



**NAMPA
CHRISTIAN
SCHOOLS**

**2018 – 2019
Early Childhood Center
Parent / Student Handbook**



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Introduction

Letter from the Director

Dear Nampa Christian Families,

On behalf of the Board, Administration and staff, I want to welcome you to the Nampa Christian Early Childhood Center. We trust and pray that you will enjoy your year with us as we work and learn together. It is an honor and a privilege to partner with your family as we provide a Christ-Centered care and education for your children. We take this task seriously as it is our desire to glorify God while we prayerfully care for your children and start them off in their education.

In this handbook, you will find information that I hope will encourage clear and open communication. We have tried to be as comprehensive as possible without being overwhelming with the information provided. Please make yourself familiar with the contents in the handbook and if you have questions feel free to contact me.

Our intent is to provide a safe, orderly and loving Christian environment where children can grow and learn as well as allowing our teachers to teach. We appreciate your support and prayers for our staff throughout this coming year and thank you for your commitment to Christian education!

Blessings,

Shannon Asselin
Director, Nampa Christian Early Childhood Center



Handbook Policies

It is crucial that every Nampa Christian Schools parent read and clearly understand the policies and procedures outlined in this handbook. Every student will be held accountable for the policies indicated and will face consequences for their actions. If clarification is needed, please confer with an Administrator.

Each student enrolled in Nampa Christian Schools is required to read the handbook and sign a waiver indicating cooperation and understanding of the stated guidelines. The student's parent(s) is/are also required to sign the waiver. The waiver must be in the student's file on the first day of school.

Nampa Christian Schools reserves the right to modify or make amendments to this handbook and its content as deemed necessary.

School Leadership

Board of Trustees

Marc Taylor - President
 Ryan Martin- Vice President
 Mary Langdon - Secretary
 Bill Savage
 Norm Brown
 Ryan Brown
 Jeremy Kuntz
 Mark Hilty
 Greg Matson

Administration

Dr. Greg Wiles - Superintendent
 Shannon Asselin - Early Childhood Center Director
 Julie Vermillion - Elementary Principal
 Jennifer Cornell- Middle School Principal
 Jim Eisentrager - High School Principal
 Tina Pelkey - Dean of Students / Athletic Director
 Dr. Christie Jorgensen - Instructional Coach

Staff

Natalie Sferle	Infants	Zell Watanabe	2 - 3 year class
Kristina Hutsell	Infants	Christin Smith	2 - 3 year class
Linda Barnett	Toddlers	Debbie Savage	3 - 4 year class
Abbey Antosh	2 - 3 year class	Ashley Taylor	3 - 4 year class
Nancy Leggett	2 - 3 year class	Jamie Gumm	3 - 4 year class



Identification

Belief Statement

Nampa Christian School believes in a God-centered (as opposed to a man-centered) view of life. We believe in one triune God who is personal, spiritual, sovereign, perfect, infinite, self-existent and self-revealing in three distinct persons--the Father, the Son, and the Holy Spirit.

We believe in the Lord Jesus Christ, the only begotten Son of God who was born of a virgin birth, lived as both true God and true man, died on the cross as a sacrifice for the sins of men, rose from the dead, and is the advocate and intercessor for man with God. Jesus Christ is the eternal Word, the source of all knowledge and wisdom. It is only through faith in what Jesus did that man can receive the free gift from God of salvation and eternal life in heaven. Christ will return to earth a second time to resurrect and translate all those who have accepted His gift of salvation. He will judge every man, and non-believers will be cast into the final place of everlasting judgment.

We believe in the Holy Spirit who indwells the child of God to empower him to live a holy life. It is the Holy Spirit who guides and teaches the believer in truth. He enables the believer to know that which the non-believer can never know. Only people (in our case, teachers and support staff) who have been empowered by the Holy Spirit can teach God's truth to man.

We believe that man is the direct creation of God and in NO way the product of an animal ancestry. By direct disobedience to the revealed will of God, man became and is sinful and the progenitor of a fallen race. Within himself, he has no possible means of recovery or salvation. Man is to live a righteous life and do good works, not in any sense as the procuring cause of salvation, but as its proper evidence and fruit. He is to have no fellowship with evil ways of unclean habits that defile mind or body.

We believe in the existence of Satan who through unlawful ambition rebelled against God and thus became utterly depraved. He is the deceiver and god of this world, but is defeated and judged at the Cross. The child of God is able to resist and overcome him with God's armor and Christ's blood.

We believe in the HOLY SCRIPTURES: accepting fully the writings of the Old and New Testaments as the ONLY Word of God, verbally inspired in all parts and, therefore, wholly without error as originally given of God, altogether sufficient as our infallible rule of faith and practice (Matthew 5:18; John 10:35; John 17:17; II Timothy 3:16). It, in conjunction with God's creation, is the basis for all truth and reality. Its truth is eternal, not material or temporal. All knowledge and wisdom must be based on God's Word.



We believe that the education of children is the responsibility of parents. The school exists as an extension of the home to assist the parents with this responsibility. All instruction must have the Bible as its base. Its main purpose is to assist parents to bring their children into conformity with God's revealed will so that every man may be presented perfect before Christ. The child needs to be prepared to be a productive member of society and the body of Christ.

Mission Statement

Nampa Christian School is a non-denominational, biblically based, learning community that partners with Christian families to develop a Christian worldview, promote academic excellence, and prepare students for a lifetime of faithfulness to Christ.

Vision Statement

Nampa Christian School exists for the purpose of providing a Christ-Centered academic experience for Christian families in the Treasure Valley. Our goal is to develop Christian character and leadership through purposeful work, earnest scholarship, vital participation, and Christ-centered living.

Core Values





Academic Excellence

Academic excellence includes the general goals of high academic standards, individualized instruction, extraordinary college placement, concurrent credit offerings, standardized test scores well above state averages, accelerated learning and high expectations in the classroom.

Biblical Worldview

The Biblical worldview encompasses Biblical integration, development of moral principles, encouraging outreach to others, being service minded, a value-based educational emphasis, consistent demonstration of open prayer, and becoming a person of Christian character.

Extra-Curricular Opportunities

The offering of extracurricular opportunities such as drama, interscholastic athletics, music, community service activities, and academic bowls and science competitions allows Nampa Christian Schools to emphasize the development of well-rounded students within a Christ-centered focus.

Church-Family-School Partnership

This encompasses a safe learning context, staying connected with families, partnering with churches, cultivating a sense of belonging, developing leaders, creating a supportive environment and encouraging appropriate parental involvement.

Mission and Vision Key Characteristics

Non-Denominational

Christians from numerous denominations lay aside any denominational distinctive and agree on the essential doctrines of the faith in order to achieve the common mission of Christian education. At personal sacrifice, for the common good, the constituency of Nampa Christian School, including employees, volunteers, parents and students, seeks a common unity emanating from each one's commitment to emulate Christ and obey His teaching (Acts 6:1-4; Romans 12, 14:1-23; I Corinthians 3:1-9; 8:1-13, 12:1- 13:8a; Ephesians 4:1-5:21; Colossians 3:1-17; I Peter 2:17; 4:7-11).

Biblically Based

Nampa Christian School derives its philosophy, purpose, practice, policies, and procedures from the Holy Bible, the infallible written revelation from God as interpreted through the Holy Spirit of God (John 17:17; I Corinthians 2:9-16; II Timothy 3:16-17, I Peter 1:22-25; II Peter 1:19-21).

Learning Community

For a lifetime, all members of the NCS community will diligently seek after and listen for God's truth, earnestly endeavoring to ask and answer every question to the finest and fullest of their ability (I Corinthians 2:9-16, 9:24-27; Philippians 3:7-14; Colossians 3:10,17; I Peter 3:15).



Partnering With Christian Families

The employees, volunteers and the families of Nampa Christian School agree to work together in a Christian manner to fulfill their responsibilities to develop within children a Christian mind and a Christian heart (Deuteronomy 6:1-7; Proverbs 22:6; Galatians 6:1-10).

Developing a Christian Worldview

Our goal is to produce within our community the desire to seek God's truth, the ability to process information from a biblical perspective, and the intention to act upon truth with integrity (Proverbs 22:6; Romans 12:1-3; I Corinthians 2:9-16; I Corinthians 13:1-8a; Colossians 3:1-17; II Timothy 1:7; I Peter 3:15).

Promoting Academic Growth

Our goal is to encourage academic growth in the lives of the students entrusted to us (I Corinthians 2:9-16, 9:24-27; Philippians 3:7-14; Colossians 3:10, 17; I Peter 3:15).

Statement of Faith

1. We believe in the **HOLY SCRIPTURES**: accepting fully the writings of the Old and New Testaments as the **ONLY** Word of God, verbally inspired in all parts and, therefore, wholly without error as originally given of God, altogether sufficient as our infallible rule of faith and practice (Matt. 5:18; John 10:35; John 17:17; II Tim. 3:16).
2. We believe in **THE ONE TRIUNE GOD**: who is personal, spirit, and sovereign (Mark 12:29; John 4:24; John 14:9; Psa. 135:6); perfect, infinite, and eternal in His being, holiness, love, wisdom, and power (Psa. 18:30; Psa. 147:5; Deut. 33:27); absolutely separate and above the world as its Creator, yet everywhere present in the world as the Upholder of all things (Gen. 1:1; Psa. 104); self-existent and self-revealing in the three distinct persons -- the Father, the Son, and the Holy Spirit (John 5:26; Matt. 28:19; II Cor 13:14).
3. We believe in **THE LORD JESUS CHRIST**: who is the second person of the Triune God, the eternal Word and only begotten Son, our great God and Savior (John 1:1; Tit. 2:13; Rom. 9:5); that without any essential change in His divine person (Heb. 13:8), He became man by the miracle of Virgin Birth (John 1:14; Matt. 1:23), thus to continue forever as both true God, and true man, one person with two natures (Col. 2:9; Rev. 22:16); that as man He was in all points tempted like as we are, yet without sin, (Heb. 4:15; John 8:46); that as the perfect Lamb of God He gave Himself in death upon the Cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead (Isa. 53:5-6; Matt. 20:28; Gal. 3:13; John 1:29); that He arose again from the dead and was glorified in the same body in which He suffered and died (Luke 24:36-43; John 20:25-28); that as our great High Priest He ascended into heaven, there to appear before the face of God as our Advocate and Intercessor (Heb. 4:14; Heb. 9:24; I John 2:1).
4. We believe in **THE HOLY SPIRIT**: who is the third person of the Triune God (Matt. 28:19; Acts 5:3-4), the divine agent in nature, revelation and redemption (Gen. 1:2; Psa. 104; 30; I Cor. 2:10; II Cor. 3:18), that He convicts the world of sin (John 16:8-11), regenerates those who believe (John 3:5), and indwells, baptizes, seals, empowers, guides, teaches, and



sanctifies all who become children of God through Christ (I Cor. 6:19; 12:13; Eph. 4:30; 3:16; Rom. 8:14; John 14:26; I Cor. 6:11).

5. We believe in **THE CREATION AND FALL OF MAN**: that he was the direct creation of God, spirit and soul and body, not in any sense the product of an animal ancestry, but made in the divine image (Gen. 1:26-28; 2:7; 18-24; Matt. 19:4; I Thess. 5:23); that by personal disobedience to the revealed will of God man became a sinful creature and the progenitor of a fallen race (Gen. 3:1-24; 5:3), who are universally sinful in both nature and practice (Eph. 2:3; Rom. 3:23; 5:12), alienated from the life and family of God (Eph. 4:18; John 8:42-44), under the righteous judgment and wrath of God (Rom. 2:5, 1:18), and have within themselves no possible means of recovery or salvation (Mark 7:21-23; Matt. 19:26; Rom. 7:18).
6. We believe in **SALVATION BY GRACE THROUGH FAITH**: that salvation is the free gift of God (Rom. 3:24; 6:23), neither merited nor secured in part or in whole by any virtue or work of man (Tit. 3:5; Rom. 4:4), but received only by personal faith in the Lord Jesus Christ (John 3:16; 6:28-29; Acts 16:30-31; Eph. 2:8-9), in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish (I John 5:13; Rom. 3:22; Gal. 3:26; John 5:24; Eph. 1:3; II Pet. 1:3; John 10:27-30); that this salvation includes the whole man, spirit and soul and body (I Thess. 5:23-24); and that apart from Christ there is no possible salvation (John 14:6; Acts 4:12).
7. We believe in **RIGHTEOUS LIVING AND GOOD WORK**: not in any sense as the procuring cause of salvation, but as its proper evidence and fruit (I John 3:9-11; 4:19; 5:4; Eph. 2:8-10; Tit. 2:15; Matt. 7:16-18; I Cor. 15:10); and therefore as Christians we should keep the word of our Lord (John 14:23), seek the things which are above (Col. 3:10), walk as He walked (I John 2:6), be careful to maintain good works (Tit. 3:8), and especially accept as our solemn responsibility the duty and privilege of hearing the Gospel to the last word in order that we may bear much fruit (Acts 1:8; II Cor. 5:19; John 15:16); remembering that a victorious and fruitful Christian life is possible only for those who have learned they are not under law but under grace (Rom. 6:14), and who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Rom. 12:1-2).
8. We believe in **THE EXISTENCE OF SATAN**: who originally was created a holy and perfect being, but through pride and unlawful ambition rebelled against God (Ezek. 28:13-17; Isa. 14:13-14); thus becoming utterly depraved in character (Matt. 4:1-11; Rev. 12:10), leader of all other evil angels and spirits (Matt. 24:41), the deceiver and god of this present world (Rev. 12:9; II Cor. 4:4); that his powers are supernaturally great, but strictly limited by the permissive will of God who overrules all his wicked devices for good (Job 1:1-22; Luke 22:31-32); that he was defeated and judged at the Cross, and therefore his final doom is certain (John 12:31-32; 16:11; Rev. 20:10); that we are able to resist and overcome him, but only in the armor of God and by the blood of the Lamb (Eph. 1:12-18; Rev. 12:11).



9. We believe in **THE SECOND COMING OF CHRIST**: that His return from heaven will be personal, visible, and glorious – the Blessed Hope for which we should constantly watch and pray, the time of it being unrevealed but always imminent (Acts 1:11; Rev. 1:7; Mark 13:33-37; Tit. 2:11-13; Rev. 22:20); that when He comes He will first by resurrection and translation remove from the earth His waiting church (I Thess. 4:16-18), then pour out the righteous judgments of God upon the unbelieving world. (Rev. 6:1-18; 24), afterward descend with His church and establish His glorious and literal kingdom over all nations for a thousand years (Rev. 19:1-20; 6; Matt. 13: 41-43), at the close of which He will raise and judge the unsaved dead, and finally, as the Son of David, deliver up His Messianic Kingdom to God the Father (I Cor. 15:24-28), in order that as the Eternal Son He may reign forever with the Father in the new heaven and new earth (Luke 1:32-33; Rev. 21 1-22; 6).
10. We believe in **FUTURE LIFE, BODILY RESURRECTION, AND ETERNAL JUDGMENT**: that the spirits of the saved at death go immediately to be with Christ in heaven (Phil. 1:21-23; II Cor. 5:8), where they abide in joyful fellowship with Him until His second coming, when their bodies shall be raised from the grave and changed into the likeness of His own glorious body (I Thess. 4:16; Phil. 3:20-21; I Cor. 15:35-38; I John 3:2), at which time their works shall be brought before the Judgment Seat of Christ for the determination of rewards, a judgment which may issue in the loss of rewards, but not the loss of the soul, (I Cor. 3:11-15); that the spirits of the unsaved at death descend immediately into Hades, where they are kept under punishment until the final day of judgment (Luke 16: 19-31; II Pet. 2:9 ARV), at which time their bodies shall be raised from the grave, they shall be judged according to their works, and cast into the place of final and everlasting punishment (Rev. 20:11-15; 21:8; Mark 9:43-48; Jude 13).
11. We believe in **THE ONE TRUE CHURCH**: the Body and Bride of the Lord Jesus (Eph. 4:4; 5:25-32), which He began to build on the day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (I Thess. 4:16-17), into which all true believers of the present age are baptized immediately by the Holy Spirit (I Cor. 12:12), that all the members of this one spiritual Body should assemble themselves together in local churches for worship, prayer, fellowship, teaching, united testimony, and the observance of the ordinances of our Lord (Heb. 10:25; Acts 2:41-47; Matt. 28:19-20; I Cor. 11:23-26).
12. We believe in **SEPARATION FROM THE WORLD**: that since our Christian citizenship is in heaven, we should walk in separation from this present world, having no fellowship with its evil ways (Phil. 3:20 ARV; II Cor. 6:14-18; Rom. 12:2; Eph. 5:11), abstaining from all worldly amusements and unclean habits which defile mind and body (Luke 8:14; I Thess. 5:22; I Tim. 5:6; I Pet. 2:11; Eph. 5:3-11, 18; I Cor. 6:19-20; Col. 3:17), from the use of worldly courts for the settlement of disputes between Christians (I Cor. 6:1-9), and from taking personal vengeance in carnal strife (Rom. 12:18-21; II Cor. 10:3-5).
13. We believe in educating young people according to the **FOREGOING PRINCIPLES AND TEACHINGS** in a manner which shall at all times be non-denominational, and in all events to avoid foolish controversies, contentions and strivings (Titus 3:9).



14. We believe that GOD DESIGNED MARRIAGE to be the lifelong union of one man and one woman, and only within the context of such a marriage does sexual intimacy have God's blessing (Gen. 2:20-24; Mark 10:2-9; Hebrews 13:4).

Gender Belief Statement

NCS sincerely holds to the Biblical Truth that each person is fearfully and wonderfully made (Psalm 139:14) and that God created us all in His own image, both male and female (Genesis 1:27) reflecting the image and nature of God in humanity. The reality of being male or female, defined as gender or sex, is determined biologically at birth, and is not a choice. We are called to express ourselves consistent with our God-given gender, the image of God in us, His creation.

It is the Policy of NCS that facilities such as changing rooms, restrooms, locker rooms/showers, or other facilities where members of the NCS community may be undressed in the presence of others shall be designated for one sex and will be used by only members of that sex. The school will provide separate, private areas designated for use by members of the school community based on their sex.

Statement of Final Authority

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Nampa Christian Schools' faith, doctrine, practice, policy, and discipline, our Board of Trustees is Nampa Christian Schools' final interpretive authority on the Bible's meaning and application.

Lifestyle Statement

Nampa Christian Schools, Inc. ("NCS") is a religious, nonprofit organization representing Jesus Christ throughout the local community. NCS desires its families to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Families should conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. NCS Families should demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with other NCS families, teachers, board members or administrators.

The NCS Statement of Faith expects families to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, adultery (Exodus 20:14), promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female (Romans 1:21-27, 1 Corinthians 6:9-20). NCS believes that biblical marriage is limited to a covenant relationship between a man and a woman (Genesis 2:21-24, Ephesians 5:22-33).



NCS families will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a conference or, in some cases, dismissal from enrollment. It is the goal of NCS that each family have a lifestyle which reflects Colossians 1:18, ASV.

Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Board of Trustees and Administration Policies

NCS families agree to abide by the policies set forth by the Board of Trustees and Administration to ensure the orderly day-to-day operation of NCS. Families hereby acknowledge the Board of Trustees and administration may, in their sole discretion, amend the policies regarding the day-to-day operations of NCS during the term of their enrollment.

About Nampa Christian Early Childhood Center

Nampa Christian Early Childhood Center is a high-quality Preschool and Extended Daycare Program that is grounded in Biblical truth and faith in Christ. We are committed to providing a fun, safe, and dynamic learning experience for infants 6 weeks to children 4 years. We offer exceptional care and education to young children by providing a stimulating, supportive, challenging, and progressive learning experience that set a strong foundation for the elementary years and beyond. A comprehensive curriculum is implemented daily by our dedicated and knowledgeable teachers and staff that are committed to lifelong learning, professionalism, observation, and purposeful teaching. Our classrooms are designed with each child in mind, allowing children the opportunity to actively engage in creative play, discovery, and exploration.

ECC Mission

- To nurture and educate the whole child in a loving environment that is based on Biblical truth and faith in Christ;
- To provide support for and seek partnership with families;
- To provide support, training and a Christ-Centered community for teachers and staff.

ECC Philosophy

At Nampa Christian Early Childhood Center, we believe that learning is a lifelong process. Our responsibility to the young learner is to provide the proper foundation from which he or she can grow and build their cognitive, social, emotional, physical, and spiritual knowledge and skills. We recognize that each child is a special person, created by God, to serve His purpose. As such, frequent communication with parents, support and training for teachers, and close observations and documentation of children's progress allow for each child to uniquely reach their full potential.



Our Goals

- To plant a seed of truth and love for the Lord in children's hearts;
- To provide a stimulating, supportive, challenging, and fun learning experience for all children that sets a strong foundation for the elementary years and beyond;
- To offer highly qualified, loving, and observant teachers and staff;
- To provide a safe and stable environment;
- To provide service and support for families;
- To partner with local churches in their Christ-centered education of children.

Our Teachers & Staff

We believe that a child's teacher is the most important asset in implementing and maintaining a quality program and educational experience. As such, we take extra care and effort in hiring experienced and well qualified teachers who have an enthusiasm for teaching young children and research with applied knowledge in Early Childhood Education. The staff must demonstrate a knowledge and understanding of the developmental stages and needs of young children, and our teachers must be working towards or currently hold an early childhood degree. Nampa Christian Schools' Early Childhood Center staff is required to pass a thorough screening process. They go through the health and welfare background check as well as personal reference check. All our staff are born again believers and has provided a current pastor's reference.

Enrollment

Current Early Childhood Center preschool families re-enroll in April for the following school year, at which time an annual Registration Fee is collected. Please refer to the current Tuition Schedule for tuition and fee information.

Nampa Christian Early Childhood Center enrolls from our waiting list. To be placed on the waiting list, parents make an appointment with the Director to tour the facility. During the tour, the following information may be discussed: explanation of our program and philosophy, explanation of policies and procedures, and a question and answer time. This meeting is an information gathering session for both parties to ensure a match between our program, parent expectations, and the child's needs. Upon approval the ECC director will offer enrollment of the child in our program. The parent is given an Enrollment to completed, signed and returned with a non-refundable \$25.00 Application Fee and \$75.00 Registration Fee. The Enrollment Paperwork including immunization records and birth certificate must be returned to Nampa Christian Early Childhood Center a minimum of two weeks prior to the child's scheduled first day of school.

Termination of Enrollment by Center

In certain circumstances, it may be necessary for Nampa Christian Early Childhood Center to decide to discontinue a child's enrollment. Such a decision would be based on whether it is in the best interest of that child and/or safety of the other children. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff, or property;
- Disruptive or dangerous behavior;



- The school's inability to meet the child's needs;
- Lack of consistent and agreeable communication by the child's family (between the family, teachers and Director).

In most cases, a two-week notice will be given prior to termination of enrollment. However, if the behavioral problem is severe, termination of enrollment may be immediate.

Procedures

Attendance

We request that children who are enrolled in our Preschool program without extended care be dropped off between **8:20 am – 8:30am** to ensure continuity and consistency in the program and to allow the day's activities to get started. Please keep in mind that late arrivals cause disruption to your child's class and they also miss out on valuable classroom time. If your child will be absent please phone us by 9:00am. We maintain a daily attendance record of all children under our care. These attendance records are vital in the event of an emergency and are also required by state law; please comply with our Sign-In and Sign-Out policy by using your key fob for entry upon arrival and out upon departure. It is very important that your child's teacher be aware that you are dropping off or picking up your child; please be sure to get the teacher's attention when your child arrives and leaves, in addition to checking in and out. If your child arrives after Preschool has started, you must physically accompany your child to his or her classroom and make sure that the teacher is aware of your arrival.

Tuition

Accounts are delinquent after 30 days and will be charged a 1.5% per month interest fee (\$10.00 minimum charge) on all portions of any accounts past due. Tuition is a pre-established, pre-paid monthly non-refundable rate that is determined upon registration. **Tuition does not fluctuate with holidays.** Monthly rates are determined by the number of days the facility is in operation each year. Annual tuition rates are usually set in March for the following year. During the 2018-- 2019 the center is closed on the following days: In-service August 17th, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day, New Year's Day, Early Closure on February 22nd , Memorial Day and the 4th of July.

Accounts more than 60 days past due require a plan of correction to be submitted to Nampa Christian for approval. Failure to present a plan, rejection of the plan or failure to follow the approved plan will result in the student's dismissal from school until the account is brought current. The final decision for permanently removing a student from school for non-payment and/or sending an account to collections rests with the Board of Trustees.

Admission and Inclusion

We strive to include all children, including those with special needs. We will try to accommodate and place children to the best of our ability. If the needs are beyond our ability alternate care arrangements will need to be made, we encourage parents to communicate with staff about their child's special needs and we will make every effort to have our staff trained to work effectively



with each child. Final placement of all students is made solely at the discretion of the administration.

Withdrawal Notice

A two week written notice is required for withdrawal of your child(ren). Your account will be billed for the two weeks from the date of withdrawal.

Birthdays

Every child will have an opportunity to celebrate his or her birthday. Arrange with your child's teacher at least one week before the celebration day. Your child's teacher will share with you how her class celebrates birthdays. In consideration of the feelings of our young students, please do not send birthday invitations to school unless every classmate is invited. Since birthdays and parties are so important to young children, please do not send birthday gifts to school or pick-up selected students for parties. Your sensitivity in this matter will help us avoid and reduce hurt feelings.

Child Abuse Reporting

The State of Idaho requires Nampa Christian Schools to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the wellbeing of their children, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Designated school staff will make such reports in the best interests of the affected child, and once reasonable suspicion is established, have no legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report, to determine whether there are sufficient grounds to require reporting. **Annually, all staff members review the guidelines for recognizing child abuse.**

To prevent child abuse and neglect, this program:

Trains staff to avoid one-staff-one-child situations if at all possible. If scheduling requires one adult be alone with one child, the parent is always informed at pick-up or drop off.

1. Design our classrooms to avoid hidden and secluded areas.
2. Makes sure interactions between children and staff can be observed and interrupted.
3. Uses proper names for body parts.
4. Never forces children to give affection.
5. Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it.
6. Explains that secrets can be harmful.



7. Trains staff in the Strengthening Families Protective Factor Framework and Stewards of Children Darkness to Light.
8. Requires a background check for all staff.
9. Develops positive, non-judgmental relationships with parents.
10. Is alert to signs of stress in parents and struggles in the parent-child interaction.
11. Communicates regularly with parents concerning a child's progress.
12. Provides education including offering tips for specific challenges.
13. Provides opportunities for parents to become involved in their child's care.
14. Provides information about community resources.
15. Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.
16. Provides an atmosphere for parents to share their experiences and develop support systems.
17. Reaches out to fathers, grandparents and other extended family members that are involved in a child's development.

Communication

In addition to daily dialogue between you and your child's teachers regarding your child's day, we utilize various other forms of communication to keep parents informed of individual, class, and school news.

- Daily reports posted for children ages 1 year and younger highlight the activities your child engaged in during that day.
- Periodic ECC Director Newsletters to keep the Nampa Christian Early Childhood Center community updated and informed of the happenings in the center as well as other news and events of particular interests to parents.
- Weekly Classroom Newsletters written by teachers update parents on activities and programs specific to a child's classroom.
- Detailed Progress Reports are completed and distributed each month.
- Open houses, and special holiday events also provide parents with the opportunity to engage in further dialogue with teachers and interact with the Nampa Christian Early Childhood Center community.

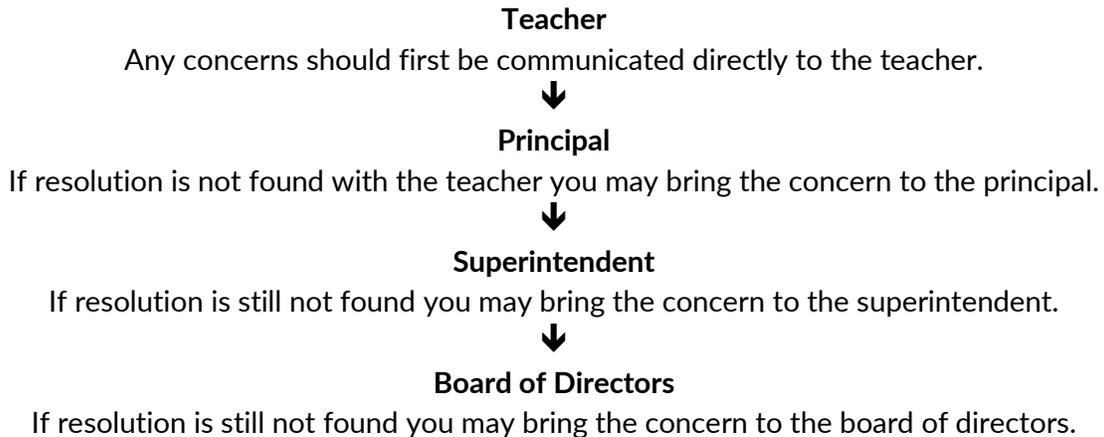
In order to facilitate better understanding and agreement within our school family, we will observe the following Biblical procedures from Matthew 18:

1. Speak first to the person most directly involved (**if someone is not a part of the problem or a part of the solution, they should not be a part of the conversation!**)
2. If after consulting together a mutual agreement or reconciliation is not found, the matter should be brought to the director;



3. If after consulting together a mutual agreement or reconciliation is not found, the matter should be brought to the superintendent;
4. If the matter is still unresolved, it will be brought before the board.

Chain of Command for the Flow of Communication in the School



Conferences

Nampa Christian Early Childhood Center has two formal conference times throughout the year. The first one is held in October, at the end of the first quarter, and is mandatory for everyone. The second conference is an optional conference held at the end of the third quarter based on request of either parent or teacher. Information regarding conferences and times will be sent home from the director in your child’s weekly note.

Confidentiality Statement

Nampa Christian Early Childhood Center will not share or discuss any information about your child(ren) outside of our staff without your written consent. All information pertaining to your child(ren) and their family is maintained in a confidential manner to ensure their privacy is protected. If you wish to share your child’s information with other professionals, you will be required to sign a release of information. Also, to protect your child(ren) confidentiality, staff members are required to sign a confidentiality agreement.

Country Fair & Auction

This is the main fundraiser each year at Nampa Christian the last weekend in February. The school depends on this activity to meet important needs. It is also a time of fun and fellowship for parents and children.

The event begins with a breakfast on Friday morning. Students who purchase tickets are taken over in the morning as a class to eat. The evening kicks off with a dinner and leads into the auction and carnival. Saturday morning begins with a breakfast and is followed by a full day of auction and carnival events. Lunch, snacks, and drinks are served throughout the day.

This is great community event that you do not want to miss!



Curriculum

The curriculum and study approach at Nampa Christian School Early Childhood Center is based on the Exceed Curriculum model of teaching and observing children. Based on scientific and applied research, the Exceed Curriculum guides teachers in implementing a planned and developmentally appropriate program in Language and Mathematics for young learners.

Bible- Classes at Nampa Christian Early Childhood Center start each day by singing Bible songs, and hearing God's word. We use Purposeful Design curriculum and integrate a biblical worldview throughout all activities. Every month we focus on a godly character trait that will help us to be more like Christ in what we do and say. We will use Bible stories, puppet stories, practical living stories, prayer, and music. Our goal is for each child to have a personal knowledge of God and the Lord Jesus Christ. We also want them to know that God loves us and want us to love and serve Him, that God is the Creator, that Jesus is our friend that the Bible is God's fully inspired Word, and that prayer is our time to talk to God.

ECC Specialty Classes

The following Specialty Classes are incorporated in the curriculum to enhance a child's learning experience and provide a diverse array of learning methods. One or more specialty class is offered daily.

- Art - Creativity, fine motor skills, and self-confidence are fostered through planned art activities.
- Music - Children develop their musical interests and associate movement and learning with fun and music.
- Sign language- Exposure to different types of communication promotes cognitive flexibility and growth.
- Science - Hands-on science experiments encourage children to safely experiment with different ingredients and this in turn fosters analytical thinking.

Diapering and Toilet Training

Parents are to provide **disposable diapers**, pull-ups, and wipes for all children who are not potty trained. Diapers and other disposable soiled items will be bagged and disposed of on campus in our trash receptacles. Please no cloth diapers.

Diapering for Younger Children

Children should not be left unattended on the diaper-changing table. Safety belts are not used on the diaper changing table. The diaper changing table is used only for diapering.

Stand-Up Diapering for Older Children

We do stand-up diapering as appropriate. Stand-up diaper changing takes place in the bathroom of the center. Please note that a good portion of class time can be spent changing diapers and using pre-potty and full potty training methods at this age. We use this time as a purposeful one-on-one, allowing children and teachers to build trusting relationships, thereby creating a positive environment for every child to feel safe and secure. Children are checked regularly and changed when the diaper is wet or a bowel movement has occurred. This preliminary routine helps to begin the potty training process in a calm and patient manner. Teachers use this time to explain the



diaper changing process, hand washing, and begin talking about using the toilet and expanding the child's language to communicate his or her needs.

ALL CHILDREN ENROLLED IN OUR 3/4 CLASS MUST BE POTTY TRAINED.

Toilet Training

Toilet training is initiated in consultation with the family and recognition of appropriate developmental cues suggesting that the child is ready. Potty training occurs along with diaper changing as a consistent part of the daily classroom schedule with regular reminders and encouragement. The teachers have an upfront and ongoing communication plan set up with the families for potty training to be a successful and positive developmental milestone. The goal for each child is that he/she learns to express his/her needs to the teachers and begins to learn to take care of his/her own body. Parents will need to provide three pairs of the following: elastic-waist pants, thick training pants or pull ups, plastic pants, socks, and one extra pair of shoes, if possible. They must also supply diapers or pull-ups for especially difficult days and nap times. Children should be dressed in loose-fitting clothing, no overalls, snaps, buttons, or zipping pants.

Dress Code

Philippians 4:5 "Let your moderation be known to all men..."

Comfortable, washable play clothes are necessary for school. Dress your child for an active day. Please keep in mind that we do many fun things, and sometimes children get messy and dirty. Children may want to "dress up" for special school events. We will attempt to minimize "messy" play or activities on these special days.

Other tips worth remembering include having your child dress in clothing that is easy for them to remove to tend to their own toileting needs. Provide appropriate outerwear, as most days will include outside play. All jackets, sweaters, and caps should be clearly marked with your child's name. "Sunday" shoes and flip-flops are dangerous on active feet and inappropriate for school except on special days. Loose-fitting jewelry, especially necklaces, is also a hazard for young children and, therefore, best not worn to school. We ask that children not wear clothing representing violence, sorcery, or supernatural powers. Since young children have difficulty distinguishing between reality and pretending, this type of clothing can lead to unnecessary complications at school. Finally, helping your child choose clothes for school is a great opportunity to begin lessons in modesty (girls wearing shorts under skirts and dresses) and the appropriateness or inappropriateness of some clothing styles. Speak to your director if you have questions about our dress policies.

Drug-Free Policy

All school property is designated as a Drug-Free Zone. Idaho state law prohibits students from possessing, using, distributing, or being under the influence of illegal or controlled substance including, but not limited to, amphetamines, barbiturates, marijuana, narcotics, tobacco, hallucinogenic drugs, vapor, vapes, e-cigarettes, inhalants, alcohol, or intoxicants of any kind while at school. This includes while attending a school activity or event, and/or while being transported in a contracted or school vehicle of any kind or at any location, public or private, where Nampa



Christian Schools students are attending as representatives of the Nampa Christian Schools or any facility that is part of Nampa Christian Schools.

Guidance (discipline)

Since we see our Center as an extension of home, we reinforce positive attitudes and behavior patterns that will benefit the child for his or her whole life, based on an understanding of the child's needs and stage of development. Our positive behavior system reinforces good behavior and citizenship. Discipline shall be assigned to help the child develop inner control, acceptable behavior, and respect for the rights of others. Discipline is viewed as corrective and instructional, not merely punishment.

This Center uses indirect guidance techniques:

- We give warnings: "You have five more minutes to play before it's time to clean up."
- We give redirection: "You need to play over here for a while. After circle time, you may play in the block area again."
- We give choices: "You may paint with the other children or you may read a book in a quiet corner."
- We have a regular routine: "We always wash our hands before lunch. After lunch is story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he or she remembers what we asked, and then offer to help the child do what was asked.
- We are consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques:

- We use affirmative: "We use walking feet indoors" rather than "Don't run!", or "Use your words to tell us you're angry" rather than "Don't hit!"
- We get the child's attention by crouching down to his or her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age-appropriate and we do not make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem by also offering the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down or I can choose one for you."

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs only when other measures fail and is used as an opportunity for the child to re-group, not as a punishment. By law, program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, shaming, isolating, labeling (bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.



Fundraisers

The Annual Fund, Jog-A-Thon, and Country Fair and Auction support the general budget for the entire school.

Periodically we will have other fundraisers to raise money specifically for the Early Childhood Center needs.

Hours of Operation

Nampa Christian Early Childhood Center hours are Monday through Friday, from 7:00am – 6:00pm beginning with Morning Extended Care from 7:00am - 8:30am, Half-Day Preschool from 8:30am – 11:30am, and Afternoon Extended Care from 11:30am - 6pm.

Nampa Christian Early Childhood Center is open year-round with two separate sessions, a School Year and Summer Session.

Our School Year begins in Mid-August and ends in Late May. The traditional preschool follows the Nampa Christian School Year Calendar (last page). If you need care on the days the traditional school is not in session, prior arrangements will need to be made with the director.

Our Summer Session runs June through August. During the 2018 – 2019 academic school year, the center is CLOSED on the following days: Teacher in-service August 17th, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day, New Year's Day, early close on February 22nd, Memorial Day and 4th of July.

We will post sign-up sheets two weeks in advance for other holidays (including Christmas break and Spring break) to determine the number of staff required. **IF YOU DO NOT SIGN UP FOR CHILD CARE DURING THESE BREAKS YOUR CHILD MAY NOT BE PERMITTED TO ATTEND DUE TO INSUFFICIENT STAFFING.**

Half-Day Preschool Hours

Preschool operates from 8:30 am until 11:30 am. Children attending only Preschool ***may not*** be dropped off prior to 8:20 am and must be picked up no later than 11:40am. Additional fees will be charged for early drop-offs and late pick-ups. **The standard late fee is a \$2.00 a minute and will be added on the next monthly billing statement.**

Extended Care Hours

Morning and Afternoon Extended Care at Nampa Christian Early Childhood Center is an extended program designed to service the growing needs of families with children between the ages of 6 weeks and 4 years of age. Nampa Christian Early Childhood Center is open from 7:00am – 6:00pm. Staffing is planned according to how many children are registered, so drop-in are not allowed. Children in Extended Care must be picked up and out of the building by closing at 6:00pm or a **standard late fee charge of \$2.00 per minute, per child, will be added on the next monthly billing statement.**

Summer Session

Nampa Christian Early Childhood Center Summer Session offers themed based Bible curricula with a combined academic and activity focus. We continue to engage in fun, active learning activities



while also enjoying the beautiful summer weather. We also increase the number and frequency of extracurricular activities. Our Summer Session takes place during the months of June through August.

Jog-A-Thon

This is a fun event and a time-honored tradition. All of the students contact neighbors, family members, and friends to sponsor them in the annual Jog-A-Thon. The sponsors pledge a certain amount of money per lap around the track in the set amount of time (Preschool classes, Pre-Kindergarten & Kindergarten- 20 minutes, 1st - 8th grade- 60 minutes). Students may jog or walk during this time.

The students are encouraged to participate by being offered prizes which increase with value based upon the dollar amount raised. Parents are welcome to attend this event and even walk or jog with their child.

Lost and Found

A lost and found bucket is located in the foyer leading into the g-wing hallway. If your child is missing an item please check this area. Twice a year all lost and found items not claimed will be donated to the local shelters.

Lunches and Snacks

Feeding of Young Children and Snacks: All children enrolled in Nampa Christian Early Childhood Center are **required** to bring a morning snack from home. Young children entering a structured environment often find their nutritional needs change. We cannot overemphasize the importance of a good snack. To enhance their learning capacity, please provide a nutritious snack daily. **It is helpful if this snack is marked with an "S"**. Some suggestions or possible snacks are raisins, fruit, cheese, crackers or popcorn. Please do not send candy for snack. A sensible snack list is included in this handbook. Please reserve cookies, cupcakes and other high-sugar foods for birthdays or special celebrations. Birthdays are celebrated during snack times, allowing for "special" snacks.

The Early Childhood Center will provide afternoon snack and lunch to all children enrolled in the Extended Care Programs. Monthly lunch menus will be given to parents at the end of each month to inform parents of the meals that will be served for the upcoming month. All meals are served by teachers using gloves or utensils to eliminate any direct contact with food. The food will be placed on a plate or napkin and the children will be encouraged to eat with utensils. Teachers support and work with toddlers towards the mastery of eating with utensils as a part of the learning process. Teachers use this time to engage in positive social interactions with the children. The children will be seated at a table with chairs appropriate for their age and size. Meal time is used as an opportunity to teach children self-help skills, independence, and appropriate communication techniques.



Medical and Safety

Allergies/Special Medical Concerns

If your child has allergies, please alert the Center to what your child's needs are so we can make the necessary arrangements to protect your child. We need to record this information on your child's enrollment form. All allergies and special medical concerns require an Individual Health Care Plan. We are a peanut sensitive center, so please refrain from bringing any peanut items for snacks or lunches.

Health Immunizations

State law requires that each child be up-to-date with his/her immunizations upon enrollment. With the exception of religious exemptions, no child will be admitted without a current and up-to-date Immunization Record. If your child is not vaccinated due to religious reasons, we will need a written and signed statement of your decision. In the event of an outbreak, you will be notified and asked to keep your child at home until the outbreak has been eradicated.

Illness

To ensure (as best we can) that illnesses do not spread, please keep your child at home when he or she is ill. We are concerned with the well-being of all children in our care, as well as the staff, and we request that everyone take precautions to prevent the spread of germs and contagious illnesses. Please do not send your child to the school if your child is unable to participate in daily class routines or unable to play outside (as our goal is to go outside every day).

Certain symptoms in children may suggest a communicable disease. Children who have the following symptoms should be kept home until a doctor has decided that the symptoms do not indicate a communicable disease, the child is no longer contagious, or the symptoms have disappeared. We may request a doctor's note indicating that your child is no longer contagious and may return to school.

- **FEVER** – oral temperature of 100 degrees or higher, especially when accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.
- **RESPIRATORY SYMPTOMS** – difficult or rapid breathing or severe coughing...child makes high pitched croup or whooping sound after they cough...child is unable to lie down comfortably due to continuous cough.
- **DIARRHEA** – an increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.
- **VOMITING** – two or more episodes of vomiting within the previous 24 hours.
- **EYE/NOSE DRAINAGE** – thick mucus or pus draining from the eye or nose.
- **PINK EYE** – eyes are red and are secreting thick mucus or pus. The child may return 24 hours after the treatment has begun.
- **SORE THROAT** – sore throat, especially when fever or swollen glands in the neck are present.
- **STREP THROAT** – red and irritated along the esophagus. The child may return 24 hours after treatment has begun.
- **SKIN PROBLEMS** – RASH – skin rashes, undiagnosed or contagious.



- **INFECTED SORES** – sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.
- **PERSISTENT ITCHING** – or scratching of body or scalp.
- **CHICKEN POX** – pimple like blisters filled with pus spread out throughout the entire body. All pox must be crusted over and no fever present before the child returns to class.
- **LICE** – small milky-white flea-sized bugs that attach themselves to hair follicles. The child may attend after treatment and when all nits have been removed.
- **RINGWORM, SCABIES** – raised red rashes or hives, may be in a circular shape. The child may attend when treatment has begun.

If your child becomes ill at the center, we will move him or her to a quiet supervised area away from the other children. We will notify you or someone on your contact list and request that you make necessary arrangements to pick up your child immediately. Please make sure you have at least two local emergency contacts on the Emergency Information card who will be available to pick up your child. We **DO NOT** release children to persons not listed on the Emergency Information card, and we may require photo identification to confirm the identity of your emergency contacts. Please inform the staff within 24 hours if your child is diagnosed with any communicable or childhood diseases. This will enable us to alert other parents to be on the lookout for possible symptoms in their children. Parents will be notified if their child has been exposed to an infectious or communicable disease and of what symptoms to be aware. We will also sanitize the affected child's classroom. Nampa Christian Early Childhood Center reserves the right to determine when a child who has been sick can return to school.

Because our staffing can't change on a day to day basis, if your child is ill or absent, tuition will still apply for that day. Extended illnesses (5 or more consecutive days) will be evaluated on a case by case basis by the director.

First-Aid and Medication

Nampa Christian Early Childhood Center utilizes the expertise of local health nurses on a consultant basis to develop our health policies and procedures. We require all teachers and staff to be trained in infant and child CPR and First-Aid.

If your child incurs any type of injury (major or minor), becomes ill, or has had an incident, you will be notified in writing via the Incident and Injury Report form. No child will be given prescribed oral or surface medication without physician permission. Non-prescribed (over the- counter) medication, diapering products, sunscreen lotions, insect repellents, etc. will be given with parental permission and administered in accordance with the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician. The center has Tylenol/Ibuprofen and Benadryl on hand for children who may need it for various reasons. This will only be available for the children whose parents marked it would be okay to give these medications on the emergency form. Any other over the counter medication needs to be provided with dosage amounts from the parents.

Over-the-counter medication must be in the original container, bear the child's name, and have an expiration date on the bottle. The instructions on the non-prescription medication must have the recommended dosages for the child's age; otherwise a written and signed notice from a licensed



physician or dentist with the correct dosage is needed. Any expired or unused portion will be returned to the child's parents or destroyed. Any time medication needs to be administered, we require parents or guardians to fill out the Medical Release form. This form needs to be filled out weekly if the medication is to be continued. Please notify both your child's teacher and the school office of medication to be administered. To regulate dispensing of medication, we ask that families try to plan out medication distribution so that it can be given at home outside of preschool hours.

Breast Feeding Policy

Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair. Mothers are also welcome to breastfeed in front of others if they wish. A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date. Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding. Staff shall be trained in handling breast milk. All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time. Breastfeeding promotion information will be displayed. The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

Safe Infant Sleep Policy

Providing infants with a safe place to grow and learn is very important. For this reason, Nampa Christian Early Childhood Center has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff follows the AAP safe sleep policy.

Sleep Position

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.



- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Crib slats will be less than 2 3/8" apart.
- Infants will not be left in bed with drop side down.
- Playpen weave will be less than 1/4".
- Consumer Product Safety Commission safety-approved cradles and bassinets may also be used for sleeping if the infant meets the weight and height requirements.
- Infants will not be placed to sleep on any standard bed, water beds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight-fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.).
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped onto an infant's clothing during sleep.

Supervision

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

Training

- All staff will be trained on safe sleep policies and practices.



- Safe sleep practices will be reviewed with all staff and parents each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff and parents have read and understand these policies will be kept in each individual's file.
- All staff is trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

Security and Safety

Emergency Preparedness

Emergency/disaster plan is available in the office and in each classroom for your review. For the protection of the children, we conduct regular emergency drills, including periodic fire drills. If your child is seriously injured while at school, you will be notified immediately. Depending upon the severity of the injury, we may contact emergency medical services (911) to provide immediate medical attention prior to contacting you. Please make sure we have a signed Authorization and Consent for Treatment of a Minor for your child. This is a part of your child's Emergency Form. By signing the Authorization and Consent for Treatment of a Minor Form, you grant permission for the staff of Nampa Christian Early Childhood Center to take whatever steps necessary to obtain emergency medical and dental care for the protection of your child. In an event that requires emergency aid transportation, we will make every effort to accompany your child to the emergency room/ hospital.

Security Measures

Each family will be given one key fob at the time of enrollment which you entrance to the center. Additional fobs can be purchased for \$5.00. **If your key fob is lost please report this to the director immediately.** All persons who pick up your child must be on the approved list of people on your enrollment form. We ask for identification of all people we do not personally know. Parents have the responsibility of notifying the Center in writing of any changes in the approved list of people who may pick up the child.

The Center needs a copy of any served court orders. We must have a certified court order on file regarding parental custody matters. We cannot refuse a parent pick-up rights unless we have a court order on file about those rights. Please notify us immediately of any changes in custody orders.

School Closure/Delay Start

The administration of Nampa Christian Schools is responsible for posting snow delays or closure announcements to the NCS website, local news/radio and RenWeb. Additionally, parents will receive an email communication with details. School will be on *delayed start or cancelled by 5:30 A.M.

If a delayed start is announced for Nampa Christian Schools, there will be no morning preschool and the full day care will open at 10:00 am.



Toys from Home

Except for toys that are needed on the opening days of school to help ease your child's transition from home to school, or for those special "show and tell" toys, we ask that toys **not** be brought to school. Please send "show and tell" toys in a brown paper bag, clearly labeled with the child's name.

Typical Daily Schedule

8:30-8:40	Morning seatwork
8:40-9:00	Circle time/Story time
9:00-9:45	Language/Centers including Art
9:45-10:00	Snack
10:00-10:25	Recess
10:40-11:20	Math/ Science/Centers
11:20-11:30	Clean-up/ morning review (Preschool Dismissal 11:30)
11:30-11:55	Lunch
12:00-12:25	Lunch recess
12:30-2:00	Rest time/ free play (all children are required to rest for at least 30 minutes and then may go to the other room for free play)
2:00-3:00	Extended learning centers
3:15-3:45	Combined classes/ extended care

Preschool Developmental Goals

Two and Three Year Old Class

Social Development

- Attends to own needs
- Plays well with others
- Follows routines
- Transitions well
- Helps put things away
- Waits for turn
- Tells own name, gender and age
- Shares



- Follows two-step directions
- Listens during three-to five-minute circle time
- Uses words to express needs and feelings
- Understands concepts: big/little, empty/full, first/last
- Identifies colors: red, yellow, blue, green

Cognitive Skills & Motor Skills

- Counts to 5
- Counts 5 objects
- Copies circle
- Points to shapes: circle, square, triangle
- Draws self with four body parts
- Cuts paper in two parts
- Balances on one foot for five seconds
- Puts coat on

Three and Four Year Old Class

Academic Skills: Visual and Fine Motor Skills

- Knows eight basic colors
- Can point and count ten objects
- Recognizes numerals 1 to 10
- Knows basic shapes
- Prints first name
- Recognizes printed first name
- Can sing the alphabet
- Counts five objects
- Cuts on a wide line
- Can copy basic shapes
- Draws person with seven parts
- Grips crayon with correct three-finger grasp
- Can draw between parallel lines

Language and Motor Skills

- Listens without interrupting
- Interacts well with other children
- Can follow two-step directions
- Has 10- to 15-minute attention span
- Uses full sentences
- Alternates feet going up and downstairs
- Hops on one foot four to six times
- Stands on one foot for ten seconds
- Hops five to seven two-foot hops
- Can skip
- Can zip and unzip
- Can catch a tennis ball



- Uses scissors correctly
- Holds pencil with a three-finger grasp
- Cuts on a continuous line

Personal/Social Skills

- Knows birthday
- Expresses own ideas and opinions
- Attempts to solve own problems
- Can recite telephone number
- Adjusts to school routines
- Is sensitive to feelings of others
- Plays cooperatively with other children



Revision History

Date	Revision	Author	Changes
2018-04-03	0.1	Jeff Antosh	<ul style="list-style-type: none">Initial conversion of 2017 ECC Handbook for 2018. Updated all formats, headers, footers.
2018-04-18	0.2	Jeff Antosh	<ul style="list-style-type: none">Updated Board Members namesAdded new gender belief statement
2018-05-01	0.3	Jeff Antosh	<ul style="list-style-type: none">Re-sequenced front sections for cross handbook alignment.
2018-05-14	0.9	Jeff Antosh	<ul style="list-style-type: none">Submitting for board approval for 18/19 school year.
2018-06-01	1.0	Jeff Antosh	<ul style="list-style-type: none">REVISION 1.0 IS BOARD APPROVED FOR 18/19 YEAR
2018-06-11	1.1	Jeff Antosh	<ul style="list-style-type: none">Added Drug-Free Policy
			<ul style="list-style-type: none">