

Revised September 8, 2011



NewBridge

CHILDREN'S ACADEMY

Parent Handbook

201 South Central Avenue
Belmont, North Carolina
704-829-7400
www.newbridgechildrensacademy.com

Welcome

Welcome to NewBridge Children's Academy where your child is our top priority. We are delighted to share in the joy of watching your child grow emotionally, spiritually, socially, cognitively, and physically through a variety of learning experiences. Based on the credentials of our staff and the learning experiences we provide to all children in our care, NewBridge Children's Academy sets the standard for child care in your area.

Our Mission

The mission of NewBridge Children's Academy is to provide a safe and nurturing environment where young scholars can develop the skills they need to become lifelong learners. The Academy maintains a balance of emotional, spiritual, social, cognitive, and physical learning opportunities to enhance the development of each child. Our educators are committed to supporting the healthy development of all children and offer advanced learning opportunities to meet individual needs. We want to provide children with a strong foundation so they can be successful in any setting.

To accomplish this mission, NewBridge Children's Academy will:

- Offer developmentally enriching activities
- Offer appropriate materials and equipment
- Provide a safe environment that is clean, healthy, and child-friendly
- Openly communicate with parents fostering mutual trust and respect
- Provide on-going educational opportunities to staff
- Provide opportunities for children to grow spiritually through Bible verses, stories, prayer, and song

NewBridge Children's Academy provides an advanced curriculum while maintaining low student/teacher ratios. The state-of-the-art facility provides additional learning opportunities such as PlaySpanish and our very own music program to all children. The academy also utilizes the Saxon Early Learning program for the four year old and transitional kindergarten classrooms. The Saxon Early Learning program is a nationally recognized resource for preschool children. The program includes language development, literacy, mathematics, science, social studies, creative arts, social and emotional development, physical health and development, and technology. To assist in spiritual development, the Cokesbury Christian Curriculum helps children learn about Jesus, understand God's love for them, and helps them discover their gifts in God's world, such as their minds, bodies, families, and friends. These lessons integrate developmentally appropriate activities with religious development and are designed to help teachers make faith connections. In addition to the regular curriculum, four and five year old children will be offered dance classes for an extra fee.

NewBridge Children's Academy is overseen by a full-time Administrative Director. Amanda Hommell, the Administrative Director, has a Bachelor of Science Degree in Elementary Education. She is also a National Board Certified Teacher in Early Childhood and has her certification in gifted education.

Lead Teachers, Teachers, and Teacher's Assistants are carefully selected based on their credentials. Previous training, education, experience and dedication to providing children with nurturing, Christian care is essential to working at NewBridge Children's Academy. Staff members are required to undergo background checks before being hired at the Academy.

Fees

An annual non-refundable Reservation Deposit of \$200.00 is due for all full-time children and \$100.00 for all part-time children to secure a spot for the upcoming year. The Reservation Deposit covers the cost of materials used in the classroom.

Tuition is due and payable in advance on Friday for the following week. A \$50.00 late fee will be charged at noon on Monday. Tuition, fees, or other amounts may be paid in the form of cash, check or money order and made payable to NewBridge Children's Academy. Tuition can also be paid in advance at the beginning of the month or quarterly.

Parents paying quarterly will receive a 5% discount. Please include your child's name to insure proper credit to your account. Tuition, fees, or other amounts more than two weeks past due constitute grounds for dismissal from the Academy. All returned checks will incur a \$35.00 service charge. As long as your child is enrolled at the Academy, you are obligated to pay tuition, fees and other amounts in the manner provided herein without exception, refund, reduction, mitigation, defense, counterclaim, deduction or set off for any reason, and such payment shall be made regardless of circumstances, including, but not limited to, vacations, personal days, absences, illnesses, holidays, teacher workdays, closings (scheduled or unscheduled), or lack of attendance for any reason.

At the time a child is placed on the waiting list, a non-refundable fee of \$100.00 is due. This fee does not guarantee placement at the Academy.

Weekly Tuition (full-time) Infants to Transitional Kindergarten Age Groups:

Infants	\$195
Ones	\$180
Twos	\$180
Threes	\$170
Fours	\$170
TK	\$170

*Our full-time program is offered Monday-Friday from 7:00-6:00.

Weekly Tuition (part-time) 3-5 years old Age Groups:

Threes	\$110
Fours	\$110
Fives	\$110

*Our part-time program is offered Monday through Friday from 8:00-12:00.

Any extra days added for care will cost \$45.00 and is based on the availability of space.

Tuition and other fees are subject to change at least annually. The Director will give notice to parents 30 days in advance of any tuition and/or fee changes as well as the effective date.

Insurance

NewBridge Children's Academy has General Liability insurance and Child Accident insurance.

Admission Policies & Procedures

NewBridge Children's Academy admits any student of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other Academy-administered programs.

We recommend the following:

Parents tour the Academy

Parents review the Parent Handbook

Parents and child/children visit the classroom

We make every effort to ensure the appropriate placement for each child. The Director has the right to assign classrooms based upon the following considerations while following State guidelines and regulations:

- Child's age
- Child's developmental needs
- Teacher/Director assessment and observations

Prior to a child's attendance at the Academy, the following forms must be on file with the Director:

Application for Enrollment

Medical Report (within 30 days of enrollment)

Immunization Record (within 30 days of enrollment)

Documentation of Receipt of the Discipline and Behavior Management Policy

Permission for Play Outside Fenced Area

Documentation of Receipt of Policies in the Parent Handbook

Documentation of Receipt of Summary of NC Child Care Laws

Internet Picture Release Form

Authorized Pick-Up Form

A two-week written notice is required in writing when a parent plans to permanently withdraw a child. If the required notice is not given and a child leaves, the parents are financially responsible for paying a penalty equal to two weeks tuition. If two weeks notice is given, any additional tuition will be refunded if monthly or quarterly payments have been made.

DAILY OPERATING INFORMATION

Ratios

Teacher/Child ratios are:

Ones	1 to 6	1 Lead Teacher, 1 Teacher's Assistant
Twos	1 to 6	1 Lead Teacher, 1 Teacher's Assistant
Threes	1 to 12	1 Lead Teacher
Fours	1 to 14	1 Lead Teacher
*TK	1 to 9	1 Lead Teacher

*Transitional Kindergarten (TK) is our program for children who miss the age cut off for the public school system or for other reasons wait a year to attend a kindergarten program.

Children must be 6 weeks old in order to be enrolled at the Academy. Children will typically change classrooms annually each August unless the Director approves otherwise.

Hours of Operation

NewBridge Children's Academy is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. The Academy will be closed for the following holidays:

Labor Day

Columbus Day: Teacher Workday

Veteran's Day

Thanksgiving: Thursday and Friday

Christmas: Two Days

New Year's Day

Martin Luther King, Jr. Day

October Teacher Workday for conferences based on Public School Calendar

Good Friday

Easter Monday

Memorial Day

Fourth of July: Two Days

Arrival and Departure

Parents are responsible for their child's safe arrival and departure at the classroom door. Parents must sign in and out on a daily basis. Scheduled classroom activities begin at 8:45 a.m. To avoid unnecessary disruptions and to ensure that all children have the opportunity to participate in classroom activities, all children should arrive no later than 8:45 a.m. unless parents give prior notice to the classroom teacher and Director. Please escort your child to and from their classroom. No one will be admitted into the building until 7:00 a.m.

Parking

Please obey all traffic patterns. Watch all children closely while entering and leaving the pick-up/drop off area. Do not leave unattended children in your car. We suggest that you do not leave valuables in clear view and lock your car when entering the Academy. The Academy is not responsible for theft if it occurs while you are in the Academy.

Authorized Pick-Up

Only authorized individuals named on the Pick-Up form will be allowed to take your child from the Academy. Siblings cannot sign a child out from the Academy unless they have a valid driver's license. When someone else must pick up your child, the Director must be notified by telephone or a signed note. The person must present a valid driver's license or other photo identification to the Director and/or Teacher before they will be allowed to sign out your child. Children will not be allowed to go with an unauthorized adult.

If your child is on the playground when you arrive, please be certain that the teacher is aware that you are leaving the Academy and that you have signed your child out in the classroom. Please enter the playground area to pick up your child. Do not lift your child over the fence at any time.

Late Pick-Up

All children need to be picked up by 6:00 p.m. A fee of \$2.00 per minute past 6:00 will be charged. This rule also applies to our part-time program. Children in the part-time program need to be picked up by 12:00. A fee of \$2.00 per minute past 12:00 will be charged. Repeated late pick-ups will constitute grounds for dismissal. It is strongly recommended to have a list of friends or relatives whom you can call if you are running late.

Absences

If your child will be absent for any reason, please call the Academy. The Health Department requires the Academy to track all illness.

Early Pick-Up

Please notify the classroom teacher in advance if your child is going to be picked up early. This will allow the teacher to have your child ready when you arrive.

Personal Belongings

Children may not bring toys, costumes, guns, knives, chewing gum, candy, or money to the Academy. Your child will be given the opportunity to "show and tell" special treasures each Friday. Let the classroom teacher know if your child has a special nap item (blanket or stuffed animal). Any nap items must fit in the child's cubby.

Example Daily Schedule (Schedules Will Vary based on the Age Group)

7:00-7:30 Early Arrival/Quiet Time

7:30-9:15 Learning Through Play (Outdoor Time, Weather Permitting)

9:15-9:30 Learning Through Celebrating (Start Your Day/Group Time)

9:30-9:45 Snack

9:45-10:30 Daily Academic Focus

10:30-11:15 Learning Through Exploration (Center Time)

11:15-12:00 Learning Through Play (Outdoor Time)

12:00-1:00 Lunch/Restroom/Quiet Time

1:00-3:00 Rest Time

3:00-3:30 Wake Time/Snack

3:30-4:30 Learning Through Exploration (Center Time)

4:30-5:30 Learning Through Play (Outdoor Time)

5:30-6:00 Quiet Time

Rest Period

For the daily rest period, each child will be furnished a cot. The cots and covers are sanitized weekly. Please take home any personal blankets on Friday to be washed. Even if your child does not sleep, he/she will be encouraged to rest and remain quiet during this time. The average rest time is 1.5 to 2 hours in length.

Clothing

Children should be dressed in clothes and shoes which allow them to participate in all indoor and outdoor daily activities. Children should wear rubber-soled or non-slippery shoes to play safely on all equipment. Children are not allowed to wear backless sandals, flip flops, or jelly shoes. Jackets are needed for cool weather and towels may be needed on special water days.

Each child must have a change of clothing and shoes left at the Academy to be used in case of emergencies. Please label all clothing and shoes. Place the change of clothes in a Ziploc bag with your child's name on it. If extra clothing is borrowed from the Academy, it must be returned on the next business day.

Several changes of clothing and extra shoes will be needed during toilet training in our two year old classroom. Children must be toilet trained before moving to the three year old classroom each August.

Field Trips

Field trips are planned to enrich your child's classroom experience. Children four and over are allowed to go on field trips off campus. You will receive written notice in advance and a separate permission slip will be required for these trips. Parents are also required to provide an appropriate car seat for their child to go on the trip.

All children go on walks on and around our campus. The permission form signed at initial registration covers these special trips.

Exercise

Physical exercise is essential to a child's development. Children will play outside on a daily basis, weather permitting. During inclement weather, physical activity time will take place in the classroom. Students must be able to participate in outdoor activities to attend the Academy on a daily basis. Even if your child is recovering from an illness, they are expected to participate in outdoor physical activity time.

Safety

NewBridge Children's Academy has secured entrances (except for the playground). Upon class enrollment, you will be given a code to access the interior of the building. Please do not share this code with others. The code will also change periodically. Parents will be notified by email when the code will change.

Health Policy

If your child has any of the following symptoms, the Academy will contact you to pick up your child. Children should be picked up within one hour. This is for the safety of your child and to prevent the spread of contagious illnesses. In the event that a parent cannot be reached, an emergency contact from your family on file will be called. We understand that it is difficult to leave or miss work. It is suggested that a backup for ill children should be arranged. **The state of North Carolina mandates that a child with any of the following symptoms or illnesses must be excluded from care.**

- Underarm temperature over 100 degrees
- Strep Throat-may return 24 hours after treatment has started
- Two or more episodes of vomiting within a 12 hour period
- Pink Eye-may return 24 hours after treatment has started
- Scabies or Lice
- Chicken Pox or rash suggestive of Chicken Pox
- Tuberculosis-may return when a physician says the child isn't infectious
- Impetigo-may return 24 hours after treatment has started
- Pertussis-may return 5 days after appropriate antibiotic treatment
- Hepatitis A-may return one week after onset of illness or jaundice
- Sudden onset of diarrhea-increased number of bowel movements with increased stool water
- When a physician or other health professional issues a written order that the child be separated from other children

When a child returns to the Academy after an illness, please remember:

- Your child must be able to participate in all daily activities.
- Chicken Pox lesions must be completely dry.
- Your child must be free from fever, vomiting, diarrhea, and other symptoms for 24 hours without medication prior to returning to the Academy.
- Children on prescription medication for a contagious illness must take it for 24 hours before returning.
- If your child has a rash, they may not come to school without a physician's note.

Medication Policy

All medication is kept in a locked space inaccessible to children at the Academy. All medication must be given directly to the Director or Assistant Director and the proper paperwork on file.

Prescription Medications:

- Medication must be in the original container
- Parents must complete and sign a medication slip with specific times, dosage, and dates to be given. A new slip is needed each week unless permission is for asthma and/or breathing treatments which are good for six months.
- All medications must be picked up on Fridays. Medications will be discarded each Friday.
- Staff will not administer medication if it is different from the doctor's prescription.

Non-Prescription Medication:

- Non-Prescription Medication must be in the original container.
- Parents must complete and sign a medication slip with specific times, dosage, and dates to be given. A new slip is needed each week unless it is sunscreen, bug spray, or diaper cream which is good for one year.
- Non-Prescription Medication will only be administered when accompanied by a doctor's note. The only exceptions will be topical ointments applied to the skin surface.
- Parents may not come in and administer any kind of fever reducers, due to the fact that the child may have a serious illness.

Medical Emergencies

Our goal is to keep children safe at all times. Slight injuries (minor cuts and scrapes) will receive treatment by a staff member with basic First Aid training. In the event of serious injury, parents will be called immediately and necessary steps will be taken to obtain medical aid. At enrollment, parents will sign a permission form for emergency care for their child. In cases of emergency, we will attempt to reach in this order: parents, emergency contacts listed on the application form, physician, and/or hospital. When a child has to receive outside medical treatment from an incident that occurs at the Academy, an incident report is filled out and placed on file with the Division of Child Development.

It is very important to keep all numbers accurate. Please let the Director and/or your child's teacher know if you need to make changes to your enrollment paperwork.

Cleanliness and Sanitation Policies

Cleaning and sanitation policies are in place to minimize the risk of illness. They include, but are not limited to, the following:

Daily: sweep classroom floors; mop classroom floors when needed; vacuum carpets; clean restrooms; clean food preparation areas; clean tables and chairs; empty trash cans

Weekly: clean waste receptacles when needed; wash cot sheets and sanitize cots; sanitize all non-wooden toys and manipulatives

Monthly: clean kitchen shelving and food storage areas; change air filters; clean windows

Nutrition Requirements

A light morning and afternoon snack are provided daily. This snack should not take the place of breakfast or dinner. Children are encouraged to eat, but never forced to do so. The Academy will provide Vitamin D milk and/or 100% fruit juice for all meals. **Peanut and peanut butter products are not served, nor allowed in the Academy.**

All students need to bring a lunch to the Academy. Lunches are not shared or thrown away. Your child should bring an insulated lunch box with an ice pack for cold items. All lunch items need to be labeled with your child's name and date. The Academy is responsible for making sure lunches and snacks are nutritional and meet meal patterns. The four basic food groups must be met whether it is provided by our facility or brought from home.

The Basic Food Groups are:

Dairy Products (milk or cheese)

Breads and Cereals

Meat (Meat Substitute)

Fruits and Vegetables (two servings)

It is our responsibility to provide any food group that is missing from your child's lunch. A fee of \$1.00 per item will be added to your tuition when items need to be supplemented to meet the State of North Carolina's requirements. We will notify you in writing when food groups need to be supplemented.

Ideas for packing lunch: (no sweets please)

Cheese sandwiches, apple slices, chips, cheese cut-up or sliced, granola bars, bagels, pudding, raisins, dried fruit bits, cereal/breakfast bars, pizza slices, spaghetti, sweet peppers with dip, pepperoni slices, pineapple chunks, orange slices, waffles, soup, turkey or ham and cheese sandwiches, pasta meals, grapes (cut in 1/4s), bananas, fruit cups, pretzels, crackers with cheese, bread sticks, yogurt, applesauce, tuna fish sandwich, macaroni and cheese, chicken nuggets, Lunchables, string cheese, dry cereal, diced chicken, fruit chews, carrot pennies

Birthdays and Celebrations

Birthdays are special occasions and we love to celebrate them. Parents are welcome to provide store bought refreshments (cakes, cupcakes, cookies, pre-packaged fruit, etc.) at the Academy on or around your child's birthday and to participate in the celebration.

Please remember we do not allow any peanut butter or peanut butter products in the Academy. Please let your child's teacher know you are planning to bring a treat to the class. Latex balloons and candles are not allowed in the Academy at any time for safety reasons. Outside party invitations will be distributed at school only if each child in the class is invited.

Discipline

Our number one goal is to provide your child with a safe, nurturing environment where their individuality is celebrated and respected. We are committed to helping your child develop a positive self-image. A child who is provided with appropriate stimulation in a creative and structured environment will develop the skills they need to share, problem solve, take turns, deal with disappointment, and learn to successfully communicate their thoughts and feelings. We make sure the environment is set up to avoid conflict among the children and we step in to help children solve problems and/or offer suggestions. We ensure that sufficient materials and toys are available to all children and we ensure that all children are supervised at all times.

The Academy uses positive reinforcement, re-direction, and time out as appropriate non-physical forms of discipline. Positive reinforcement is used to praise a child for appropriate behavior. Re-direction offers appropriate alternatives to disruptive or unacceptable behaviors. When needed, time out removes a child from his/her current situation to allow time to regain control of behavior. The use of corporal punishment is prohibited at NewBridge Children's Academy.

At NewBridge Children's Academy we:

- DO praise, reward, and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide alternatives for inappropriate behavior to the children.
- DO provide the children with natural and logical consequences of their behaviors.
- DO treat the children as people and respect their needs, desires, and feelings.
- DO ignore minor misbehaviors.
- DO explain things to children on their levels.
- DO use short supervised periods of "time-out".
- DO stay consistent in our behavior management program.

As children learn appropriate skills to handle disagreements, some aggressive behaviors may occur such as biting, hitting, kicking, hair pulling, etc. The staff at the Academy makes every effort to prevent such aggressive behaviors by actively supervising all children and trying to prevent problems before they occur. It takes time to correct these behaviors and parents and staff must be willing to work together to develop strategies to change this behavior and reduce stress that causes the aggressive behavior. We make every effort to correct the situation quickly and balance our commitment to the families involved. When these events occur and another child is injured, both families will be notified and written documentation kept on file. The names of the children will not be disclosed for the confidentiality of both families. The Director has the right to terminate care for a child who shows continuous physical aggression toward other children at the Academy after three documented instances of physical aggression.

Child Abuse and Neglect

North Carolina law states that any child care operator or staff member who suspects a child has been abused or neglected must notify the proper authorities. This requirement applies regardless of where the abuse may have occurred, be it at the child's home or the child care center. If such cases arise, the staff members will report to the Director. The Director will notify the Protective Services Unit of the Department of Social Services.

Communication

NewBridge Children's Academy has an open door policy. Parents are allowed to visit the Academy at any time during regular business hours. We are committed to working with our families and encourage parents to participate in every aspect of their child's program. We invite parents to participate in special events, open houses, and conferences. Parents are also encouraged to share personal hobbies and/or interests in the classrooms. If you have any questions or concerns about the Academy's program, please feel free to arrange an appointment with the Director.

Parent-Teacher Conferences

It is important for parents to openly communicate with their child's teacher. Parents are expected to participate in one parent-teacher conference each year. Parents may request additional conferences at other times if needed. Please arrange these times with your child's teacher. Please do not try to have a conference with a teacher, unless it has been previously arranged. Teachers need to be available to assist children at all times in the classroom.

Educational Opportunities

Parent Education Programs will be offered based on the needs and interests of the parents at NewBridge Children's Academy. Regular parent meetings are a good way to inform parents of new child care laws and regulations, parenting issues, and child development. Please let the Director know if one of these topics is of interest to your family.

Notice of Policies, Rates, Programs, and Procedures

I have read the NewBridge Children's Academy Parent Handbook. I understand the policies, rates, programs, and procedures in place at the Academy. I have asked questions to clarify any information contained in this handbook before enrolling my child at the Academy.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

I have reviewed and received a copy of the discipline policy for NewBridge Children's Academy in this handbook.

Initial _____

I have reviewed and received a copy of the North Carolina Child Care Law in this handbook.

Initial _____

Authorized Pick-Up Form

Only authorized individuals named on this form will be allowed to take your child from the Academy. Siblings cannot sign a child out from the Academy unless they have a valid driver's license. When someone else must pick up your child, the Director must be notified by telephone or a signed note. The person must present a valid driver's license or other photo identification to the Director and/or Teacher before they will be allowed to sign out your child. Children will not be allowed to go with an unauthorized adult.

If your child is on the playground when you arrive, please be certain that the teacher is aware that you are leaving the Academy and that you have signed your child out in the classroom. Please enter the playground area to pick up your child. Do not lift your child over the fence at any time.

My child may be picked up by the following individuals:

_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship
_____ Name	_____ Relationship

Field Trip Permission Form for Outside Fenced Area

Field trips are planned to enrich your child's classroom experience. Children four and over are allowed to go on field trips off campus. You will receive written notice in advance and a separate permission slip will be required for these trips. Parents are also required to provide an appropriate car seat for their child to go on the trip.

All children go on walks on and around our campus. This signed permission form covers these special trips.

My child has permission to go on walks on and around the NewBridge Children's Academy campus. **This permission slip is good for as long as my child is enrolled at the Academy.**

Child's Name

Parent's Name

Date

Photo and Video Release Form

I grant NewBridge Children's Academy the unlimited right to use and/or reproduce photographs of my child in any legal manner and for the internal or external promotion and informational activities of NewBridge Children's Academy. I also agree to allow my child to be interviewed and/or photographed by representatives of the external news media in relation to any and all coverage of NewBridge Children's Academy in which they are involved. I also agree to allow my child's work and/or photograph to be published on the NewBridge Children's Academy internet web pages or publications. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated materials.

*Photograph in this Release Form is intended to only refer to photos of your child alone. Group photographs, with no additional identifying information, are considered Directory information.

Child's Name

Parent's Name

Date