

NEW HOPE SDA CHURCH
LEARNING CENTER

*Parent
Handbook*



545 East Campus Circle * Ft. Lauderdale, FL * 33312

Dear Parents,

Welcome to New Hope SDA School. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions.

Our church values children and believes in families. We sponsor this program as a ministry of the church to our community in order to provide a learning environment that will help children grow as Jesus grew. “And Jesus increased in wisdom and stature, and in favor with God and man” (Luke 2:52).

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child become successful in all that he/she does.

From the Desk of the Director

Building Characters for Eternity

Welcome to New Hope SDA School where learning is an adventure. Our aim takes root from our strong commitment to “building characters for Eternity.” The building block for this school is founded on the Word of God. Our mission is to nurture, teach and motivate children of all age levels to achieve and reach a high standard of academic excellence in all areas of study that they may HAVE CHARACTERS FIT FOR ETERNITY. We accept families of all faith, creeds and ethnic origins to our programs.

Our Curriculum

Our curriculum caters to each age group from infant/toddler to our preschoolers and elementary students. Each program is enriched with refreshing and innovative learning methods, taught in a way that is thought-provoking, stimulating to children of all ages. Creativity is encouraged as well as individuality. Each child is encouraged to develop at his/her own level.

Our Philosophy

While New Hope SDA School operates programs that are individualized in their goals and objectives, each program forms its specific aim within the context of these principles.

What We Believe...

- All children are a miracle, wonderfully and uniquely created, and an inheritance given to their parents by God.
- The home is the most important factor in a child’s development, and that the dignity and worth of each child and family matters.
- Loving, trusting, respecting each child makes that child capable of loving, trusting and respecting others.
- Each child should be helped to have a positive self-image.
- It is important to meet each child’s need for spiritual, physical, social, emotional and intellectual growth.
- The needs of children change as they grow; and that programs must respond in content and structure.
- Children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models.

DROP-OFF and PICK-UP

Drop-off begins at 7:00 am. If your child will be late due to an appointment, etc., please let us know by 9:00 am. We will not be able to provide drop-off service past 9:30 am as it interrupts class routines including student instructional time. Your cooperation in this matter is greatly appreciated.

Pick-up will be no later than 6:00 pm Monday through Thursday, and 4:00 pm on Friday. There is a \$1.00 per minute late pick-up charge for any child who is picked up beyond this time.

Consistent lateness will be considered grounds for dismissal.

DRESS CODE

Uniform is mandatory for all students during the school year. No strapless or spaghetti shirts and dresses are allowed in school at any time. Children must dress with modesty and cleanliness.

Lost clothing is a problem. Please mark you child's name on all clothing and personal belongings. Jackets, clothes, etc., must be labeled. New Hope SDA School is not responsible for lost clothing. An extra set of clothing (well-labeled) including underwear, socks, pants and shirt must be left at school permanently in case of accidents.

No jewelry is allowed at school or any school-sponsored programs. Examples: earrings, rings, bracelets, necklaces, chains, etc.

Close-toed shoes are mandatory for each student. No sandals, flip-flops or open-toed shoes are allowed.

Hair beads are hazardous to small children and are not permitted at the school.

NUTRITION

Your child's nutrition is essential to their good health and growth as well as their readiness to learn. New Hope SDA School encourages you to provide a nutritious breakfast for your child prior to class each day. Please do not send soda, Malta, candy, lobster, crab, shrimp or pork products or by-products to the school as these foods are not allowed and will not be served.

TUITION

Tuition payment is due and payable the first day the child starts. Payments are due by the first of each week/bi-week/month according to your payment choice. Any tuition payments not paid after the fifth day (5 days) of its due date is considered delinquent, and a late fee will automatically be charged. Further, if overdue payment is not received within ten (10) days of the date the fee was incurred, a written statement will be issued. At that point, payment for the balance of the account must be received within five (5) days in order for the child to return to school. Payments must be made by a personal check, money order or cashier's check. **No cash will be accepted for tuition payments.**

Returned Checks

In the event of a returned check to New Hope SDA School a \$35.00 fee will be charged. We will then require payments to be made with a money order for a period of three (3) months thereafter.

VACATION CREDITS

When your child has been enrolled for one year at New Hope SDA School, two (2) weeks vacation credit will be granted towards tuition. This must be used within one year and does not roll-over to the next year. Parents must notify the school one or two weeks in advance of the scheduled absence. This credit may not be split and must be used during a Monday to Friday period. Any additional absences due to vacation or illness must be paid in full to hold the child's place at the school.

HOLIDAY OPERATION

New Hope SDA School will be closed for the following holidays/staff development days:

- Labor Day
- Veteran's Day
- Thanksgiving Day (Thursday and Friday)
- Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day

(If a holiday falls on Saturday or Sunday the school will be closed the following Monday)

There is no tuition credit allowed on these days. Calendar is subject to change.

MEDICATIONS

If you need to send prescription medication to school, it must be in the original, pharmacy-labeled container with your child's name, type of medication, side effects, date, and amount and time of dosage. Hand it directly to your Director or your child's teacher. Please do not allow your child to carry medication in a pocket or leave it in a diaper bag or book bag. It is a good idea to ask your pediatrician if the medication can be given in the morning or evening so that you may avoid bringing it to the school. New Hope SDA School reserves the right to not administer medication at any given time, but you will be informed well in advance to the time the prescribed dose is needed so that you can make arrangements to have the medicine administered to your child by other means.

WEATHER

In the event of severe weather such as hurricanes, tropical storms, tornados, etc., please call the school and listen to the recorded message to see if we will be open for the day. Please note that New Hope SDA School will follow all Broward County School Board recommendations for school closing. If Broward County schools are closed for severe weather we will be too!

BIRTHDAYS

Birthdays are a very special time for our children. Children are invited to celebrate their birthday at school. Birthday treats are optional. If you plan to bring in a treat, please notify us ahead of time so we can plan snack time around it. We will inform you as to how many children to plan for. Parents are always welcome at their child's birthday school celebration.

DIAPERING and TOILET TRAINING

Parents should supply children with a fresh change of diapers and wipes. Parents will be notified when necessary items are almost exhausted. The children's diapers are changed as needed and are checked at least every 1 to 2 hours. New Hope SDA School will work with the parents on toilet training their child. Toilet training will not be attempted with children under the age of 18 months. Children are never punished or forced when toilet training. Diapering procedure guidelines are used when cleaning up a toilet accident. Parents are asked to supply extra changes of clothing for those children being toilet trained.

All children must be fully toilet trained before they reach 3 years of age. They will be required to use the restroom facilities on their own in the 3 yr-old class.

SUPPLIES

Parents are required to provide necessary supplies for children attending New Hope SDA School. These supplies include:

- Diapers
- Wipes
- Nap mat
- Blanket
- Change of clothes with child's name on inside
- Individual craft or school supplies required for special, age appropriate projects (list of items will be provided by teacher as needed)

DISCIPLINE POLICY

New Hope SDA School advocates positive methods of discipline that help a child to learn self-control, self-help and ways to get along with others. The word discipline comes from a Latin word that means “to teach.” We take positive discipline very seriously and consider it as an opportunity to teach children about appropriate behavior in a safe, loving and non-threatening or non-punitive manner. We work with parents as partners to set limits and encourage desired behaviors. Inappropriate behavior is discouraged through redirection and guidance. In the process of disciplining, our teachers will:

- Listen to your child
- Praise your child for appropriate behavior
- Expect the best from your child
- Make sure they are safe – physically and emotionally
- Be a good role model
- Help your child learn to solve problems
- Show your child how to consider the feelings of others
- Take them away from situations they can’t handle
- Help them learn to calm down
- Prepare them for difficult situations
- Say “yes” when they can and “no” when they need to
- Give your child a chance to correct behavior and experience success

Should a child require “thinking time” away from a situation, he/she will be removed from the situation for a total of 1 minute per year of age (ex. 3 minutes for a child 3 years old). This time will be supervised and in proximity of the teacher at all times.

DISCHARGE POLICY

New Hope SDA School reserves the right cancel enrollment of any child for the following reasons:

- Non-payment of tuition
- Non-observation of rules as outlined in the parent agreement
- If a child has special needs which our facility and teaching staff are inadequate to meet
- Physical or verbal abuse of another child, teacher or parent by a child
- Physical or verbal abuse of another child, teacher or parent by another child’s parent

CHRONIC DISRUPTIVE BEHAVIOR

New Hope SDA School is a school of choice. We accept children who want to be in our school and who are willing to follow rules that lead to a quality preschool experience for all. We will make every attempt to work with parents of children who are having difficulties in our programs. However, children who display chronic disruptive behavior which is upsetting to the physical and/or emotional well-being of others at our school will be asked to leave their enrollment will be cancelled.

SICK POLICY

Your child's health is matter of great concern for all of us. Upon enrollment, parents **MUST** provide a complete and current physical and shot record for our files. These records must be kept up-to-date. Those children who have these records expire while attending the school will be sent home and will not be able to return until the records are made current. Please not that this is a Florida Department of Children and Families (DCF) rule and there are **NO EXCEPTIONS** to the policy. Tuition must be paid during absence due to illness in order to secure your child's spot at the school

PLEASE KEEP YOUR EMERGENCY CONTACT NUMBERS CURRENT. Any changes in contact numbers must be provided immediately so we may be able to reach you in case of emergency.

Your child may be sent home during the school day if the following symptoms appear:

- Diarrhea
- Fever over 101 degrees
- Itching scalp
- Continuous vomiting
- Pink eye
- Green mucous from nose
- Coughing up mucous
- Sore throat or severe coughing
- Unusual rash or hives
- Ringworm

If your child has been sent home due to illness, he/she may not return for 24 hours without a doctor's release. The release must specify the illness and that the child is no longer contagious.

PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE HAS:

- A fever of 101 degrees or higher during the past 24 hours
- Heavy eye, ear or nose discharge (yellow or green)
- Diarrhea or vomiting
- Ringworm
- Head lice
- Pink eye

ACCIDENTS

We do our best to provide a safe and nurturing environment, but sometimes accidents happen. Should an accident occur, our teachers will provide you with a written accident report for incidences both inside and outside the classroom. In the case of an accidental injury we will make every attempt to contact the parent through the parent-provided emergency phone number(s).

If necessary, we will contact the ambulance and paramedics. Until the parent arrives the Director or Office Manager will make decisions about your child's care. Parents will be expected to assume responsibility for any resulting expenses.

WITHDRAWAL POLICY

New Hope SDA School requires a two-week notice for children being withdrawn from our programs. This notice is to be provided in writing and is to be delivered to the Director or Office Manager. If written notice is not given, parents are responsible to pay the two-week period from the time notice of withdrawal is given.