

Parent Handbook

New Life Christian
Academy Preschool



www.nlcaschool.com

jking@nlcaschool.com

cpayne@nlcaschool.com

spalmateer@nlcaschool.com

Welcome to NLCA Pre-Kindergarten

Dear Parents,

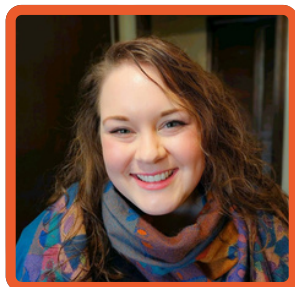
Welcome to Pre-K! We are looking forward to a great year! We are excited to get to know you and your child better as we work together to make this a wonderful learning experience.

Our school day is busy. Each week we will work on a variety of things. These include: phonics (letter recognition and sounds), number skills (recognition, counting, shapes and sequencing), pre-writing skills, large and small motor activities, music, crafts, language development, socialization skills, special theme days, games, stories and just plain fun! It is our desire that each child develop an awareness of being a special and unique child of God as we progress throughout the year. Each child will develop as they move toward kindergarten readiness.

The first day of school is an exciting and scary time for your child. We want to make the first day a positive experience. Please plan on spending a little time exploring our room with your child. We ask that parents leave by 8:30 AM. As a reminder, our ½ day hours are 8:00 – 11:30 AM and full day hours are 8:00 – 2:30 PM daily. Please ensure prompt daily drop-offs and pick-ups.

We are looking forward to this school year with your child. If you have any questions or concerns, please feel free to call (367-3770 ext. 100) or email us at cpayne@nlcaschool.com, spalmateer@nlcaschool.com, or jking@nlcaschool.com

Warm regards,



Jessica King

Preschool Program Administrator,
New Life Christian Academy
jking@nlcaschool.com

Table of Contents

Accidents, Injuries, Incidents, Illnesses	4	Family Service Hours	33
• Parent Notification Plan.....	5	• Safety Policy.....	34
• Crisis Management Plan.....	6	• Family Service Hours.....	34
Allergy & Food Policies	7	Field Trips and Special Events	35
• School-Provided Meals & Snacks.....	8	• Field Trips.....	36
• Home-Packed Lunch & Snack Policy.....	8	• Special Events.....	36
• Water Bottles.....	8	Health & Wellness Policies	37
• Allergy & Food Safety Policy.....	9	• Immunization & Health Records.....	38
• Birthdays & Class Parties.....	9	• Illness Policy.....	38
• Clean Drinking Water Access Act.....	9	• When To Keep Your Child At Home.....	38
Attendance & Absence Policies	10	• Illnesses at School.....	39
• Attendance Expectations.....	11	• Head Lice Policy.....	39
• Tardiness & Late Arrivals.....	11	• Medication Policy.....	39
• Reporting Absences.....	11	Mission, Vision, Philosophy, & Values	40-41
• Planned Absences & Family Vacations.....	12	Nap & Rest Time Policy	42
• Unexcused Absences & Attendance Review.....	12	• Nap Time Schedule.....	43
Background Checks & Child Abuse Reporting	13	• Nap Supplies & Comfort Items.....	43
• What is Child Abuse/Neglect?.....	14	• Wake Up & Transitioning From Nap Time.....	44
• Background Checks.....	14	• Adjustments for Individual Needs.....	44
Class Structure & Classroom Setup	15	Non-Discrimination Policy	45-46
• Classroom Setup & Learning Environment.....	16	Photography, Video, Distance Learning, Web Publishing	47-48
• Licensing Notebook Notice.....	17	Schedule & Routine, Calendar	49
• Safety Measures in Classrooms.....	17	• School Hours.....	50
Communication	18	• Drop-Off/Pick-Up Policy.....	50
• Communication Between School & Parents.....	19	• Daily Schedule Overview.....	51
• Daily & Weekly.....	19	• Academic Calendar.....	52
• Direct Communication.....	19	Staff	53
• Inclement Weather & Emergency Closures.....	20	• Teacher-Student Ratio.....	54
Curriculum & Teaching Methods	21	• Role of Our Teachers.....	54
• Teaching Methods.....	22	• Staff Training.....	55
• Our Curriculum.....	23	• Screening and Supervision of Staff & Volunteers.....	55
Discipline Policy	24-25	Withdrawal	56-57
Dress Code & Personal Belongings Policy	26	Acknowledgement & Agreement	58
• Dress Code Guidelines.....	27	• Parent Handbook Agreement.....	59
• Personal Belongings Policy.....	28		
• Items Not Allowed At School.....	28		
Enrollment and Tuition Policies	29		
• Enrollment Eligibility.....	30		
• Enrollment Checklist.....	30		
• Enrollment Process & Timeline.....	31		
• Tuition & Fees Policy.....	32		



Accidents, Injuries, Incidents, Illnesses



At New Life Christian Academy, we prioritize student health and well-being. In the event that an incident does occur, we are committed to prompt and open lines of communication and documentation.

Parent Notification Plan

The safety and well-being of each child in our care is our highest priority. In the event of an accident, illness, incident, or injury involving your child during program hours, the following procedures will be followed to ensure timely care and communication:

Emergency Situations

- If a child experiences a medical emergency or life-threatening injury, 911 will be called immediately.
- The child's parent or guardian will be notified as soon as is reasonably possible after emergency services are contacted.
- If a parent or guardian cannot be reached, the person listed as the emergency contact will be called.

Non-Emergency Injuries or Illnesses

- For less serious injuries (e.g., minor cuts, scrapes, bumps) or sudden onset of illness (e.g., fever, vomiting), parents will be contacted by phone or in person at pick-up, depending on the nature and severity of the issue.
- If a child becomes ill while at school and cannot comfortably participate in activities, a parent or emergency contact will be asked to pick up the child as soon as possible.

Incident and Injury Reports

- An Incident/Injury Report Form will be completed for any accident, illness, or behavioral incident that results in physical harm or requires first aid.
- The report will include the date, time, nature of the incident, any first aid or actions taken, and the names of supervising staff.
- One copy of the completed report will be given to the parent or guardian, and one will be kept on file at the center.

Ongoing Communication

- Teachers and staff are committed to keeping families informed of their child's well-being. Any patterns of recurring illness, injury, or behavior will be communicated and discussed with families.
- We encourage parents to notify us of any injuries or concerns that occur outside of school hours if they may affect the child's participation in the program.

We appreciate your partnership in maintaining a safe, healthy, and responsive learning environment.

A large, abstract yellow shape with organic, flowing edges occupies the top portion of the page, extending from the left edge and curving towards the right.

Crisis Management Plan

While we take every precaution to avoid accidents or adverse events of any kind, in the unlikely event that a crisis does occur, we have a robust crisis management plan to address the immediate safety needs of our students and to communicate promptly with parents. This plan is available for review upon request.

Our plan includes detailed procedures and drills for the following types of crises, and is compliant with all State regulations:

Fires, Tornadoes, Floods, Power Outages, Extreme Weather Events, Other man-made or Natural Disasters, Serious Injuries or Accidents, Bomb Threats or Other Man-Made Emergencies, Intruders or Active Shooters



Allergy & Food Policies

School-Provided Meals & Snacks

- The school provides a limited menu of snacks, drinks, and hot lunch options which are available for Pre-K students to purchase
- Parents must order their child's lunch by 8:30am using the online ordering platform EZSchoolApps.com
- A weekly menu is shared with parents in advance via EZSchoolApps.com



Home-Packed Lunch & Snack Policy

Parents may send home-packed meals if preferred.

Lunch should be healthy and balanced, avoiding sugary snacks and sodas

While normally we encourage sharing, we discourage sharing food for safety reasons.

For safety reasons, please do not send food or drinks in glass containers.

Foods Not Allowed

- Candy, soft drinks, food or drinks in glass containers or bottles



Water Bottles

- Students must have clear plastic spill-proof water bottles, no larger than 14oz.
- These are to be sent home daily for washing.
- Please fill these with water ONLY. Students may only have juice/milk during meal times.
- Students have unlimited access to filtered tap water for refills. Our Drinking Water Management Policy is available upon request.

Allergy & Food Safety Policy

Parents must disclose food allergies or dietary restrictions during enrollment.

Families will be notified of all known allergies present in the classroom and will be asked to avoid bringing in those foods.

EpiPens and inhalers must be provided by parents if needed.

All staff are trained in EpiPen administration and allergy response.

For safety purposes, we ask parents of children with allergies/food restrictions to provide alternative treats for their own child for class parties and birthdays.



Birthdays & Class Parties

- You may bring in small treats to share with the class on your child's birthday
- We encourage you to bring the "mini" versions of your treat whenever possible, such as mini cupcakes, mini muffins, small cookies, etc.
- **If your child has an allergy or dietary restriction, please provide alternative treats for him/her so that no one gets left out of the celebration.** Ideas include pre-packaged treats or cookies, candies, small toys, or extra money to buy popsicles or ice cream from the kitchen to be used for birthdays and class celebrations. Your child's teacher is happy to store these things safely for your child upon request.

Clean Drinking Water Access Act

The school is in compliance with the Clean Drinking Water Access Act. Our program uses the following filtered water sources for children's drinking water:

Located in the student commons area, a NSF/ANSI 53-certified bottle refilling station is available for staff and children to refill water bottles as needed.

Filters certified for lead and particulate reduction are installed on select classroom bathroom sink taps used to refill student water bottles during the school day.

A copy of our Drinking Water Management Plan is available on-site upon request.



Attendance & Absence Policies

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience. Below are our policies regarding attendance, absences, and tardiness.

Attendance Expectations

- All students are expected to attend school Monday through Friday during regular school hours.
- 8:00 AM – 2:30 PM for full day students or 8:00 AM – 11:30 AM for half day students.
- Parents are responsible for ensuring their child arrives at school on time each day.
- If a child will be absent, parents must notify the school office as soon as possible.

Chronic absenteeism (more than 10 unexcused absences per semester) may result in a review of the child's enrollment status.

Tardiness & Late Arrivals

- The school day begins at 8:00 AM. Children arriving after 8:00 AM are considered tardy.
- Parents must sign in late arrivals at the school office before escorting their child to the classroom.
- Frequent tardiness (5 or more occurrences per month) may lead to a parent meeting to discuss solutions for improving attendance.

Parents are expected to be on time for dismissal (11:30 am/2:30pm). If tardiness becomes an issue, a late fee of \$15.00 for every 15 minutes will be charged. If a parent arrives 15 minutes late or later, the student will be sent to the main office to be picked up there.

Reporting Absences

- Parents must call or email the school office at (810) 367-3770 before 9:00 AM to report an absence.
- If a child is absent for more than three consecutive days, a doctor's note may be required for medical-related absences.

Planned Absences & Family Vacations

- We understand that families may have pre-planned trips or obligations.
- Parents should notify the school at least two weeks in advance if they plan to take their child out of school for an extended period.
- Tuition remains fully payable during extended absences to hold the child's spot in the program.

Unexcused Absences & Attendance Review

An absence is considered unexcused if:

- The school is not notified in advance.
- The child misses school due to a non-emergency, non-medical reason without prior approval.
- The child is absent frequently without justification.



If a student accumulates **10 unexcused absences per semester**, the school will schedule a **parent-teacher** meeting to discuss the impact of attendance on the child's learning and development.





Background Checks & Child Abuse Reporting

Michigan's Child Protection Law requires that the state be notified in any instance where a teacher, administrator, counselor, volunteer, or other staff member has reasonable cause to suspect that a child is experiencing child abuse or neglect.

What is child abuse?

When a child is exposed to harm or threatened harm by a person responsible for the child's health or welfare through not-accidental, physical or mental injury, sexual abuse, sexual exploitation or maltreatment.

What is child neglect?

When a child's health or welfare is harmed through negligent treatment including the failure to provide adequate food, clothing, shelter or medical care.

If a teacher, administrator, counselor, volunteer, or other staff member at NLCA has reason to suspect that a child is being abused, neglected, or sexually mistreated, that person should report that suspicion to Child Protective Services. Signs of abuse would include non-accidental cuts, bruises, welts, broken bones, broken skin, penetration of the skin, or burns. Neglect would include failure to adequately feed the child, provide adequate clothing or medical care. Sexual abuse would include involving the child in sexual activities or exposing the child to sexually explicit materials.

If abuse or neglect is suspected, Child Protective Services should be contacted within twenty-four (24) hours.

Background Checks

All preschool staff and consistent volunteers at New Life Christian Academy receive a criminal background check conducted through the Michigan State Police Department. This is kept in the employee file in the main school office.



Class Structure & Classroom Setup

Classroom Setup & Learning Environment

The Pre-K classroom at New Life Christian Academy is designed to be a safe, engaging, and stimulating environment where children can thrive.

Learning Centers



Learning Centers



Art & Creativity Station



STEM Exploration Zone



Dramatic Play Area

Outdoor Learning Space





Licensing Notebook Notice

The center maintains a digital licensing notebook that includes all licensing inspections, special investigation reports, corrective action plans, and approval letters for the last 3 calendar years. The school has access to the internet on site and a public record of all inspections and licensing reports is available to view online at <https://cclb.michigan.gov/s/>

Safety Measures in Classrooms



All classrooms are equipped with child-appropriate furniture and play materials.



Daily sanitization of toys and learning materials.



Emergency exits and safety protocols clearly outlined for all staff. Doors locked and secured at all times.

An illustration of three children engaged in a creative activity. A boy with dark skin and curly hair, wearing a light blue t-shirt and blue shorts, stands and draws a sun on a whiteboard mounted on an easel. He holds a paint palette in his left hand. Two other children, a boy with light skin and brown hair in a red shirt, and a girl with brown hair in a blue dress, are sitting on the floor. The boy is drawing a star on a piece of paper, and the girl is drawing a butterfly. They are surrounded by various colored pencils and markers. The background is a warm orange with large, soft yellow shapes.

Communication

Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:



Daily and Weekly

- **Daily Take-Home Folders**

We provide students with a yellow “Take-Home” folder, where daily work and communications will be sent home, such as event invitations, flyers, report cards, and weekly newsletters.

- **Weekly Newsletters**

Sent home in yellow communication folders, summarizing classroom highlights and upcoming events.

Direct Communication

- **Parent-Teacher Meetings**

Conferences scheduled once yearly in the late fall and upon request any time.

- **MySchoolWorx**

The primary official mode of communication used between teachers and students will be via MySchoolWorx.com. Please ensure you are signed up for this promptly before school begins. Instructions for sign-up will be included in your Welcome Packet at Parent Orientation..

- **Announcements via the Remind App**

Parents receive classroom and school-wide announcements via the Remind App. School code @8e63dk (Classroom code to be communicated via classroom teacher.)

- **Email & Phone Support**

Teachers and staff are available for inquiries during school hours.

School Office: (810) 367-3770

Mrs. Jessica King: jking@nlcaschool.com

Miss Caitlin Payne: cpayne@nlcaschool.com

Mrs. Sharon Palmateer: spalmateer@nlcaschool.com

Please allow up to 24 hours for email replies during the week. Emails sent after working hours on Fridays or on weekends/non-school days may not receive a reply until the next school day.

Inclement Weather & Emergency Closings

Inclement weather may cause school to be cancelled or force classes to be dismissed early. In such cases, the decision to close will be made as early as possible.



- Parents will receive notification from **MySchoolWorx** or a **REMIND** text as soon as the decision to close the school has been made.
- Parents may also listen to local radio stations (see below) or Detroit TV stations for such an announcement.
- **In most cases of questionable weather, we follow Port Huron Area School District closing. However, do not assume that because PHASD is closed, NLCA is closed.**
- **When it is necessary to dismiss school early, cancel or make a change in schedule, we will announce our new schedule on the following radio stations:**
 - WPHM 1380 AM
 - HOPE FM 90.7 FM
 - WGRT 102.3 FM
- **MySchoolWorx app & REMIND notifications will be used as the main avenue of communication.**
- **Closings will also be on the major Detroit TV stations (FOX 2, NBC 4, ABC 7).**
- **As always, if parents feel it is NOT safe to make the trip to school, they may call and have their child excused – even though school has not been cancelled.**
- **In the event that NLCA closes during the school day, students will ONLY be dismissed through the main front doors and ONLY after denoting how or with whom the student has been dismissed.**



Curriculum & Teaching Methods

Teaching Methods

At New Life Christian Academy, our educators use a combination of structured instruction and free play to create a well-balanced learning experience.



01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problem-solving through discovery-based experiences.



03 Christ-Centered

We are committed to our Christian values and to helping your family build upon the solid rock that is Jesus Christ.



04 Whole-Child Approach

Addressing cognitive, emotional, spiritual, social, and physical development.

At New Life Christian Academy, we believe that early childhood education should be engaging, hands-on, and developmentally appropriate. Our curriculum is carefully designed to nurture academic, social, emotional, spiritual and physical growth in young children while making learning fun and meaningful in a Christ-centered learning environment.

Our Curriculum



Our preschool program follows a rigorous, child-centered approach with structured and unstructured learning activities. We utilize the Abeka K4 curriculum for reading, writing, numbers, art, social studies, and music.

For Bible, we utilize the Association for Christian Schools International curriculum Purposeful Design for Pre-K.

Our curriculum focuses on the following key developmental areas:





Discipline Policy

"Train up a child in the way he should go; even when he is old he will not depart from it" – Proverbs 22:6

Discipline Policy

We believe every child is a gift from God. At NLCA our policy is to never embarrass or ridicule a child when they misbehave. The following is what occurs in the event that discipline becomes necessary for a student:

- Students are given a general warning
- Individual conference with the child
- Preschool Director contacted by teacher
- Parental contact will be made by the teacher or director

A student will never be denied a snack or necessary restroom use as a form of discipline. We do not allow any form of corporal or physical punishment. Instead, we use positive techniques that strengthen the self-esteem of the child. In most situations we use positive redirection. On certain occasions we may need to use a procedure called "timeout." It gives a child time to think about their actions before coming back to the group. A timeout period may not be longer than 1 minute for each year of the child's age. Parents will be informed if we are having any discipline issues. There is a Resource / Counselor available on site.



Dress Code & Personal Belongings Policy

At New Life Christian Academy, we require all of our students to wear uniforms, however we understand that the developmental needs of our preschool students may require some adjustments to the dress standard.

Dress Code Guidelines

Bottoms

- Children should wear navy blue or khaki uniform dress pants or shorts; navy or khaki skirts or jumpers are acceptable for girls with shorts or leggings underneath.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers). Belts not required.

Schoolbelles

- If desired, girls may wear the NLCA uniform plaid skirts or jumpers available through the uniform company Schoolbelles. (School Code S1625)

Weather-Appropriate Attire

- Coats, gloves, hats, snow pants, and boots required to be brought daily November-March and whenever appropriate

Extra Clothing Requirement

- Parents must provide a labeled extra set of uniform clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

Tops

- Children should wear navy blue, red, or white polo shirts (short or long sleeve)
- Children may wear NLCA-branded apparel.
- Solid red, navy, or white cardigans, knitted pullovers, or vests are also acceptable.
- Coats may not be worn in class, so we recommend sending students with sweaters

Shoes

- Slippers or shoes with wheels (to prevent injuries) are prohibited.
- Socks must be worn with shoes, even open-toed shoes, for safety purposes.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.



Personal Belongings Policy

Items to Bring Daily

- **Backpack**
large enough for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**
Clear plastic, spill-proof, and labeled with the child's name
- **Lunch & Snacks**
Refrigerator is available to keep cold foods, ice-packs also encouraged
- **Nap-time Items**
blanket, soft toy, pillow if applicable, large zip-lock bag for storage of nap items

Items Not Allowed at School

- **Toys from home**
except for Show & Tell Days
- **Electronic devices**
tablets, smartwatches, phones
- **Expensive or sentimental items**
the school is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.



Enrollment and Tuition Policies

At NLCA, we strive to make the enrollment process smooth and transparent for all families. Below, you will find the eligibility requirements, required documents, and important policies related to admissions.

Enrollment Eligibility

Children must meet the following requirements to enroll at NLCA for Pre-K:

- 01** The child must turn 4 years old by September 1st (June 1st preferred for boys).
- 02** Children must meet all immunization requirements or have a waiver before the first day of school.
- 03** Children must be fully potty trained and able to independently use the toilet with minimal assistance. We understand accidents happen, so please pack a full set of extra uniform clothing including underwear and socks in case of an accident.

Enrollment Checklist

Parents must submit and complete the following to complete the registration process:

- | | |
|--|---|
| 1. Completed Application, including signed Statement of Faith | 6. Copy of Birth Certificate |
| 2. Personal Recommendation Form | 7. Copy of Immunization Record |
| 3. Pastoral Recommendation Form | 8. Enrollment Fee Paid (\$70) |
| 4. Parent Covenant – signed | 9. Health Appraisal (green form) with vision and hearing tests completed |
| 5. Interview with Admissions Committee | |

All required documents must be submitted before the child's start date.

Enrollment Process & Timeline



STEP 1 **Application Submission**

Parents must fill out the enrollment form, \$70 enrollment fee, and submit all required documents.



STEP 2 **Family Interview**

Please call the office at (810) 367-3770 to schedule your family interview with the Admissions Committee.



STEP 3 **Admission Confirmation & Payment**

Once accepted, families will receive a welcome package, along with an invoice for the first tuition payment.



STEP 4 **Orientation & First Day of School**

Before starting school, parents must attend an orientation session to review expectations, classroom procedures, and transition tips for their child.

Tuition & Fees Policy

We offer a monthly payment plan to accommodate families' needs. Below are the tuition fees for the 2025-2026 school year:

2025-2026 Tuition Rates (Per Child)

Days per Week	Annual Tuition	Monthly Plan (10 payments)	Books & Supplies (due by 1 st day of school)
2 Days	\$1290 half day \$2000 full day	\$129 half day \$200 full day	\$135
3 Days	\$2000 half day \$2990 full day	\$200 half day \$299 full day	\$135
5 Days	\$3230 half day \$4710 full day	\$323 half day \$471 full day	\$135

\$70 non-refundable enrollment fee due upon application.

Monthly tuition payments run from August – May.

Tuition is due on the 20th of each month for monthly plans. A \$10 late fee will be assessed for late payments.

Multi-Student Discount	2.5% tuition discount per year per student for families enrolling 2-4 students. Fifth student and after from the same immediate family receives free tuition, to be applied to the youngest student(s).
Paid-In-Full Discount	Receive the 2024-2025 rate if tuition is paid in full by August 8, 2025.
Alumni Discount	10% tuition discount for NLCA graduate who attended a minimum of their junior/senior years at New Life.
Student Records	When all financial obligations have been met (tuition, fees, etc.), the student's year-end report card can be sent and permanent records completed. No records can be transferred to another school until all accounts are complete. Tuition will be based on a nine-month plan for any student withdrawn before the end of the school year.
Late Enrollment Tuition Policy	If students are enrolled after the first day of school, the tuition payment amounts listed on the reverse side may not apply.
Tuition Payments	Tuition may be paid by the year or in ten equal payments. The first tuition payment is due August 20, 2025 and the final payment is due May 20, 2026.



Family Service Hours

The Family Service Hour Program is designed to complement our staff and faculty at New Life Christian Academy. Parent support is needed to help run the school and its programs effectively and serves as an excellent example of love to your children.



Safety Policy

- **We allow parent volunteers for special occasions.**
- **Volunteers will never be alone with any of the children**
Consistent volunteers will have background checks completed; all volunteers will receive a public sex offender registry clearance
- **A staff member will be present at all times.**

Family Service Hours

- **Each family is required to participate in the Family Service Hour Program.**
- **Credit for Family Service Hours will be determined and approved by office personnel or administration.**

Family Service Hours cannot be approved or established by any other NLCA staff member.

- **Single parent families are responsible to complete ten (10) service hours per school year.**
- **Families with only preschool children enrolled at NLCA are responsible to complete ten (10) service hours per school year.**

Volunteer hours will begin as of August 1 and run through May 31.

Hours will be tracked in the school office. If you are unable to complete your service hours, they will result in a \$25/per hour fee being added to your account. We trust that each family will find opportunities to serve at NLCA in such a way that they will enjoy the experience and make new friends.



Field Trips & Special Events

School is a big adventure so we limit our field trips. That said, we ask that each student has a parent accompany them to each field trip we have. Parent cars will be used on all field trips. Carpooling is allowed but must be arranged privately between parents.

Field Trips

- Permission slips with field trip information will be sent home via yellow "Take Home" folders within 3-4 weeks of the event.
- Signed permission slips and field trip payment are required by the due date communicated
- **One parent or guardian must transport and accompany Pre-K students on all field trips.**
- While we wish we were able to accommodate everyone, unfortunately we cannot welcome any siblings on field trips with the exception of nursing infants.
- While some field trips may be able to accommodate multiple parents attending, in general unless specified, we only have room to allow one parent to attend per child.
- As a general rule, if we have a field trip day, there will be **no school** for Pre-K outside of the field trip. If your child is **not** attending the field trip, there will be **no school for your child that day.**
- Uniforms are not required to be worn on field trips.

Special Events

- Occasionally we will have special events scheduled outside of normal school time such as concerts/performances.
- While we keep these at a minimum, they are still considered mandatory attendance events and your student is expected to attend.
- These events will be on the school calendar and will be communicated a reasonable amount of time in advance.
- If your child is unable to attend a required special event for any reason, please notify your child's teacher as soon as possible.



Health & Wellness Policies



At New Life Christian Academy, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for our students.

Immunization & Health Records

All children must have up-to-date immunizations or an immunization waiver submitted before the first day.

Waivers may be obtained through the St. Clair County Health Department.

Medical exemptions must be approved by a licensed physician.

Illness Policy

If your child is ill, we ask that you not bring your child to school to keep from spreading illness to the other children. When you do keep your child home, please be sure to call the office absence line (810) 367-3770 ext. 550 by 9:00 am.

When to Keep Your Child at Home

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.
- Excessive green or yellow discharge from eyes or nose

If your child is absent for 3+ days due to illness, a doctor's note is required.

Illnesses at School

If your child becomes sick at school we will call or text you to come and pick your child up. Please keep all your names and phone numbers up to date on the **Child Information Record** which is kept in the main office.

Head Lice Policy

If a child is discovered to have head lice, they will be isolated from the group. Parents will be called to pick up the child. Children will only be allowed to return to the class when they are nit & lice free. An NLCA office staff person will check the child's head before returning to the classroom.

**A health alert will be sent home if any child in the class has a contagious disease.
A note from your doctor will be needed for your child to return to school.**

Medication Policy

Written permission is required before we will administer any or all prescription and non-prescription medicine.

Prescription medication must be in the original container with pharmacy label that has the child's name on it.

Topical, non-prescriptions (sunscreen, bug spray, lotion, etc.) require annual parental authorization.

Medication will be administered by an adult caregiver and recorded in the main office. The office has a medication permission and instructions sheet for each child.





Mission, Vision, Philosophy, and Values



Our Mission

Our mission is to seek to equip students with a Christ-centered education and challenge each student to strive for academic excellence, as well as personal and spiritual growth.

Our Philosophy

We believe God has given parents the responsibility of educating their children. New Life Christian Academy desires a partnership with parents to integrate Biblical principles and spiritual values into the educational process. We are committed to developing the whole person with challenging academics, social standards, personal spiritual development, physical well-being and emotional balance by teaching a Christian worldview based on the Truths of the Word of God.

Our Vision

- **Christian Character:** Maintaining a Christian character each student will have a passion for Christ evidenced by a servant's heart, spiritual leadership, and the ability to discern and apply Truth.
- **Quality Education:** Possessing a quality education each student will be equipped with the necessary skills to successfully pursue opportunities in education, vocation, and ministry

Our Values

- **Christ-Centeredness:** Through staff, families, curricula, and atmosphere students are challenged toward spiritual growth and maturity.
- **Academic Excellence:** Each student is challenged to achieve his or her maximum potential.
- **Accountability:** Students, staff and parents are expected to take responsibility for academic performance and personal conduct.



Nap & Rest Time Policy

We recognize the importance of rest in a child's development. Our Nap & Rest Time Policy ensures that children have a comfortable and relaxing break during the school day.

Nap Time Schedule

Nap/Rest Time: 12:30 PM – 1:30 PM (adjusted as needed).

All children in Pre-K participate in nap time.

While students are encouraged to rest during this time, quiet solo activities are provided for students who do not sleep.

Rest time helps improve attention span, mood regulation, and cognitive function.

Nap Supplies & Comfort Items

Parents must provide the following labeled items for nap time:

Small blanket or nap roll (required)

Soft comfort item (e.g., small stuffed toy) (optional)

Zip-lock style plastic bag for bedding storage.

- All nap items will be sent home for weekly washing.
- Small pillows are allowed as long as they fit inside the storage bag provided by the parents.

We will provide raised cots for each child to nap on. All cots are sanitized weekly or as needed.



Wake-Up & Transitioning from Nap Time

Lights will be gradually brightened, and soft music will be played to wake children gently.

Teachers will assist younger students with putting away their nap items and transitioning to afternoon activities.

Children who wake up early will be given books, soft toys, or other quiet activities to keep them engaged.

Adjustments for Individual Needs

If a child has difficulty napping, teachers will work with parents to create a smoother transition.

Rest time adjustments may be made for children with specific medical or developmental needs.

Parents should inform teachers if their child has unique sleep preferences or concerns.



Non- Discrimination Policy

There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus." – Galatians 3:28

Non-Discrimination Policy

New Life Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. NLCA does not discriminate on the basis of race, sex, color, handicap or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship or loan programs, athletic and other school administered programs.



Photography, Video, Distance Learning, Web Publishing

A large, abstract yellow shape with a wavy, organic edge, resembling a stylized sun or a splash, occupies the top portion of the page.

Photography, Video, Distance Learning, and Web Publishing

NLCA students may be photographed or videotaped and their name and/or work displayed for educational and/or not-for-profit use in various ways: newsletter articles, community newspaper articles, building videos, athletic team rosters, club rosters, as well as web pages, etc. Students may also participate in additional learning opportunities through distance learning and virtual field trips.

If you DO NOT want your student to participate in the aforementioned activities, make your request in writing to the school principal.



Schedule & Routine, Calendar



At New Life Christian Academy, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.

School Hours & Drop-Off/Pick-Up Policy

01 Operating Hours

Monday – Friday, 7:30 AM – 2:30 PM

02 Morning Drop-Off

7:30 – 8:00 AM (Late arrivals require prior notice)

03 Afternoon Pick-Up

2:30PM (Late fees may apply after 2:45PM)

04 Pick-Up Authorization

Only listed guardians may pick up a child.

Drop-Off Policy

- **Parents or guardians must sign in their child upon arrival.**
- Children must be escorted into the classroom by an adult.
- If arriving after 8:00AM, parents must notify the school by calling the office at (810) 367-3770.

Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Adults other than parents will be asked to show proper ID after NLCA's staff is informed of this change of pick up by the parent.
- **Parents must sign out their child before leaving the premises.**
- Late pick-up fees may apply after 2:45 PM.

Daily Schedule Overview

Time	Activity	Description
7:30 – 8:00 AM	Arrival & Free Play	Transition activities and social interaction.
8:00 – 8:30 AM	Morning Circle	Welcome songs, calendar review, and theme discussion.
8:30 – 9:00 AM	Snack Time	Healthy snacks and hydration break.
9:00 – 9:30 AM	Bible	Bible story read-aloud and learning activity
9:30 – 10:00 AM	Learning Centers	Rotating literacy, math, art, and science stations.
10:00 – 11:00 AM	Letters & Numbers	Direct instruction with group and fine motor activities using the Abeka K4 curriculum.
11:00 AM – 11:30 AM	Reading Groups	Read-aloud sessions and rotating small group instruction.
11:30 AM– 12:00 PM	Lunch	Social mealtime and table manners practice.
12:00 – 12:30 PM	Lunch Recess	Outdoor play (weather permitting)
12:30 – 1:30 PM	Nap	Calming rest time with options for quiet solo activities.
1:30 – 2:00 PM	Afternoon Snack	Light snack before final activities.
2:00 – 2:30 PM	Creative Expression	Arts, crafts, and self-expression activities.
2:30 PM	Dismissal	Transition activities and social interaction.

2025–2026 Academic Calendar

(Subject to change)

Date	Event
Tues., Aug. 19	Back to School Bash Parent Orientation
Tues., Sept. 2	First day of school for Pre-K HALF DAY 11:30am dismissal
Wed., Sept. 3	HALF DAY 11:30am dismissal
Wed., Sept. 17	School Picture Day
Fri., Sept. 26	Pre-K & K Field Trip to the Apple Orchard 10am–12pm
Thu., Oct. 9	NLCA Annual Meeting
Fri., Oct. 10	Grandparents Day
Fri., Oct. 24	Pre-K & Kindergarten Field Trip to Fire Station
Fri., Oct. 24	HALF DAY 11:30am Dismissal
Sat., Nov. 1	Pie Day
Nov. 13–14	Conferences
Nov. 26–28	Thanksgiving Break
Dec. 17–19	10:45am Dismissal – Secondary Exams
Fri., Dec. 19	Class Christmas Party
Dec. 22–Jan. 4	Christmas Break
Feb. 13–16	Mid-Winter Break
Fri., March 20	HALF DAY 11:30am dismissal
March 28–April 6	Spring & Easter Break
Wed., April 22	Spring Picture Day
Thu., May 21	Pre-K & Kindergarten Last Day of School!
Fri., May 22	Pre-K & Kindergarten End of the Year Picnic



Staff

Teacher-Student Ratio

Maintaining a low student-to-teacher ratio is crucial for personalized learning and quality interactions. At New Life Christian Academy, we follow or exceed national guidelines to ensure an optimal learning environment:

School Type	Teacher-Student Ratio
Public Preschool	1 teacher : 12 students
NLCA Pre-K	1 teacher : 10 students or less

Each class is led by a qualified early childhood educator with additional classroom assistants as needed.

Small class sizes allow for individualized attention and active engagement in all activities.

Role of Our Teachers

Our dedicated educators play a vital role in shaping the learning experiences of young children. Their responsibilities include:

01 Facilitating engaging, age-appropriate activities

that support cognitive, social, and emotional development.

02 Observing and assessing children's progress

to ensure they are meeting developmental milestones.

03 Encouraging independence and self-help skills

such as dressing, tidying up, and making choices.

04 Fostering a safe and Christ-centered classroom environment

where children feel valued and respected while learning the truth of their identity rooted in Christ.



By providing a well-balanced structure that combines guidance and freedom, our classrooms allow children to explore, discover, and grow at their own pace.

Our staff are highly qualified, licensed professionals. We are a passionate team of Christian educators who work together with parents to educate your children from an authentically Christian worldview.

Staff Training

- The Preschool Director, teacher and assistant will attend Early Childhood conferences and training seminars each year.
- Sixteen hours of training is required each year. This will include annual orientation, which could include updates to any policies and curriculum development.
- The employees will also be trained in CPR (Infant / Child / Adult), First Aid and AED training every two years.
- Other training topics include Child Abuse & Neglect and Emergency preparedness.
- The director, lead teacher, teacher assistant along with any consistent volunteers will also attend training seminars each year, provided by MiRegistry.
- Community sponsored workshops throughout the year will also be an avenue of training.
- Record of each hour earned is kept in the employee file in the main office and on the MiRegistry website.

Screening and Supervision of Staff & Volunteers

Before hiring, staff will fill out the following forms:

- **Application**
- **References**
- **Moral Integrity Declaration**
- **Child Abuse and Neglect form**
- **Background Check release**
- **Reference release**
- **Pastor Recommendation Form**

Volunteers will fill out all of the above except an application.

All staff and volunteers will provide appropriate supervision for the children in the classroom and on the playground.



Withdrawal

A large, abstract yellow shape with organic, flowing edges occupies the top right portion of the page, extending from the top edge and partially covering the right side.

Withdrawal

- Parents may withdraw at any time and for any reason.
- Registration fee, books and supply fee (which are consumable and paid by the first day of school) are non-refundable.
- Student records are released when all financial obligations are met.
- Tuition will be based on a nine-month plan for any student withdrawn before the end of the school year.
- If a student attends even one day of the month of withdrawal, that month's tuition is required to be paid.



Acknowledgment & Agreement Form

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I, _____, the parent/guardian of

_____ have read and reviewed the New Life Christian Academy Preschool Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

- ☐ I understand and agree to abide by the attendance and tardiness policies.
- ☐ I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- ☐ I will comply with the school's dress code and personal belongings policy.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I acknowledge the field trip and special activities policy and will provide permission as required.
- ☐ I acknowledge the photography, video, distance learning, and web publishing policy and agree to provide written withdrawal of permission if necessary.
- ☐ I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Parent 1 Name (printed): _____

Parent 1 Signature: _____

Parent 2 Name (printed): _____

Parent 2 Signature: _____

Date: _____

Please sign and detach this page and submit to your child's teacher the first day of school.

New Life Christian Academy

Leading Academics |
Authentically Christian

Contact Us
(810) 367-3770
www.nlcaschool.com
office@nlcaschool.com

New Life Christian Academy
5517 Griswold Rd., Kimball, MI 48074