Father Abraham” or “Teddy Bear, Teddy Bear,” than to show a random video from a website. In the event the use of media is decided to complete an objective, the media should align with Bible standards, be realistic, and advertisements on the page or surrounding the media should be avoided. When learning about ocean animals, it could benefit students to observe short nature videos of whales, dolphins, or a coral reef because a field trip in this topic would not be realistic.

As a high-quality preschool program, Northside Christian Preschool will not show students television shows or movies as time fillers.

### **Registration**

Northside Christian Preschool is honored you are interested in trusting us with the importance of caring for and teaching your child. We look forward to you joining our family! Biblically, our heart as a Christian preschool is to be an extension of the home as we teach and reinforce Christ-like character, attitudes, and behavior.

Please read the following guidelines and procedural requirements to begin the process of registration at Northside Christian Preschool.

### **Eligibility for Enrollment**

- Children who are class-age appropriate and **fully** potty-trained are eligible to be enrolled at Northside Christian Preschool, provided the class space exists.
- We enroll children who are at a stage of growth and development which enables them to benefit from our preschool program.
- The parent is responsible for submitting all required forms for the student to attend Northside Christian Preschool, i.e., Certificate of Eligibility (for VPK), immunization records, a general health appraisal form, etc.
- We cannot provide service to any child whose parent/guardian denies permission for emergency medical treatment or transport.
- We cannot provide service to any child whose personal or educational needs cannot be met or whose behavior endangers other children.

#### *Children with Special Needs*

Preschool age children with special needs shall be considered on a case-by-case basis at the discretion of the preschool director, and if it is determined that the school can adequately meet the needs of the child, he/she may be enrolled on a provisional basis.

If it is suspected that a child may have special needs after he/she begins attending our program, we have the right to obtain necessary assessments and/or withdraw the child's enrollment, based on our ability to meet the child's educational needs.

### **Enrollment Process**

#### **Steps**

To enroll your child at Northside Christian Preschool, please follow the steps below. If you have any questions or problems, please call the preschool office for assistance.

- Submit the application online, found on the preschool website.
- After your form is received, a profile will be added to Northside Christian Preschool's Brightwheel account.

*Based on your application, the admissions process will continue either of the following:*

#### Self-Pay Enrollment (including the 4-year-old Full Day Classes):

- A non-refundable registration fee (\$200) will be billed to the Brightwheel account. Northside Christian Preschool accepts cash, check, or card. Please be aware there is a processing fee if paying online through Brightwheel. Your child's placement will be held for two weeks. At the end of two weeks, your child's spot will be otherwise filled should their enrollment not be complete.
- The admissions packet will be completed through each family's free Brightwheel account.

- In addition to completing the admissions packet, families are required to provide a copy of the certified birth certificate, immunization records on Florida Department of Health form DH-680, current physical examination on Florida Department of Health form DH-3040, and VPK Certificate of Eligibility, if applicable.
- A 30-day trial period will be in effect from the first day of actual enrollment. All fees are non-refundable

VPK Enrollment (only the hours of 8:00 a.m. – 11:00 a.m.)

- A child's Certificate of Eligibility is required to register him/her for the VPK class.
- The admissions packet will be completed through each family's free Brightwheel account.
- In addition to completing the admissions packet, families are required to provide a copy of the certified birth certificate, immunization records on Florida Department of Health form DH-680 and current physical examination on Florida Department of Health form DH-3040.
- *Though a family is exempt from paying any registration fees or costs, please be aware that VPK families are **not** exempt from paying any late pick-up fees, as detailed throughout this handbook.*

### **Admissions Packet**

The admission packet includes forms to be completed and submitted, brochures for families, and copies of various policies and procedures. This is completed through Brightwheel.

Forms to be completed and submitted to Northside Christian Preschool prior to admission include:

1. Registration Forms
2. Parent Acknowledgements and Agreements
3. Food Experiences Permission Form
4. Photo Release Authorization
5. Emergency Medical Treatment and Transportation Permission Form
6. Allergies (*as needed*)
7. Medication Consent (*as needed*)

Brochures/flyers/handouts provided by Northside Christian Preschool prior to admission include:

1. Influenza Virus Flyer
2. "Know Your Child Care Facility" Brochure
3. Distracted Adult Brochure
4. Rilya Wilson Act
5. USDA MyPlate Daily Food Checklist
6. Northside Christian Preschool Important Dates

Policies and procedures provided by Northside Christian Preschool via Brightwheel throughout admission include:

1. Handbook (online), including Mission, Vision, and Goals, Statement of Faith, Philosophy of Education, and parent/guardian Code of Conduct

2. Financial Policy
3. Attendance Policy
4. Discipline Policy
5. Health Policy
6. Medication Policy
7. Communication Policy
8. Dress Code Policy
9. Food Policy

### **Enrollment Wait List**

In cases when enrollment space in Northside Christian Preschool is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to Northside Assembly families then to families of currently enrolled children. *If the preschool program is full, your child will be placed on a waiting list on Brightwheel and the registration fee will not be due until a space is secured for your child.*

### **Enrollment Finances**

Northside Christian Preschool is operational during the 10-month school calendar. The first and last days of school are based on the Polk County School Board's August start date and May finish date.

The following tuition and fee schedule reflects August 2025 through May 2026.

### **Tuition and Additional Costs**

#### Half Day (8am - 11am)

##### *3-Year-Old*

3 mornings | 8 am – 11 am | Monday, Wednesday, Friday: \$275/month\*

2 mornings | 8 am – 11 am | Tuesday, Thursday: \$225/month\*

5 mornings | 8 am – 11 am | Monday – Friday: \$400/month\*

##### *4-Year-Old*

5 mornings | 8 am – 11 am | Monday – Friday: Voluntary Prekindergarten (VPK)

*Supplies required by families enrolled in half day: personal snack and water bottle.*

#### Full Day (8am - 3pm)

##### *3-Year-Old*

3 days | 8 am - 3 pm | Monday, Wednesday, Friday: \$550/month\*

2 days | 8 am - 3 pm | Tuesday, Thursday: \$450/month\*

5 days | 8 am - 3 pm | Monday – Friday: \$750/month\*

##### *4-Year-Old*

5 days | 8 am - 11 am | Monday – Friday: Voluntary Prekindergarten (VPK)

5 days | 11 am - 3 pm | Monday – Friday: \$400/month\*

*Additional supplies required by families enrolled in full day: Kindermat, 1" thick, personal sheets and blanket, and a lunch (healthy microwave-free packed lunch).*

**\*\$200 Non-Refundable Registration Fee Required\***

### **Voluntary Prekindergarten (VPK) Information**

The state funded program will provide funding for 4-year-olds for 3 hours a day for 180 days. Attendance is very important. The state will not reimburse the preschool if the VPK children do not attend. In the case that a child misses more than the allowed days, families will be eligible for immediate withdrawal. Parent/guardians will be required to sign and comply with an attendance policy included in the admissions process.

### **Financial Information**

Northside Christian Preschool utilizes Brightwheel, a preschool management company. This service is free to families and is required for enrollment. Northside Christian Preschool will utilize Brightwheel for invoices for tuition and/or fees, payment records, and account information.

Tuition payments are due **no later than** the 1<sup>st</sup> of every month, August through May. Advance payments will provide secure placements and uninterrupted enrollment for students.

Tuition is invoiced **in advance** monthly, based on a 10-month school year, beginning in July, and concluding in April. Invoices are sent through each family's Brightwheel account 15 days before the 1<sup>st</sup> of every month. Brightwheel will continue to remind parents/guardians of unpaid balances.

Payments can be made through cash, check, or credit card (processing fee required). Cash or check payments in NCP envelope can be dropped into the secure black boxes in the Northside sanctuary during drop-off or pick-up. Credit card or ACH (e-check) payments can be made online through Brightwheel. Brightwheel will automatically add the online processing fee to the payment for your review.

As tuition is charged **in advance** monthly, failure to pay balance by the 1<sup>st</sup> of the month will result in automatic withdrawal. A fee of \$25 will be charged for a bounced check or rejected credit card payment. If the rejected payment is not rectified by the 1<sup>st</sup> of the month, the tuition will be marked as failure to pay, resulting in an automatic withdrawal. Tuition will not be reimbursed if your child is withdrawn after the 1<sup>st</sup> of the month.

A yearly registration fee of \$200 is due at the beginning of the enrollment process. The registration fee is non-refundable.

Tuition and fees will still be charged during holidays, school closures, and student absent days (such as due to illnesses or family vacation).

### **Refund Policy**

Parents who choose to voluntarily withdraw their child during the school year, while school is still



open and operating, must notify the school **in writing** at least 30 days prior to the final day. There will be no refunds on tuition for the months the 30-day notice period lapses through.

A child's enrollment may be terminated by the school for non-payment of fees, or if the child has a medical or behavioral problem which exceeds Northside Christian Preschool's ability to maintain. Parents will be given notice and an explanation prior to the date of termination. If the school terminates a child's enrollment, a prorated refund of tuition will be made.

In the event that Northside Christian Preschool is mandated to permanently close for the remainder of the school year, there will be a full month professional services charge and then you will be refunded 75% of the remaining tuition, starting after the end of the full month. (For example, if we are mandated to close on August 16th, the amount of remaining tuition to be refunded would start on September 1st.)

### **Non-discrimination Statement**

Northside Christian Preschool believes that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual is to be repudiated and is not in accord with Scripture nor the doctrines and beliefs at NCP. (Mark 12:28-31; Luke 6:31)

Northside Christian Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. Northside Christian Preschool does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational and admission policies, scholarships, or other school programs.

### ***Student Withdrawal Procedure/Termination Policy***

Please notify the preschool director in writing 30 days in advance if you are withdrawing your child from the preschool. Any refunds of annual tuition paid are determined on a case-by-case basis. Student withdrawals after the 1<sup>st</sup> of the month are not eligible for refunds of tuition.

Northside Christian Preschool reserves the right to terminate and require withdrawal of your student from our preschool for any of the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms
- Failure to attend the Voluntary Prekindergarten (VPK) program
- Failure to be fully potty trained
- Lack of parental cooperation
- Lack of academic progress
- Unmanageable, destructive, or unsafe student behavioral patterns

## Policies and Procedures

### *Student Policies and Procedures*

#### **Dress Code**

Northside Christian Preschool wants every child to be able to focus on their daily work through their lessons and play. Dressing your child appropriately will ensure each child feels confident and comfortable. Wearing clothing that is comfortable, age and gender appropriate, modest, and with only positive designs is required (1 Corinthians 6:19-20, Romans 12:2, Deuteronomy 22:5).

- Dress your child in clothing that is comfortable for a variety of active and sometimes messy activities as well as for outdoor play (daily recess time). Clothing should be weather appropriate.
- Each child should be able to handle fastenings with minimum help.
- Accidents happen. In case of a toileting accident, crafting accident, or spill, please provide an extra set of clothing that is school appropriate.
- Children must wear **sneakers** daily. Flip-flops, sandals, dress shoes, crocks, and similar shoes may not be worn.
- Children must wear gender appropriate clothing according to their gender at birth (1 Timothy 2:9).
- Please have your female child wear leggings/shorts under her dresses.

In the event that students arrive at preschool without the appropriate clothing or shoes, the parents will be asked to remedy the issue before signing in their child.

#### **Personal Belongings**

Your child will be required to bring a personal tote daily. A tote is more manageable for 3- and 4-year-olds as opposed to a backpack or sentimental bag. Northside Christian Preschool will provide each child with a tote at orientation. **Students will be required to use this provided tote daily.** Should the provided tote be miss placed or lost, an additional tote will be required. Parents/guardians will be charged for the purchase of an additional tote.

Please do not allow your child to bring toys or items of value to school as this may cause issues. Northside Christian Preschool suggests you create a routine of leaving personal toys or items at home or in the car. Children often have difficulty leaving a toy or item of value with a parent at the door. Northside Christian Preschool will not be responsible for items lost or damaged.

If your child is registered for full day, your child will be required to bring a personal blanket at the beginning of each week. These items will be returned home on Fridays to be washed and then returned the following week. You may provide a small pillow, sheet, and stuffed animal for naps as desired. All personal items must be clearly labeled.

## **Photo Release Policy**

At various times throughout the year, we will be taking photos and/or videos of the children for educational and decoration purposes (e.g., we post photos on bulletin boards, in cubbies, etc.). Please be aware that we also allow parents to take photo and/or video whenever we have plays or assemblies. We require permission from the parents and/or guardians to photograph or video their child for educational purposes. This is part of the admissions process. These pictures are often used to create slide show presentations for events.

## **Communication Guideline**

We believe it is vital to have open communication between the teachers and parents. Please feel free to quickly chat with your child's teacher on arrival if there is a need to do so. If a lengthy conversation is needed, please set up an appointment to meet with your child's teacher at a later date and time.

A parent/teacher conference will be scheduled by your child's teacher both in the fall and spring for the students.

Your child will have a communication folder that travels with him/her weekly. This folder will be used to convey information throughout the year, including but not limited to, monthly calendar, event flyers, community resources, and student work.

The preschool website contains a Family Portal section that links to Brightwheel, a monthly newsletter, and various resources.

Our primary communication method is through Brightwheel. By using Brightwheel, parents/guardians and teachers have a safe, free way to communicate. We commit to effective and efficient communication via Brightwheel. It is the responsibility of the parents to notify the preschool office of any changes in personal information (email, new phone contact numbers, change of address, alternate contact information, etc.). It is critical that a child's contact information remains updated throughout the school year and in his/her Brightwheel account.

We follow proper communication guidelines and follow the principle found in Matthew chapter 18:15-17. The guideline is as follows: 1) If you have a concern with teacher/staff members, please plan to address it with them directly at an appropriate time. 2) An in-person meeting is ideally the best way toward resolution. 3) If you are not able to resolve the concern, please contact the preschool office to set up a meeting with the preschool director.

Northside Christian Preschool administers annual parent survey(s) to obtain parental feedback and address concerns. It would be greatly appreciated if each parent makes an effort to complete the survey(s) in a timely manner.

## **Confidentiality Procedures**

All the children's records will be kept confidential. School Advisory Board, preschool staff, and other employees shall not discuss or disclose personal information regarding children and facts learned about children and their relatives except: (a) with the parents or the person(s) authorized by the

parent(s)/guardian(s) to receive such information, or (b) with the agency assisting the parent(s)/guardian(s) with planning for the child. In the event the preschool were to permanently close, all files and records would be transferred to the Northside Assembly of God church.

## **Food Policy**

Northside Christian Preschool requires parents/guardians to provide all food for their child.

Children play, work, and learn best with full bellies.

Students enrolled in half day will be expected to bring a simple, healthy morning snack.

Students enrolled in full day will be expected to bring a simple, healthy morning snack and to provide a nutritious, microwave-free packed lunch. If food is supposed to be kept cold, the lunch box *must* have an ice pack. If food is supposed to be kept warm, it *must* be in thermos.

To help with organization and communication, full day parents will be expected to provide separate bags, containers, and/or labels for their child(ren)'s food, e.g. snack labeled AM and a lunch box labeled LUNCH.

*In the event of allergies, parents will be required to comply with any peanut allergies put in place. If there is a peanut allergy, specific notifications and forms will be provided to families at that time.*

**Due to choking hazards, children under the age of four should not bring the following: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.** In the event a 3-year-old child's snack contains any of the above-named items, the staff reserves the right to cut (grapes, meat) or deny the child the right to eat it (nuts, spoonful of peanut butter). The teacher or preschool director will call the family to communicate that Northside Christian Preschool does not allow foods related to choking hazards. The child will be given an alternative snack if necessary.

There will be times throughout the year when Northside Christian Preschool classes participate in food experiences. This may include, but not be limited to, apple tasting and apple sauce for Johnny Appleseed Day or limes/lemons, cooking chocolate, chips, and cookies to experience the 5 Senses, or a classmate's store-bought birthday treats. Upon enrollment, families will sign to approve or deny permission in food experiences for their child(ren). (*Food experiences will comply with the current year's policy on food allergens and choking hazards.*)

## **Parent/Guardian Policies and Procedures**

### **Parental Involvement and Visitor Protocol**

Please contact your child's teacher to see what needs he/she may have for the classroom. Upon entering the preschool building during the hours of class time, please check in first with the preschool office and sign the visitor's log. Northside Christian Preschool believes in the importance of family partnerships and happily welcomes parent/guardian visits while accompanied by the preschool director. At no time will any person who has not completed a background check be permitted unrestricted access to the preschool building or playground of Northside Assembly's campus while

children are in attendance. This is one of the ways we maintain a safe environment for all preschool children.

If a parent/guardian or another such person (grandparent, aunt, uncle, etc.) would like to volunteer with their student's class, then he/she will be required to follow our volunteer procedures.

### *Definition*

A volunteer is a person utilized at Northside Christian Preschool no more than 10 hours a month without compensation. Student aides/volunteers report directly to their supervising teacher, and ultimately to the preschool director. The student aide/volunteer will **not** be responsible for the primary supervision or care of students.

### *Steps*

To volunteer with your child at Northside Christian Preschool, please follow the steps below. If you have any questions or problems, please call the preschool office for assistance.

- Complete a volunteer application.
- Provide IDs and agree to a background check.
- Sign the "Affidavit of Volunteer" form.
- Sign a statement of compliance with staff policy manual, including attendance, dress code, discipline policy and other pertinent policies.
- Participate in NCP Emergency Action Plan training.

All volunteers on our campus are required to complete background checks and comply with our processes and procedures. This is another one of the ways we maintain a safe environment for all preschool children. You will be given a Volunteer Badge before helping in the classroom. Also, it is required that you please make childcare arrangements for any non-enrolled siblings of your preschool student. Thank you!

### **Parent Code of Conduct**

It is the expectation of Northside Christian Preschool that parents and/or guardians and families and visitors will always model acceptable behavior within the school setting, at school sponsored activities, or in any social or professional media involving the school. One of Northside Christian Preschool's goals is to prepare children to show Christ-like character as they grow in their homes, communities, playgrounds, and future schools (Romans 12:1-2, Matthew 5:16). It is imperative that families cooperate closely with this goal by demonstrating honesty, integrity, patience, hospitality, and honor (Romans 12:9-21).

Northside Christian Preschool believes that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual is to be repudiated and is not in accord with Scripture nor the doctrines and beliefs at NCP (Mark 12:28-31, Luke 6:31).

The following conduct is prohibited on school property:

- Causing physical injury to another person.

- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging property or property of an employee.
- Possession of a weapon while on Northside Assembly and/or Northside Christian Preschool property.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Smoking or using tobacco products in any indoor or outdoor areas, including parking lots, grounds, sidewalks, or recreational areas.
- Using profanity, even when children are not “around to hear.”
- No firearms shall be brought on the premises.

It is the expectation of Northside Christian Preschool that parents and/or guardians whole heartily support Northside Christian Preschool’s mission, statement of faith, educational philosophy, and vision, mission, and goals. This information can be found on pages 5-7 of the Parent/Student Handbook. Parents and/or guardians must agree for his/her child to be taught according to the Christ-like principles, behaviors, and policies of Northside Christian Preschool. A strong partnership between teachers and parents contributes significantly to a positive learning environment.

### **Open House**

Northside Christian Preschool will host an annual open house in August. It is required that parents/guardians attend the open house. The open house will allow time for families and students to meet with staff, view their assigned classroom, and attend an orientation. During the orientation, Northside Christian Preschool will communicate important information for families such as drop-off/pick-up procedures, tuition policies and procedures, calendar and events, and emergency procedures.

## ***Discipline***

### **Behavioral Expectations**

One of Northside Christian Preschool’s goals is to provide children with the tools to behave in accordance with God’s Word. In all our programs, we strongly instruct in the meaning of the Fruit of the Spirit, and the practical application for 3-and 4-year-olds (Galatians 5:22-23). Skills such as, but not limited to, sharing, demonstrating patience, being kind to others, and practicing self-control will be taught through lessons, songs, and various strategies (e.g., learning deep breathing for counts of four can greatly help a child put self-control into practice when upset). Endeavoring to be like Jesus in how we act, for both students and staff, is the basis for our behavioral expectations (Ephesians 4:24, Titus 2:12).

### **Discipline**

The word “discipline” is derived from the word “disciple,” someone who follows the teachings of another. Discipline means learning. It does not mean punishment or humiliation. It means a chance to

learn how to live in righteousness and peace (Hebrews 12:11). Discipline is not something adults do to children– it’s something they do with children.

The goals of discipline are self-control, self-discipline, and responsibility. Children need help in controlling their behavior. Most importantly, they need to become responsible for their own behavior and develop self-control.

We believe all children are uniquely made by God and respond to correction or direction according to their design. We love to partner with parents in learning how each child is designed and what motivates each one (Proverbs 29:17). We believe in helping each child learn to handle any problems which may occur during the preschool day.

At Northside Christian Preschool, we believe real Christian love must always be demonstrated by our staff when bringing correction to a child (Proverbs 16:24). Our teachers will not humiliate or demean a child in any form, verbally or physically. Such actions from our staff will be cause for immediate dismissal.

We believe in disciplining with the “Grace Method” (two choices) as all children are unique in the way they respond to correction. After redirection or correction of the child, if we do not see a positive change in his/her behavior, an occasional reset time of two to five minutes may be necessary in the classroom, in the preschool office, or on the playground bench. A disciplinary action form will be used to record a description of the behavior and corrective action taken. The form will be communicated to and signed by the staff involved, the child’s family, and the preschool director.

Should a student need increased behavioral management of a consistent discipline problem, the parents will be notified to schedule a conference to help in correcting the situation. If the student continues in non-compliance to a positive solution, further action may need to be taken, i.e., student withdrawal.

## **Attendance**

### **Voluntary Prekindergarten (VPK) Attendance Policy**

Northside Christian Preschool (NCP) will be operating a Voluntary Prekindergarten (VPK) for 3 hours a day, approximately 5 days a week for 180 days. All enrolled families will receive a calendar showing the scheduled days off during the operational period of August 2025 through May 2026. The Northside Christian Preschool calendar is also posted on the website.

Attendance during the scheduled instructional days is essential to remain in the VPK program and is important to the child’s success upon entrance into kindergarten. Parent/guardians will be required to sign and comply with the following attendance policy to remain in the VPK program. VPK Attendance is required for compensation, therefore, failure to attend the VPK program according to the VPK Attendance Policy could result in withdrawal.

#### *Hours and Tardies:*

- **Voluntary Prekindergarten class instruction begins at 8:00 a.m., therefore children must be dropped off in a timely manner, before 8:00 a.m.**
- Arrival for the VPK program begins at 7:40 a.m. Students will not be admitted prior to 7:40 a.m. The instructional day begins at 8:00 a.m. All the children are expected to be in place and ready to start the day. **Arrivals at and after 8:00 a.m. are disruptive to the student and to the group in progress.**
- Northside Christian Preschool understands that it is occasionally unavoidable to be “running late,” however tardies more than three times a month will not be acceptable and will be cause for termination from the VPK program.

#### *Absences:*

Northside Christian Preschool understands families’ obligations, sicknesses, or unexpected events may cause a child to miss a school day.

- **Absences from the Voluntary Prekindergarten are limited to 3 unexcused absences a month.** Absences should be limited to an “as-needed” basis.
- In the event a student must be absent, parents/guardians must communicate those absences with Northside Christian Preschool through Brightwheel, a phone call, and/or an email. A written note is required to excuse an absence, such as for any of the following reasons:
  - Illness or injury of the child or the child’s family member which requires hospitalization or bed rest;
  - Physician or dentist appointment;
  - Infectious disease or parasitic infestation;
  - Funeral service, memorial service, or bereavement upon the death of the child’s family member;
  - Compliance with a court order (e.g. visitation, subpoena);
  - Special education or related services for the child’s disability;
  - Observance of a religious holiday or service;
  - Family vacation, not to exceed 5 excused absences per program year.
    - Northside Christian Preschool will allow one **documented** 5-day absence during the 180-day instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child’s legal custodial adult.

#### *Please note:*

- Absences of 5 consecutive instructional days will be considered a **withdrawal** from the VPK program at Northside Christian Preschool. **Withdrawals from the VPK program will not be eligible for re-enrollment.**

#### *Attendance Verification:*



- To have continual enrollment, parents/guardians are required to sign for the attendance of their student daily as well as a monthly verification form for the Early Learning Coalition (ELC).

Parents/guardians of students enrolled in the Voluntary Prekindergarten (VPK) program must complete daily attendance forms. Upon arrival, parents/guardians are required to sign the attendance form on the correct date and record the exact time of drop-off. Upon dismissal, parents/guardians are required to sign the attendance form on the correct date and record the exact time of pick-up. In addition to the daily attendance forms, parents/guardians are required to verify monthly attendance on the last school day of each month. The signature on this form will not only verify the attendance, but also confirms that parents/guardians will continue to choose Northside Christian Preschool for their child(ren)'s VPK program for the upcoming month.

#### *Late Pick-up:*

- The VPK program ends at 11:00 a.m. daily. Families will be charged a late fee of \$1.00 a minute for any students not picked up by 11:10 a.m. A phone call saying you will be late does not exempt a family from this charge.

#### **Absence**

To report a future absence, please send a message with the reason for absence through your child's Brightwheel account. If the absence is due to a doctor's visit, please send a doctor's note in your child's folder post appointment.

*If your child is absent without a signed note, please expect to receive a message from the preschool office inquiring after your child's wellness via Brightwheel.*

For students ages 4 and 5 (non-kindergarten): Excessive absences (10 or more) within the preschool year will require a conversation with the preschool director and may be cause for dismissal.

If your child needs an extended leave of absence from the preschool (2 weeks or more), please contact the preschool director to discuss the details of the need for the absence.

#### **Tardy**

Late arrival to class disrupts your child's involvement in the daily schedule. If the expected time exceeds 10 minutes, the parents, if able, should call the preschool to notify the teacher/teachers of the expected tardy.

Students are not to be dropped off after 8:45 a.m. A late arrival will disrupt the student's learning and the academic day. Additionally, students should not be picked up during the scheduled nap time from 12:15 p.m. – 2 p.m. In the event a student must be picked up during the scheduled nap time, prior notice must be given to the teachers.

Though occasional tardiness is understandable, excessive tardiness will be addressed with the parents by the teacher or if needed, the preschool director.

## **Health and Safety Policies**

### **Illness/Injury**

If children are displaying any of the following symptoms, we request that you do not bring them to school:

- A runny nose with thick green or yellow discharge
- A persistent cough (that is not being treated by a physician)
- A fever of 100 degrees or greater in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- Any contagious illness, such as but not limited to conjunctivitis (pink eye) and ringworm
- Head Lice
- Any symptoms of COVID or if your child has been exposed to someone with COVID

After being absent, your child may return to school when he/she has been “fever free” and symptom free (vomiting, diarrhea, conjunctivitis [pink eye]) for 24 hours without medication. We kindly ask that you notify the preschool if your child has contracted any communicable disease.

In case of illness or injury while at preschool, a staff member will make every attempt to contact the parent or emergency contact indicated on the registration form. If your child is sick, he/she will be kept comfortable and will be isolated from the other children until someone arrives for pick-up. (We ask that a sick child be picked up within 30 minutes.)

If your child experiences a health emergency and the supervising adult considers it necessary to contact the paramedics, parents will be notified immediately and will be financially liable for all emergency service costs.

### **Lice**

If your child is identified as having lice, your child will not be permitted to return until the following day and only if treatment has occurred, the child is lice and nit free, and has been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement from a custodial parent or legal guardian that treatment has occurred. Upon returning to school, your child will be checked for lice as well as nits that may be left in the hair. Northside Christian Preschool will be responsible for treating the preschool toys, furnishings, equipment, or any other items that the child possibly had contact with.

### **Medication**

Prescription medicine will only be administered if absolutely necessary and for diagnosed conditions. Children will be given medications which are accompanied by a Polk Co. Schools Authorization for Medication/Treatment signed by your child’s doctor, and a signed Authorization for Medication form provided by Northside Christian Preschool, which the parent/guardian must fill out and submit to the preschool office.

It is always best if you can administer medication in the morning or evening so you can avoid bringing it to school, but in the event that it is necessary, prescription medications for diagnosis may be administered by a designated staff member. Both above-named forms need to be completed and

signed by a parent before we can administer the medication. Northside Christian Preschool requires that two staff members be trained by the parent on how the medication is to be administered. Please give all medication to the preschool director for proper storage.

Please know that **Northside Christian Preschool does not give Nebulizer treatments at school.**

Parents/guardians may come to the school to administer the treatments.

Never send medication to school in your child's tote or pocket, and never store medication in his/her cubby. For prescribed medications, give the preschool director the medicine in its original box, labeled by a pharmacist with your child's name, the prescription date, the name of the medication, its expiration date, administration, utensil(s), storage, and disposal instructions. No medication can be accepted without its original box. This is a policy that cannot be waived.

Please do not send hand sanitizer, lotion, ChapStick, sunscreen, cough drops or any other item that says, "Keep out of reach of children." It is a violation of policy. Additionally, a student should not arrive at school with any of these items in his/her current possession, such as a cough drop in the mouth.

### **Allergies**

If your child has allergies, please indicate that on the application and communicate with the teachers the severity of the allergy. If an epi-pen is required, a Polk Co. Schools Authorization for Medication/Treatment signed by your child's doctor, and a signed Authorization for Medication form provided by Northside Christian Preschool must be filled out and submitted to the preschool office.

### **Immunizations/Exemption/Physicals**

Every child must provide a current immunization form (DH 680) or an exemption form (DH 681). *The expiration date on the form is determined by the Doctor, not by the school.*

Every child must have verification of a Student Health Examination (physical) completed and turned in on form (DH 3040). (Page 1 of the form should be filled out and signed by the parent.) The "physical form" is valid for 2 years from the date the exam was completed.

All forms must be turned in to the preschool office on or before the child's first day. The child may not attend school without the forms. (You should give your child's Doctor at least 48 hours' notice that you need these forms unless you are getting the forms at a Well Child Check-Up.)

### **Safety**

Each employee at Northside Christian Preschool is trained in the preschool's Emergency Action Plan. A First Aid kit and a bodily fluids kit is available in the office. If a minor injury occurs, the staff will treat it and an accident report will be filled out that will need to be signed by the person picking up your child that day. In the case of more serious injuries or injuries to the head and face, parents will be notified.

## **Child Protection**

The staff of Northside Christian Preschool are mandated by law to receive Child Abuse Detection and Prevention training and are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

## **Driving**

Northside Christian Preschool's parking lot is very busy during drop-off and pick-up times. The safety of our children is the main priority. Please drive carefully and slowly. Children do NOT pay attention to cars; therefore, we must pay extra attention to them. Please keep your child close to you in the parking lot.

## **Drop-Off/Pick-Up Procedure**

All registered families will receive a detailed plan on drop-off and pick-up procedures at the Open House event in August of each year. This will be explained clearly by the preschool staff at the open house event. Families will be given a handout for reference.

Northside Christian Preschool staff will only release children to authorized pickup persons. Authorized pickup persons are established by the registration forms. The staff will **not** recognize a note or phone call indicating a different pickup person who is not listed on our registration forms. The person picking up a Northside Christian Preschool student **must** be on the authorized pickup list. We will only release your child to people we can safely identify. Please be gracious for photo ID checks.

## ***Special Celebrations***

### **Birthday Celebrations**

A child's birthday celebration (song, announcement, snack, and/or "shout-out") should reflect the truth that he/she is "fearfully and wonderfully made" (Psalm 139:14). Birthdays will be celebrated during snack time. Parents are welcome to drop off store-bought treats, enough for *all* the children in the classroom. **Families must let the teachers know in advance when the treat will be brought in so that it can be put on the calendar and parents of children with allergies can be notified.** Parents are required to ensure there are enough treats for all of their child's classmates.

In the event a child has a June or July birthday, the parents are welcome to participate in the birthday celebrations during the child's half birthday, (i.e., for a June 3<sup>rd</sup> birthday, parents are welcome to bring in store-bought treats on December 3<sup>rd</sup>).

### **Holidays**

Northside Christian Preschool will emphasize the following holidays: Christmas and Easter. In addition, Northside Christian Preschool will celebrate the following holiday: Thanksgiving. Furthermore, during the appropriate month, the instruction and activities planned could include the following holidays/calendar days: Labor Day, Grandparent's Day, Johnny Appleseed Day, Veteran's Day, MLK Day, Valentine's Day, Groundhog Day, St. Patrick's Day, Mother's Day, and Father's Day.

Please note that Northside Christian Preschool will not be celebrating Halloween.

## **Facilities**

### **Safety Protocols**

- Children will never be left alone or unsupervised.
- The preschool follows the state ratio for children to staff trained in CPR and First Aid.
- Fire evacuation and severe weather plans will be posted in areas used by the children.
- Fire drills will be held monthly and at varying times during the day, including naptime.
- Lock-down drills will be held periodically.
- Northside Christian Preschool has security cameras, locked doors, and secured radio communication between staff.

### **Facility/Classroom Maintenance**

Northside Christian Preschool will take the following steps to maintain the facility:

- Vacuum, sweep, mop, and/or clean all the classrooms daily.
- Always keep the facility in a sanitary condition.
- Disinfect and Sanitize toys, furniture, and other equipment used by children - daily, weekly, and/or when these become soiled or contaminated. All soiled items will be washed prior to sanitization.

### **Firearms**

No firearms shall be brought on the premises.

### **Tobacco Free Campus**

Northside Christian Preschool is committed to providing a safe, healthy, and enjoyable learning, living, and working environment. Smoking and use of tobacco products are not allowed in any indoor or outdoor area, including parking lots, grounds, sidewalks, or recreational areas. This policy also includes the use of cigarettes, electronic cigarettes, cigars, inhaling vapors on electronic devices, pipes, hookahs, bidis, and chewing tobacco.

By being a tobacco and smoke free campus, Northside Christian Preschool hopes to honor God by promoting overall health and wellness for the school and church community, create a more attractive and enjoyable campus experience by completely eliminating smoking and tobacco product use, and model for our children the importance of honoring the temple that God has given us (1 Corinthians 6:19-20).

### **Profanity**

The use of profanity goes against the mission of providing a quality Christian learning environment for preschool-aged children (Ephesians 4:19, Ephesians 5:4, Matthew 15:11, Colossians 3:8-10, Exodus 20:7, Proverbs 4:24). Therefore, the use of profanity is strictly prohibited. The definition of “profanity” will include, but not be limited to the following: to swear, to curse, to use obscenity or obscene gestures, or to tell profane jokes.

Additionally, the use of profanity goes against creating Christian culture, and is therefore prohibited even when children are not “around to hear.”

## **Emergency School Closures**

Perilous weather and conditions may cause school closures. Northside Christian Preschool will follow Polk County Schools guidance for school closures. Hurricane Make-Up Days are indicated in the school's calendar. In the event of school closures, teachers and/or the preschool office will be in communication with the parents through Remind and/or email.

## **Security Doors**

Providing your child with a safe and secure learning environment is one of our top priorities. To provide a secure and safe environment for your child, we have installed security doors at the entrance of the preschool. They are locked throughout the day. ***Please ring the bell if you come to the preschool during the times it is locked.***

## **Closing of Northside Christian Preschool**

In the event Northside Christian Preschool permanently closes, the following procedures will be followed:

- Parents/guardians will be notified in writing
- All files and records will be transferred to Northside Assembly
- Northside Assembly will maintain incident reports for a minimum of 180 days
- Northside Assembly will maintain all state documents (i.e. fire drill records, inspection reports, attendance, etc.) for a minimum of 365 days.

## ***Staff and Personnel***

Here at Northside Christian Preschool, we know that the environment of our center is a direct reflection of the personnel involved. It is of utmost importance to us that our employees reflect our statements of faith and educational philosophies. All preschool staff are required to be Christians and involved in a local church. The preschool director is required to be an active member of Northside Assembly of God.

In addition, Northside Christian Preschool requires all teaching and support staff to be certified through the Department of Children and Families Facility/Center Childcare Training program. In addition to certifications, at least three preschool staff members are required to be CPR Certified, First Aid Trained, and be trained in the use of a fire extinguisher. At least one of the trained preschool staff members will be on site with children at all times.

## **Separation Anxiety**

Classroom staff are expected to acknowledge children with a warm welcome. Separation anxiety can sometimes be just as difficult for the parent as it is for the child. We suggest a hug, reassurance that you will be back at the end of the day, and then not lingering too long. In most cases the child adjusts quickly to the classroom and gets involved. Please be assured that if this is not the case, you will be consulted, and we will work together to develop strategies to assist in your child's adjustment. We recommend attendance consistency and honesty when handling separation anxiety.

## **Professional Development**

As part of the teacher program, teachers are required to be continual learners, developing and evaluating their professional skills. Teachers are required to earn continuing education credits on a regular basis. Our commitment to professional development and ongoing training ensures your child will receive the highest quality of education.

Northside Christian Preschool will close annually in November to attend the League of Christian School's LCS Educators Conference. The conference is typically the Thursday and Friday before Thanksgiving break. Please reference the current calendar for specific dates. These two days will provide Northside Christian Preschool staff the opportunity to bond, refresh spiritually and mentally, and obtain in-service hours.

# Calendar

## 2025 - 2026 Important Dates

### **\*Teacher/Staff Professional Development Days (No School for Students)**

August 4-8, 2025, October 13, 2025, January 5, 2026 / May 29, 2026

### **\*Open House**

August 8, 2026

### **First Day for Students**

August 11, 2025

### **\*FLOCS/ILCS Conference (No School for Students)**

November 20-21, 2025

### **\*Thanksgiving**

November 24 – 28, 2025

### **\*Winter Break**

December 22, 2025 - January 5, 2026 (Students return to school on January 6, 2026).

### **Spring Break**

March 16 - 20, 2026

### **Holidays (No School for Students)**

Labor Day – September 1, 2025

Veteran's Day – November 11, 2025

Martin Luther King Jr Day – January 19, 2026

Good Friday – April 3, 2026

Memorial Day - May 25, 2026

### **Storm/Hurricane Make-Up Days (if needed)**

November 24-25, 2025

January 5, 2026

### **Last Day for Students**

May 28, 2026

*\*Dates subject to change.*