



# New Hope Christian School Parent Handbook

*Affordable, Christ Centered, Christian Education*



*All of your children shall be taught by the LORD  
and great shall be the peace of your children.  
-Isaiah 54:13*

New Hope Christian Schools | 6400 NW 31 Ave, Fort Lauderdale, FL 33309

Welcome to New Hope Christian School (NHCS), a ministry of New Hope Community Church. We are excited that the LORD has brought you and your family here. NHCS firmly believes that our student's success is highly dependent upon communication and cooperation between the school and the home, which is why we make every effort to inform you of our policies and procedures so that we may have a collaborative, and successful school year. Please read through this informative parent-student handbook in its entirety so that you can be informed and empowered to help your child succeed.

The purpose of this Parent-Student Handbook is to outline responsibilities, procedures, programs and policies for the students and families of New Hope Christian School. This handbook should be the first point of reference when questions arise.

### **OUR PURPOSE**

Our primary objective is to share the good news of Jesus. Our commitment is to train students in the knowledge of God and the Christian way of life and provide them with an excellent education.

### **FLORIDA STATE LICENSURE/ACCREDITATION**

New Hope Christian School complies with the applicable Florida Department of Education regulations and policies, Florida Department of Children and Families Statutes, as well as the accreditation standards set forth by CSI (Christian Schools International).

### **HOURS OF OPERATION**

Our facility is open from 7:00 A.M. to 6:00 P.M., Monday through Friday.

**SCHOOL OFFICE HOURS 8:00 A.M. - 5:00 P.M.** (Monday – Friday) Telephone: (954) 973-1129

**AFTERCARE OFFICE HOURS 4:00 P.M. - 5:00 P.M.** (Monday – Friday), Telephone: (954) 973-1129, ext. 105

### **OUR SUPPORT TEAM:**

#### **Head of School**

Mrs. Brandy Andrews, M. Ed., MS. LMFT  
bandrews@nhccftl.org

#### **Senior Pastor**

Pastor Kirby Williams  
pastor@nhccftl.org

#### **Principal**

Mrs. Taffey Sejour  
tsejour@nhcsftl.org

#### **School Registrar**

Mrs. Jessica Aviles  
(954) 973-1129 ext. 102  
javiles@nhcsftl.org

#### **Front Office**

Mr. Jose Perini  
jperini@nhcsftl.org

## **Statements of Faith: What we believe and what we teach**

It is important that you are aware of what we as a school and church community believe, as these beliefs are core to the educational training our students receive. New Hope Community Church is a Reformed Christian church. We trace our spiritual heritage back to the Reformation and adhere to such timeless creeds as the Heidelberg Catechism and the Westminster Confession of Faith. If you are familiar with these creeds, then you know for the most part the basic beliefs we confess. If not, we have included some of the main points below.

### **1. The inerrancy of Scripture (Sola Scriptura)**

We believe the Scriptures, (the Holy Bible, the 66 books of the Old and New Testament) are the inerrant and infallible Word of God. We believe the Scriptures constitute the entire revelation of God; that the Bible is complete and perfect, and that with the guidance of the Holy Spirit, it is the way God speaks to His people today. In other words, His will for mankind is revealed through His written word, and the illumination of that word by the Holy Spirit in our hearts and minds. We believe that it is and always shall be the only standard of human life and morality, and the standard by which we will be judged.

### **2. Salvation is by grace alone (Sola Gratia)**

We believe we are saved by grace alone. This means that even though we are undeserving of salvation, God in His infinite love and mercy has seen fit to bestow upon us His grace and redeem us, to forgive us of our sins and to reconcile us into an eternal relationship with Him. We believe this incredible salvation is a free gift from God and does not depend in any way on our own merit.

### **3. Salvation is through faith alone (Sola Fide)**

We believe we receive this gift through faith alone. It is through the simple act of belief that God has "confounded the wise" of this world and brought about the salvation of those who will simply place their trust in Him. We place the accent on "faith alone." It is not faith, plus our own good works, it is not faith plus anything, but faith alone that leads us to an understanding of God's plan for our lives and His salvation of our souls.

### **4. Salvation is in Christ alone (Solus Christus)**

We believe we are saved by Christ alone. Jesus said, "I am the way, and the truth, and the life; no one comes to the Father but through Me." This means "salvation is of the Lord," and of the Lord only. There is absolutely no other way. We believe Jesus Christ was the divine Son of God, the Messiah who is at the same time fully God and fully man. We believe Jesus was God incarnate, who out of His great love for us humiliated himself by taking on the nature of a human and placed Himself under the Law. We believe Jesus lived a perfect life without sin and His death on the Cross and Resurrection from the dead was effective for the salvation of those who place their trust in Him. We believe when Jesus died on the cross, His sacrifice was accepted by God as an atonement for the sins of His people, thereby simultaneously redeeming those sins and removing them "as far as the east is from the west". When Jesus rose from the dead, it was the culmination of God's Redemptive Plan, and served to show His victory over both sin and death-- thereby eradicating the curse of the Fall.

### **5. The Sovereignty of God (Soli Deo Gloria)**

We believe all glory belongs to God. The Reformed faith places the strongest emphasis on God's Providence and His work in the history of His Creation. We believe that only God is sovereign and therefore only God is deserving of glory. This is the purpose for which we were made to glorify God and enjoy Him forever.

It is impossible to fully understand the difficult doctrines of the Reformed faith (such as election, reprobation, limited atonement, and the perseverance of the saints), unless the absolute sovereignty of God is presupposed and emphasized. We affirm that God is in control of both history and our lives, and that we are a part of His universal church, which He alone protects and insures that even the very "gates of hell" will not prevail against it.

#### **6. The Love of God.**

If we live for a thousand eons, we will never begin to plumb the depths of God's love for us. This was manifest when He humiliated Himself, took on the attributes of a human, became flesh, placed Himself under the Law, and walked among us. It was manifest by the way He lived His life, as a Suffering Servant who had come to serve rather than be served. It was manifest in the way He died, to accept the penalty for the sins of His people, as an atoning sacrifice to reconcile them to stand in the presence of a holy God. It is still manifest in the loving kindness of His covenant faithfulness to His people a faithfulness that will see us through all trials and tribulations until we are resident with Him forever. Such love is indescribable and unfathomable. The kind of love that would "save a wretch like me" even a wretch who is dead in trespasses and sins.

#### **7. The Holiness of God**

As stated above, we believe God is love. We also believe that God is holy. This means He is both immanent and transcendent. He is immanent in that He is accessible to His creation through the Crosswork of His Son and His Spirit who lives in our hearts. He is transcendent in that He is separate from His creation and far above it. His thoughts are not our thoughts, nor His ways our ways. He is omnipotent, omniscient, eternal and infinite. His holiness means He is infinite in His perfection and righteousness. Therefore, nothing that is not perfect can be in His presence. This is a real problem for the human race, because of the Fall and original sin of Adam and Eve and the fact that God cannot bear "to look upon iniquity". So even though God is infinite in His love, He is also infinite in His holiness. And because He is infinite in His justness, He must punish sin.

There is much talk in Theological circles these days about the love of God and how it is so great that it will overcome even the worst of mankind's sin. That "no sin is so great that God cannot forgive it" and therefore repentance is not necessary. This is often used as a rationale to "soften" God and make Him only loving and kind, and ultimately "wish away" the necessity for hell and retribution. But we believe, (as we have explained above) that even though it is true God is absolutely loving, it is His absolute holiness that creates the necessity for judgment and retribution of the wicked and confirms the necessity of eternal punishment. It also confirms the need for a Savior. It is God's holiness that makes the crosswork of Christ so essential. For without it even though God loves His creation with an unfathomable love because He is both holy and just, He must punish sin. We believe these truths are firmly established in the comprehensive teachings of Scripture.

#### **8. The Triune Nature of God**

We believe that God is one in essence and three in person: the Father, the Son, and the Holy Spirit. The Father is greater than the Son only in the sense that he is "unbegotten."

The Son is eternally begotten of the Father. This does not mean there was a time when the Son "was not." It does not mean that the Son is a creature, created by the Father. We believe that the word "begotten" refers to the filial relationship between the Father and the Son. This means that the Father and the Son are equal in power, omniscience, and glory; both are infinite and eternal, both are completely and truly God. Likewise, the Holy Spirit is fully God and is co-equal with the Father and the Son. The evidence that the Holy Spirit is God was revealed through the outpouring of the Holy Spirit at Pentecost. Christ himself indicated the Spirit to be a co-equal person of the Godhead by stating that it was better for him to leave so the Spirit would come (John 14:15-18). The Holy Spirit remains as a gift to those who have been called by God (Acts 2:38-39).

### **9. The Deity of Christ**

We believe that Jesus was truly the Son of God. Not in the sense that all men are sons of God, and all women are daughters of God through Adam and Eve. But truly divine in His nature. We believe Jesus is the second member of the Godhead, who took on the attributes of a human at His humiliation and became flesh at His incarnation. But there was never a time when He was not fully God, although He was also fully man. We affirm with the Nicene Creed that Jesus is indeed "very God of very God, begotten not made, being of one substance with the Father".

### **10. The Humanity of Christ**

We believe that even though Jesus was fully God in His divine nature, He was at the same time fully human in His human nature. He was a single person undivided, but at the same time two natures. Once again in the words of the Nicene Creed, Jesus "came down from heaven; he became incarnate... and was made human." This humanity was necessary to consummate God's marvelous plan of Redemption, which had been decreed before the foundations of the world, whereby God Himself in human form would solve the problem of sin once and for all. We believe Jesus was perfect in His humanity, to fulfill the requirements of a perfect sacrifice one without blemish or spot and so He "in every respect has been tempted as we are, yet without sin."

### **11. The Sinful Nature of Humanity.**

We believe that our first parents, Adam and Eve were created by God sinless but with the potential for sin. We believe they fell into sin when tempted by Satan to rebel against God and disobey His commands. We affirm the doctrine of Original Sin that states that as a result of the curse of the Fall, all humans are born in sin and at enmity with God, and therefore in need of atonement and forgiveness of those sins in order to be reconciled with a perfect and Holy God.

### **12. The Sanctified Life of Believers.**

We believe that believers in Jesus Christ who have truly been born again and redeemed by the Crosswork of Jesus Christ are engaged in a process of Sanctification, whereby they pursue Christ's holiness. Sanctification is a process and should be evident in every believer. We believe, as Jesus taught, that true redemption will result in a desire for righteousness. That those who truly love and know Jesus, because of this love, desire to please Him by keeping His commandments as set forth in the Holy Scriptures.

We believe that God offers redemption and restoration to all who confess and repent of their sin (meaning to fully acknowledge and completely turn from those sins), and seek His mercy and forgiveness through Jesus Christ, (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity, (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of New Hope Community Church (NHCC).

### **13. The Sacraments.**

We believe there are two sacraments defined and initiated in the New Testament, which are the sacrament of baptism and the sacrament of the Lord's Supper. We believe that baptism is a sign and a seal of the covenant inaugurated and consummated by Christ and therefore, we believe that infants of believing, covenantal parents should be baptized, as should new believers after making a profession of faith. We believe the mode of baptism is of secondary importance and administer the sacrament by sprinkling, pouring, or immersion as the situation of the baptism dictates. We believe Holy Communion was established by Christ as a time of intimacy and communion between Himself (the risen Christ!) and His true disciples. Therefore we "fence" the table each time we take Communion (usually once each month), warning as Paul did that the sacrament should not be taken in an unworthy manner. We do not believe that either sacrament is a means of salvation, but rather a sign and a seal of our covenantal relationship with Christ.

### **14. Statement of 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 (Psa. 139).

We believe that life begins at conception, and that the child in the womb is a "person" from that point on, (Job 10:8, Psalm 139:13); and therefore a human being made in the image of God; (Gen. 1:26), with the same basic human rights as every other person, no matter how young or old. Scripture tells us that God dearly loves the unborn and clearly places them under His protection (Exodus 21:22). God alone is the Giver of all life (Gen. 2:7), and therefore the ONLY Authority who can take that life away (Job 1:21). God has given the State authority to take life under very specific circumstances, and the wholesale slaughter of babies at any stage of development is not one of them! Scripture tells us that God has "numbered every person's days" (Psa. 139:16, Job 14:5) according to His sovereign will and His sovereign will alone. We affirm therefore emphatically that abortion and infanticide in any of its forms is forbidden by Scripture and stringently opposed by New Hope Community Church.

### **15. Statement on Marriage, Gender and Sexuality**

We believe and affirm that God created exactly two genders: male and female, and that both were vital for His plan for humanity and for the dominion of His Kingdom. Genesis tells us that God made both male and female in His image (Gen. 1:27) and that the male was complemented and completed by the female (Gen. 2:18). Therefore, the rejection of one's biological sex is a rejection of God's order and intention, and indeed His very image within that person. We therefore believe that any attempt to alter or conceal one's true biological sex (or birth gender) is a direct violation of God's Word and in conflict with His plan for humanity.

We believe that both the term "marriage" and the idea and bond it represents, refers only to the uniting of one man and one woman in an exclusive union, as revealed to us in

Scripture (Gen. 2:18-25). We believe that Scripture is perfectly clear in mandating that sexual intimacy is to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). This means there is a single type of sexual intimacy that is consistent with God's revealed plan for humanity: that it is between a man and a woman united in marriage. All other types of sexual intimacy are sinful. More specifically, we believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God, (Matt. 15:18-20; 1 Cor. 6:9-10).

It is imperative that all persons employed by NHCC in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. Furthermore, all wedding ceremonies or other functions that utilize the church's property in any way must also conform to this Statement on Marriage, Gender, and Sexuality.

In a related issue, we believe the Bible is also clear that men are to be the spiritual leaders of their households and therefore the spiritual leaders of the House of God. We believe that Scripture is clear that men alone are to be ordained as elders and preachers of the Word. Even though Paul teaches that redemption is equally offered to both men and women through Christ (Gal. 3:28), he also emphatically teaches that men are called to be the spiritual leaders of their marriages and families, (Eph. 5:22-24; Col. 3:18-19). And under the inspiration of the Holy Spirit, he strictly forbids women "teaching or having authority over a man", (1 Tim. 2:12). He even grounds this emphatic statement in Creation to establish it as a rule for all the ages, (1 Tim. 2:13-14). And even though Eve was deceived first, it was Adam who was ultimately held responsible for the Fall, (Rom. 5:12-31).

This of course is not to say that women have no place in the church, or that they cannot teach, but rather that both men and women should live faithfully according to the clear teaching of the Word of God and therefore restrict the expositional teaching and preaching of the Word, and the leadership office of Elder to men only. The spiritual responsibility of men in the home and in the church is also the grounds for our conviction to ordain only men as deacons.

Furthermore, these principles in particular, and the spiritual responsibility of the male in marriage, family, and in the church in general, will be taught to children through all our various Children's Ministries, as well as in an age-appropriate manor in all grade levels of our New Hope Christian School (NHCS).

## **Mission, Vision & Philosophy**

### **Mission**

NHCS is an outreach arm of NHCC. Therefore, our mission is to reach the world for Christ. We have a passion for knowing God and making Him known to the children and parents He sends to us. You can find more about the mission of the church here. At NHCS, our mission is simple and straight-forward:

1. To share the good news of Jesus.

The best news mankind has ever heard is that God became man and entered space and time to redeem us from our sins and reconcile us with His holiness. It is our passion to share this good news with every student and parent in our school.

2. To provide a Christian education for your children.

NHCS is dedicated to providing developmentally appropriate, Christian education to students from preschool through twelfth grade. Although we use age-appropriate curricula, we ground everything we teach in the Word of God, which is the source of all true wisdom.

3. To model and teach the love of Christ.

Jesus insisted that His followers love each other.

John 15:12 "This is my commandment, that you love one another as I have loved you."

At NHCS we try our best to model His love and teach the importance of loving each other to your children.

### **Vision**

NHCS is an outreach arm of NHCC. Therefore, our vision is modeled on the church's vision, which can be found here. Our vision is simply to impact our community (and the world) by teaching God's commands and modeling Christ's love...

1. To impact our community by teaching God's commands.

We believe God's commands are not just negative restrictions to our freedom, but the guidelines to living a happy and fulfilled life. Therefore, we desire to impact our children and parents, (and through them the entire community) by teaching and modeling these guidelines and commandments. There are a multitude of pitfalls waiting for your children as they grow up and we hope to instill in them a foundational walk with Christ that will guide them through the trials they will face.

2. To impact our community by modeling the love of Christ.

But Jesus did not just come to tell us the words of God, He came to model the love of God to a world starved for compassion. He did not just establish His commandments, He showed us how to love each other and help each other in times of trouble. At NHCS, we are passionate about teaching your children the love of Christ. This includes both the way Jesus loves them, and how they should love each other. We believe there is no greater way to impact our community for good than teaching the compassion of our Lord.

## **Philosophy**

**PARENTS:** The primary responsibility for the education of children rests upon parents to whom children are entrusted by God, to train them up in the way His Word instructs. The school (NHCS) will work closely with the church (NHCC) to aid parents in their understanding of the Scriptures so they can better instruct their children.

**SCHOOLS:** The purpose of the Christian school is to come alongside parents and assist them in teaching their children to know God, love God, and serve God. It is the desire of the Christian school to help parents instruct children to know God through the revelation of His holy Word, to love God by obeying His commands, and to serve God by sharing His Gospel and loving His people with hearts of compassion.

**TEACHERS:** Christian teachers have a unique responsibility before God, to parents and to pupils, to teach and educate children in a manner worthy of their calling from the Lord. Likewise, the school (NHCS) will work closely with the church (NHCC) to aid teachers in their understanding of Scriptures so they can better instruct their students.

**PUPILS:** All children are image bearers of God and uniquely gifted with different abilities and needs and this will be taken into consideration in the education process, which serves to prepare students to lead Christian lives. Once again, the school (NHCS) will work closely with the church (NHCC) to aid students towards this end whenever possible.

## **Admissions, Enrollment & Financial Information**

### **Admissions**

NHCS is a private institution, which admits students of any race, color, national origin and/or religious affiliation. Admittance to New Hope Christian School is a privilege, not a right. This privilege is granted to families who agree by signature to cooperate and uphold the standards and policies set forth in the Parent-Student Handbook. NHCS maintains the right to refuse admittance to anyone who fails to meet entrance requirements set forth in the Parent-Student Handbook, and to suspend or expel any student who violates the standards and policies set forth in the Parent-Student Handbook or at the sole discretion of NHCS. NHCS maintains the right to terminate services to enrolled students based on lack of parent/family cooperation in maintaining and upholding the policies and procedures set forth in the Parent-Student Handbook.

Applicants for VPK, Kindergarten, and First Grade must meet FLDOE requirements for age. Applicants for VPK, must be 4 years of age on or before September 1<sup>st</sup> of the school year; applicants for Kindergarten must be 5 years of age on or before September 1<sup>st</sup> of the school year; applicants for First Grade must be 6 years of age on or before September 1<sup>st</sup> of the school year.

### **Enrollment Procedures for New Students**

Parents wishing to enroll their children must complete an online enrollment application and return all required documents 48 hours (2 business days) prior to their intended start date. All new students must submit a birth certificate, DH 3040 (State of Florida School Entry Health Form), DH 680 (Florida Certificate of Immunization), copy of parent's photo ID, previous report card with attendance & grades, standardized/readiness test scores, individualized education program (IEP), if applicable, tuition express auto payment form,

student information form, and the Parent-Student Handbook signature page. Registration/Enrollment is not complete, and student's spots are not held until all registration fees are paid in full and all enrollment documents have been received. All requested personal information is kept confidential.

Florida law requires all students to have a physical examination and a certificate of immunization/immunization exemption (specifically form DH 3040 & DH 680) prior to attending school. These health forms are to be completed by your physician and kept current during your child's enrollment. All health forms are to be submitted to the main school office prior to the first day of school. In the event forms become expired, students will no longer be permitted to attend until current forms have been received. For more information on school health forms and immunizations, please visit [www.immunizeflorida.org](http://www.immunizeflorida.org)

All enrollment forms are considered confidential in nature and are the property of the school once they have been submitted. Enrollment forms will not be accessible to anyone other than faculty once they have been processed. All requested changes and updates to enrollment forms, once submitted, is required to be completed through written amendment forms and will be processed within 24 hours.

If parents are divorced or separated, and there is a final judgment/court order in place that governs time-share, information share, financial responsibility related to childcare/education, persons permitted to transport the child, or any other matter regarding the minor child being enrolled, a copy of the final judgment/court order must be submitted with the enrollment forms. School accounts will be established in accordance with the order in place at the time of enrollment. It is the responsibility of the parent(s) to notify the school in writing of any change to the enforceable order and provide the school with updated documents. Only biological parent(s) are permitted to enroll students unless there is a court order in place giving rights of enrollment to another specified individual which must be disclosed to NHCS at the time of enrollment.

### **Allergies**

Allergies must be clearly documented on the enrollment application. If the allergy is severe enough for an Epi-Pen, one must be continuously kept on the site as long as the child is enrolled, and an authorization for medication form must be completed by the parent.

### **Re-enrollment Procedures for Current Students**

During the month of December, presently enrolled students may enroll for the fall term on a first-come, first-served basis. During the month of February, presently enrolled students may also enroll for the summer term on a first-come, first-served basis. Enrollment is considered complete when all registration fees have been paid in full. During the month of March open enrollment begins and enrollment is opened to all members of our community and awarded on a first-come, first-served basis.

### **Transfer Students**

#### **Incoming Elementary, Middle & High School Students**

All new students enrolling in Kindergarten through Ninth Grade programs are given an entrance examination. The cost of the examination is \$100.00 and is non-refundable. Should the student's accomplishments (as shown by the test) be on the grade level to which the student has been promoted, then the student will be admitted to that grade. Any student

scoring below grade level may be placed in the grade best suited for the student's individual achievement. It is the policy of the school to reserve the right to make case-by-case decisions for incoming students whose accomplishments have not been up to acceptable standards. These students may be offered admittance into the grade to which they are equivalent (as shown by the entrance examination) or may not be offered admittance at all.

Previous school records must come in the form of an official transcript and/or report card and are required to complete the enrollment process. Homeschool credits are accepted based on previous records provided by the parent and through achievement testing.

### **Tuition/Fees/Financial Policies**

Information concerning tuition, fees, and rate schedules can be obtained at [www.nhcsftl.org](http://www.nhcsftl.org), Gradelink, or the main school office. Clients are paying for the spot that we reserve for their child in our program. Tuition is not based upon attendance but rather on a set annual fee (billed weekly for preschool students & monthly for elementary, middle and high school students) that is due regardless of the attendance habits of the child. Our fee structure is based upon a set annual fee detailed on the NHCS website [www.nhcsftl.org](http://www.nhcsftl.org) and Gradelink. All payments will be payable to: "New Hope Christian School"

Vacations and illnesses will be charged at the regular weekly/monthly rate; tuition is not based on attendance habits but is based on the spot reserved for your student in our program. There is no discount on tuition given if your child is absent or on vacation, this means whether your child is present or not you are still responsible for their tuition fees.

There is no pro-ration of tuition for holiday closings. All holiday closings will be charged at the normal tuition rate.

### **Summer Camp**

A summer camp program is offered during the months of June –August for children 6 weeks old through 8th grade. Our camp is fun and exciting, with an academic emphasis. We continue our curriculum in the summer while offering fun activities during the week. To be a part of our summer camp program, a 10-week commitment is required.

### **Preschool Students Tuition & Fees**

There are two separate, non-refundable, non-transferable registration fees per year. Summer registration of (\$125.00) per child, due for all students attending summer camp. Fall registration (\$200.00) per child, due for all students attending the fall session. Neither the Early Learning Coalition, nor any foster care agency will cover registration fees. These fees are the sole responsibility of the client and will be required to be paid in full prior to the onset of care. The school registration fees are non-refundable and non-transferable should the student cancel for any reason. **Space will not be reserved until the registration fee has been paid in full.**

General tuition is billed, and statements are emailed weekly to the primary email address on file. Statement balances are due in full, and accounts are automatically charged every Friday to the bank account/debit/credit card on file indicated on your Tuition Express form. In the event of an automatic payment decline, accounts with balances will be assessed a \$25.00 late fee. If there is a dispute regarding your statement charges, you must contact the registrar to discuss and resolve the dispute prior to Friday, otherwise all balances will be charged according to the balance indicated on the statement provided. Automatic draft is

required for all enrolled students and payments will be processed in full for accounts with balances weekly. In the event of a payment decline resulting in a non-sufficient fund fee (ACH auto payment decline), a \$30.00 NSF fee, per occurrence, will be applied to the family account.

Family accounts with unpaid balances will not be permitted to drop off students until all financial matters have been resolved with the registrar and may be subject to termination of services.

**We are unable to accept any other form of payment other than automatic credit card or ACH draft through Tuition Express.**

The VPK cap and gown fee is \$35.00 and will be billed on your March statement. The graduation attire will be sent home with your student and is yours to keep after the graduation program is complete.

**Early Learning Coalition Clients:**

NHCS is authorized to receive payments from the Early Learning Coalition (ELC) and other Federal/State tuition assistance programs. Our participation in these programs does not limit our freedom or right to set and enforce the policies listed in this Handbook. Clients wishing to use ELC assistance must make arrangements on their own and list New Hope Christian School as their educational provider.

You may enroll in the NHCS program as an ELC client once the office has received a letter of authorization from ELC establishing your eligibility in our program. If authorization is not received by the child's start date, the parent will be required to pay the full tuition rate until authorization has been received. ELC clients may also have a daily co-payment that is set by ELC. This is based upon family income. NHCS requires that all ELC co-payments be made weekly in accordance with the policies and procedures outlined in the **Preschool Students Tuition & Fees** section of the NHCS Parent Handbook.

As an ELC client, mandatory student attendance is required to maintain your enrollment in our program. Students missing 5 consecutive school days, without documentation will be withdrawn resulting in termination in the ELC provider portal and loss of ELC eligibility. In addition, as a condition of the requirements set forth by the Early Learning Coalition, ELC parents must report to the main school office and physically sign their children in and out each day the child is in attendance. NHCS reserves the right to terminate the acceptance of ELC funding for a student if the parent does not sign their student(s) in and out of school daily on a consistent basis.

**Elementary, Middle and High School Tuition & Fees**

The fall registration fee must be paid at the time of registration and is non-refundable and non-transferable should the parent cancel for any reason. The entrance testing fee must be paid at the time of scheduling the entrance exam and is non-refundable and non-transferable should the parent cancel for any reason. All fees shown on the current school year tuition and fees schedule must be paid in full by August 1<sup>st</sup>. If the August 1<sup>st</sup> deadline is not met, the student's reservation will be canceled to make room for those on the waiting list.

General tuition is billed monthly and payable via two options: (1) Annual Tuition: one single annual payment due by August 1<sup>st</sup> (eligible to receive a 10% year in advance discount on tuition only), or (2) Monthly Tuition: ten (10) monthly payments billed August – May, due by the 5<sup>th</sup> of every month. Accounts paid after the 5<sup>th</sup> of the month will be assessed a \$25.00 late payment fee. If there is a dispute regarding your statement charges, you must contact the registrar to discuss and resolve the dispute prior to Friday, otherwise all balances will be charged according to the balance indicated on the statement provided. Automatic draft is required for all enrolled students and payments will be processed in full for accounts with balances weekly. In the event of a payment decline resulting in a non-sufficient fund fee (ACH auto payment decline), a \$30.00 NSF fee, per occurrence, will be applied to the family account.

Family accounts with unpaid balances will not be permitted to drop off students until all financial matters have been resolved with the registrar and may be subject to termination of services.

**We are unable to accept any other form of payment other than automatic credit card or ACH draft through Tuition Express.**

The kindergarten and voluntary pre-kindergarten cap and gown fee is \$35.00, and the 8<sup>th</sup> and 12<sup>th</sup> Grade cap and gown fee is \$45.00 and will be billed on your March statement. The graduation attire will be sent home with your student and is yours to keep after the graduation program is complete.

### **Discounts**

We are pleased to offer the following discounts (on tuition only): (1) 25% discount for siblings attending NHCS (this discount is only applicable if there are out-of-pocket tuition costs for each sibling and would apply to the sibling with the lower tuition rate); (2) 10% discount to all clients who are members of NHCC (this discount is only applicable if there are out-of-pocket tuition costs for the student). Discounts do not apply to drop-in tuition rates, hourly tuition rates, registration fees, material fees, or late pick-up fees.

### **Receipts & Tax Statements**

Receipts and tax statements are available upon request. Annual statements for tax and accounting purposes are available to account holders only, for all accounts with a zero balance. Statements and receipts are confidential in nature and will not be available to any third party without written consent from the account holder or a court order/subpoena.

### **Withdrawals**

Request for withdrawal must be in writing and all withdrawals must go through the main school office. Students having attended one day or more of any period will owe the full period's tuition. All books, equipment, or other school property must be turned in at the time of the withdrawal, and the parents will be charged for any items not returned at that time. Requests for release or transfer of academic records must be in writing through the main school office. No school records or transcripts will be released for any student when there is a balance owed on the family account.

All children shall be considered continuously enrolled from the time of enrollment and tuition will continue to be due and payable until they are formally withdrawn.

## Arrival & Dismissal Procedures

### **Traffic Policy**

Cooperation of all New Hope families is necessary to maintain a smooth and safe traffic flow on campus. Any driver who will be dropping off or picking up students should be informed of these campus rules:

- Drivers should observe the 10 MPH speed limit on campus at all times.
- Drivers should enter and exit by designated driveways only and observe one-way traffic signs.
- Drivers should pay special attention when backing out of parking spaces
- Drivers should follow directives of the school carline staff and remain in their vehicle.
- Drivers should always have students get in and out of the vehicle next to the sidewalk. Students should NEVER exit a car into the flow of traffic or without a teacher present to receive their student.

### **Academic Hours**

Before School Care:	7:00 A.M. – 8:25 A.M.
Academic Day Preschool:	8:25 A.M. – 3:00 P.M.
Academic Day Kindergarten-3rd:	8:25 A.M. – 3:00 P.M.
Academic Day 4 <sup>th</sup> -12 <sup>th</sup> Grade:	8:25 A.M. – 3:45 P.M.
After School Care:	3:00 P.M. – 6:00 P.M.

### **Early Arrival & Late Pick-up**

If your child is NOT enrolled in the before school care program, their school day starts promptly at 8:25 A.M. If you are arriving earlier than 8:00 A.M., your child will be sent to before care and your account will be charged accordingly. There is an additional fee for students not enrolled in before care charged in \$15.00/per hour/per student increments.

If your child is NOT enrolled in the after school care program, their school day ends promptly at 12:00 P.M. (for VPK), 3:00 P.M. (for preschool and Kindergarten - 3rd grade), and 3:45 P.M. (for 4<sup>th</sup> – 12<sup>th</sup> grade). If you are late picking up, your child will be sent to aftercare and your account will be charged accordingly. There is an additional fee for students not enrolled in aftercare charged in \$15.00/per hour/per student increments.

Please make sure that you arrive on time for drop off and pick-up.

### **Before School Care Arrival Procedures**

For children enrolled in the before school care program (7:00 A.M. – 8:00 A.M.); Parents must accompany their child into the school lobby and notify the lobby attendant of their arrival. The before school care program opens at 7:00 A.M.; children will not be permitted in the building prior to 7:00 A.M. ***THERE IS NO CURBSIDE PARKING PERMITTED AFTER 8:00 AM.***

### **General Academic Day Arrival Procedures:**

**Carline drop off is offered from 8:00 A.M. - 8:25 A.M.**, for preschool, elementary, middle and high school students. When dropping off through the carline, please stop along the curb in front of the appointed carline staff and **STAY IN YOUR CAR**. School staff will assist your child with unloading so that you may move as quickly as possible to enable

others to drop off their children expeditiously. In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic. Please do not park or leave your car unattended along the curb as this disrupts our carline system.

### **Absence**

Regular school attendance allows a student to gain the highest level of education possible, and students should not miss school unnecessarily. **K-12<sup>TH</sup> GRADE STUDENTS WITH EXCESSIVE ABSENCES EXCEEDING 12 DAYS PER SEMESTER (EXCUSED OR UNEXCUSED) MAY BE REQUIRED TO REPEAT THE GRADE.** Regular attendance is mandatory for a student to meet criteria for promotion. A student exceeding 24 absences in an academic period will be in jeopardy of not being promoted.

Absence for the following reasons, with third-party documentation, will be considered excused: death in the family and doctor or other medical appointments. Parents must write a note or send an email to the primary teacher explaining the reason for absence and provide such third-party documentation. Absences without documentation will be considered unexcused.

Absence due to student illness will be considered excused. Parents must write a note or send an email to the primary teacher explaining the reason for absence. If absence due to student illness results in a pattern of nonattendance as determined by administrative staff or three (3) consecutive days, parents must write a note or send an email to the primary teacher explaining the reason for absence *and* provide third-party documentation.

Absence due to family vacation, special events, suspension, disciplinary action or unpaid balances are not considered excused and will count toward the students unexcused absences. If your student is going to be absent from school, please communicate with the main school office within one hour of the designated arrival time. The school office can be reached at 954-973-1129 ext 105.

### **Late Arrival & Tardy information**

Our academic day begins promptly at 8:25 A.M. and students should be in their seats by that time. Tardies are disruptive to the classroom and have an adverse effect on your child's educational progress.

Any preschool student arriving to school after the carline has closed (8:25 A.M.) is considered ***tardy and must have a doctor's note in order to be admitted to class.***

Any elementary, middle and high school student arriving to school after carline has closed (8:25 A.M.) is also considered tardy and will be admitted to class with a tardy slip. Such tardy shall only be considered excused with a note from a doctor, dentist or other medical professional. Five (5) tardies is equivalent to one (1) absence.

Late arrivals disrupt crucial teaching time and are difficult for teachers and students who have already begun their daily routine. If tardiness becomes habitual, we will encourage you to transfer your student to another school with a later start time and reserve the right to terminate services.

### **General Academic Day Dismissal: Carline Procedures**

Carline pick-up is offered from  
12:00-12:10 for VPK Students  
3:00-3:30 for Preschool, Elementary Students K5 – 3<sup>rd</sup> grade  
3:45-3:55 for Elementary (4<sup>th</sup> – 5<sup>th</sup> Grade) Middle/High School Students (6<sup>th</sup> – 12<sup>th</sup> grade)

When picking up through the carline, please stop along the curb in front of the appointed carline staff and stay in your car. School staff will assist your child with loading so that you may move as quickly as possible to enable others to pick up their children expeditiously. In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic. Please do not park or leave your car unattended along the curb, this disrupts our carline system. NHCS issued car placards for the current school year are required to be visible from your vehicle in order to pick-up your child in the carline. Any person picking up a child without the NHCS issued carline placard for the current school year will be required to park their vehicle and pick-up the student from the front office.

For the security and safety of our students, children, once dismissed from their class, are not permitted to return to the school campus (including their classroom) for any personal belongings, school supplies or for any other reason, until the following school day.

#### **After School Care Dismissal Procedures**

Children enrolled in the after-school care program (3:00 P.M. – 6:00 P.M.); or not picked up at their indicated dismissal time will be escorted to aftercare. Each family member permitted to pick up must be listed on the enrollment application. Individuals not recognized by sight will be asked for a picture ID, prior to calling the student for dismissal. **Students will not be called for dismissal until parents arrive in the main school office.**

Only faculty and staff members are permitted in the secure areas of the building and playground areas accessible to students. Individuals picking up will be required to wait in the school lobby for their student to be dismissed. It is the parent's responsibility to notify the office and make changes to the Pick-Up Permission Update Form when necessary.

The aftercare program closes daily at 6:00 P.M. sharp! If you arrive after 6:00 P.M. there will be a **\$20.00 late pick up fee assessed to your account per 15 minutes, per child.** There is no grace given on late pick-up fees regardless of circumstance - please be on time. Students left at the facility later than 7:00 P.M. (60 minutes past closing) will be considered abandoned and Child Protective Services will be notified.

The aftercare office hours are from 4:00 P.M. – 5:00 P.M. each scheduled school day.

#### **Restrictions on Student Pick-up**

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of final judgment. Without a court order on file, both parents will have equal access to the child and information sharing.

#### **School Wide Policies & Information**

##### **School Office Hours**

The main school office is open from 8:00 A.M to 5:00 P.M., each scheduled school day. During days off school, and holiday breaks the main school office will be closed.

### **School Calendar & Closings**

The school is closed for most major holidays, Teacher Professional Development days, and two (2) Parent-Teacher Conference days each year. All closings will be decided before the beginning of each school year and a calendar will be provided at orientation prior to the first day of school.

The school calendar and important school wide celebrations, events and closings will be posted for your convenience on the school website ([www.nhcsftl.org](http://www.nhcsftl.org)) and Gradelink.

Weather related or other emergency school closings will be determined by the administration. For information and updates, communications will be sent to parents via e-mail and/or text messaging. In the event of a hurricane or natural disaster, NHCS will generally follow the recommendation of the Broward County school district; if the public school system is open/closed, we will most likely follow suit.

### **School Guidance & Counseling**

School/Family Counselors and Pastoral Counselors are readily available for students and families personal and spiritual needs. Students and parents are encouraged to contact the administrative assistant to make appointments with counseling personnel when there is a need. School Counselors, Pastoral Counselors, teachers and administrators will do their very best to meet the needs of the family.

### **Reporting Child Abuse**

The State of Florida requires that New Hope Christian School and all members of educational institutions report to the State and appropriate authorities any and all suspected cases of abuse and/or neglect of a child.

At NHCS, our staff is mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to Child Protective Services for investigation. We are not permitted to do our own investigation, but we are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injuries on the child to minimize suspicion of possible child abuse or endangerment.

In like manner, parents are asked to report abuses immediately by calling 800-962-2873. Parents who suspect or know of a child or vulnerable adult in immediate danger should call 911.

The Number for the Florida Child Abuse Hotline is: 800-962-2873

### **Meals & Snacks**

Our meal and snack time consist of breakfast (8:00 a.m.), lunch (11:15 a.m., 11:30 a.m., 12:00 p.m. or 12:30 p.m.), and afternoon snack (2:30 p.m. for infants/toddlers and 3:00 p.m. for all other preschool students). If your child arrives after 8:10 a.m. they should have already eaten breakfast at home.

All food served must be nutritious and healthy, so please pack your child's lunch box accordingly. Prohibited items include soda, candy, juice, coffee, sports drinks, and meal replacement drinks. We cannot microwave or refrigerate your child's lunch. If the items you pack need to be kept at a certain temperature (hot or cold), please use a thermos or ice pack. If your child comes to school without lunch or an inappropriate lunch, an emergency lunch will be provided to them, and your account will be charged \$5.00 accordingly.

If you opt to have lunch delivered to your student at school, all lunch deliveries should arrive to school no later than 11:00 a.m. and must have your student's name on it at arrival. If a lunch delivery arrives after your student's indicated lunch time has begun, an emergency lunch will be provided to them at the beginning of their scheduled lunch time and your account will be charged accordingly. The emergency lunch charge is \$5.00 per meal provided.

Each child will be encouraged to eat what is prepared and provided in their lunch box. Staff will encourage students to try new items as introduced. Please alert our staff of any food allergies or food restrictions, as we want to accommodate and respect individual preferences.

### **Visiting the School**

Due to strict licensing guidelines and safety issues, we require that all individuals visiting the school enter through the school lobby and check in with the lobby attendant. Adult or student visitors may not stop by or attend any classroom without a visitor's pass issued in the main school office. Only authorized faculty and staff are permitted to enter any classroom or area where students are present. Visitor's must wait in the school lobby area for their student and comply with faculty instructions while on campus.

### **Awards Assemblies**

Awards assemblies are scheduled at the end of each semester. Students are recognized for outstanding achievement in the areas of: attendance, academics and character. Parents are invited and encouraged to attend these special occasions.

### **Parental Involvement & Volunteers**

We believe that parental participation is a key ingredient to any successful educational program and always affirm that parents are their child's first teacher. There are many opportunities throughout the school year to volunteer your time, and we would love to assist you in getting involved in your child's learning here at school. Your student's teacher will let you know of these special opportunities such as room parents, special program assistant, field day volunteer, and off campus field trip chaperones.

Many volunteer positions require a background screening, which must be completed prior to volunteering. If background/fingerprint screenings are necessary, they must be **completed by October 1st to be on the list of eligible volunteers.** After October 1st the

volunteer/chaperone list is closed and will not re-open until the following fall session, which begins in August.

In order to request a chaperone spot or to volunteer in the classrooms, you must first have a background clearance completed, which consists of (1) filling out the initial screening form and returning it to the front office (2) going to the screening location indicated and submitting your fingerprints with the required payment (this payment is an out-of-pocket expense of the parent) (3) confirmation from the screening provider that you have been approved.

If you are interested in becoming a volunteer or an approved field trip chaperone and you have NOT completed the background clearance, please contact your child's teacher and they will provide the initial documentation required to begin the process.

Due to space constraints, we are only able to accommodate 3 field trip chaperones per class, and only 2 volunteers per class for special events during the school day. Volunteer and field trip chaperones will be assigned and confirmed in the order in which they request, until all spots have been filled. Please understand requests for chaperone/volunteer spots can NOT be made until the background clearance process has been completed.

### **Communication**

Communication is key to any relationship, and we believe open and frequent communication between parents and teachers will help your child have a positive learning experience. We will endeavor to keep you informed through various means of communication such as: weekly informational emails, monthly newsletters, parent reminder board (located in the school lobby), daily reports (for infants/toddlers only), informal notes in take home folders, and through the Gradelink parent portal. It is our responsibility to provide school information to families in a timely manner, and it is the family's responsibility to check their email, and children's take-home folders frequently.

NHCS has established a "one point of contact" for all students to ensure that information given to families is both accurate and timely. The one point of contact for each student is his or her primary classroom/homeroom teacher. When there is a concern, please communicate with your child's "primary" teacher. If your child is in before care and/or aftercare, their primary teacher may not be present when you drop off and pick up. In this situation, we ask that you leave a contact number and a good time for your child's teacher to call you with office personnel or email the teacher directly.

Please feel free to email the school administrator regarding problems that were not able to be resolved by the primary classroom teacher. Generally, emails are responded to within 24 hours (but not during weekends or when NHCS is closed). Please do not try to meet a teacher before or after school or detain a teacher/faculty member from his or her responsibilities without having a pre-arranged appointment. We will do our best to be available for essential needs during drop-off and pick-up times; however, this is not the best time for extended conversations. The faculty members on duty have a responsibility to supervise children during this time. If you need to speak to or meet with a member of the faculty, please call the main school office, between the hours of 8:00 A.M. and 5:00 P.M. to schedule an appointment.

**The main school office can be reached at (954) 973-1129 ext. 105. (M-F 8:00-5:00)**

**Parent/Teacher Conferences**

Parent-Teacher conferences opportunities are scheduled at the end of each semester. This is a time for you to meet with your child's teacher and discuss any concerns or praises you may have. This is also a time for the teacher to inform you how your child is doing developmentally, and academically here at school, so it is important and that you make every effort to attend. In addition to planned conference opportunities, parents may request a teacher or administrative conference at any time by calling the school office or through direct communication with the primary teacher. Conferences are available by appointment only.

**Portraits & Pictures:**

We offer school pictures two times a year, in the spring and fall. Also, we often take pictures of the children during the school day for use on their cubbies, with a project or for promotional material. There is an understanding based on your choice to enroll your child in our program, giving us permission to take your child's picture and include them in promotional material.

**Student Birthday's:**

Birthdays are special days for children. If you wish to celebrate your child's birthday at school, please make arrangements with your child's teacher at least one week prior to the celebration. Teachers celebrate birthdays on Fridays with the class for a 15-minute time period. Only parents of the child celebrating the birthday are permitted to attend the celebration within that time period. Parents wishing to take photos or videos are only permitted to do so of their child. NHCS does not allow outside vendors on the property for birthday celebrations. Parents requesting NHCS teachers to distribute birthday invitations for their child for personal celebrations must provide enough invitations for each student in the classroom (or if only boys, enough for all boys in the classroom and the same for girls).

**Transportation Policy:**

Parents are responsible for their child's transportation to and from the school. Under NO circumstances are employees of NHCS permitted to transport children in their personal vehicles.

**NHCS STRONGLY DISCOURAGES CHILDREN TO TRAVEL TO AND FROM SCHOOL ON FOOT, BY BICYCLE, SCOOTER, SKATEBOARD, ETC. WITHOUT AN ADULT. PARENTS WHO ALLOW THEIR CHILDREN TO WALK, BIKE, AND/OR TRAVEL BY SCOOTER, SKATEBOARD, ETC. TO SCHOOL WITHOUT AN ADULT DO SO AT THEIR AND THEIR CHILD'S OWN RISK.** Please be aware that NHCS does not have crossing guards for safe street crossing, nor is there a school speed zone outside of the school property that drivers must abide by. NHCS shall not be liable for any bodily injury, harm or death as a result of a parent and/or student traveling to and from NHCS by the methods set forth herein or otherwise.

**Insurance Requirements**

NHCS complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, see the School Administrator.

### **Students Requiring Special Accommodations**

NHCS complies with the Americans with Disabilities Act (ADA) and other applicable regulations about providing services to individuals with disabilities. We do our best to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so.

### **Uniforms & Dress Code**

#### **Preschool Dress Code**

We encourage preschool students to dress for play and comfort based on the current climate conditions. Because our program is based on play and exploration, your child WILL get messy!! All clothing brought to or worn to the school is required to have the child's name on it.

We require that your child wear closed-toe sneakers to school. **Crocs, sandals and backless shoes are not permitted.** If a child comes to school without appropriate footwear, they will not be permitted to enter the classroom. Parents will be notified to pick up their child or bring them appropriate footwear within one (1) hour of notification. Please refrain from sending your child to school in clothing with suggestive or offensive language. Female students should wear shorts under their dresses/skirts. All dresses, skirts and shorts should be knee length, and shirts should fully cover the torso. Tank tops or dresses with spaghetti straps are not permitted.

#### **Kindergarten – 12<sup>th</sup> Grade Dress Code**

Kindergarten through Twelfth Grade students enrolled at NHCS are required to wear school approved uniforms daily. All school approved uniform items are provided at All Uniform Wear located at 5688 West Sample Road, Margate, Florida 33073, Telephone: (954) 741-1314, Website: [www.alluniformwear.com](http://www.alluniformwear.com). Students out of uniform will be sent to the front office upon arrival and will not be permitted to class until a parent provides an approved school uniform. Parents will be notified to pick up their child or bring them an approved school uniform within one (1) hour of notification. NHCS is not able to provide uniforms to students. Students must wear closed toe sneakers to school (**Crocs, sandals and backless shoes are not permitted**), and all outerwear clothing should be labeled with your student's name.

Only school approved outerwear may be worn on campus which is the school spirit sweatshirt and other outerwear items provided at All Uniform Wear.

#### **Uniforms for Girls**

Pants or Shorts (knee length):	Navy Blue or Khaki (with logo)
Skorts (knee length) ( <b>K-5<sup>th</sup> only</b> ):	Navy Blue or Khaki (with logo)
Button Down Shirts & Polos with logo:	Navy Blue, Light Blue or White (with logo)

*No Skort option is available for 6-12<sup>th</sup> grade girls*

#### **Uniforms for Boys**

Pants or Shorts:	Navy Blue or Khaki (with logo)
Button Down Shirts & Polos:	Navy Blue, Light Blue or White (with logo)

- Uniforms must be purchased pre-embroidered from All Uniform Wear.
- PE Uniforms provided by NHCS must only be worn to school on the student's scheduled PE days. PE shorts must be knee length.
- Friday attire is limited to: uniform shorts/pants, solid blue denim jean pants or knee-length shorts (free from designs, rips, holes, tears) and any NHCS school shirt. Leggings and/or jeggings are not permitted.
- Field Trip attire: Students shall be required to wear the proper attire for field trips as communicated by your student's teacher. Any student not in the proper attire on the day of the field trip may be required to be picked-up by the parent and unable to attend the field trip without a refund.

### **Medication, Illness & Accident/Injury**

NHCS is NOT permitted to give students any medication unless it is a current prescription from a doctor and in the student's name. All medication given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine scripted must be in an up-to-date bottle and not expired. Medication, ointments, sunscreen, cough drops or other hazardous material must be given to the front office. Please do not place any of these items in your child's lunch box or backpack. ***NHCS will not dispense any non-prescription medication, or apply any topical, non-prescribed ointments/skin creams.***

NHCS desires to maintain a healthy school environment by instituting controls to prevent the spread of communicable disease. The term "communicable disease" is defined as an illness that arises as a result of a specific infectious agent, which may be transmitted by either a susceptible host or infected person to another person. Any student or employee with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability.

Although we hope all of our students remain healthy, it is likely that at some point during the school year your child will become ill, and it is vital that you understand and abide by our sick child policy. NHCS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. Sick children are not permitted to be in school. If your child is sick, please keep him/her home, as one sick child in a classroom can lead to a dozen sick children with similar symptoms.

If a student becomes ill at school, the **parent(s) will be notified for pickup and are expected to arrive at the school within 1 hour of notification.** If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the enrollment packet in the order listed. Parents are expected to comply with the one hour pick up window and will be asked to transfer out if non-compliance is habitual.

**General sick feeling:** If your child wakes up feeling sick, with a headache, upset stomach, or is overly tired, he/she should not attend school. Please allow your child a morning of bed rest in order to see how things develop. A doctor should assess persistent fatigue.

**Fevers:** Fever is a sign of potential contagious infection, even if your child feels fine. No child with a fever above 99.9 will be permitted to be in school. If your child is on an antibiotic and is still running a fever, he/she must stay home. If your child comes to school with a fever, you will be called and asked to pick up your child immediately. Children may **return to school once they have been fever-free for a period of 24 consecutive hours, or one (1) full school day.**

**Vomiting & Diarrhea:** If your child has vomited or had diarrhea, he/she must stay home from school until they **have been symptom free for a period of 48 consecutive hours, or two (2) full school days.** If your child vomits or has diarrhea during the school day, you will be called to pick up your child immediately.

**Skin rashes:** All rashes must be examined by a doctor and a “non- contagious, return to school” doctor’s note brought into the office before the child is permitted to return to school. If your child comes to school with a rash, you will be called to pick up your child immediately. Children may **return to school pursuant to the time permitted by the required doctor’s note, but no sooner than a period of 24 consecutive hours, or one (1) full school day.**

**Pink Eye: (conjunctivitis):** Pink Eye is highly contagious. Children with red, runny, itchy, or goopy eyes must stay home until they have been examined by a doctor and a “non-contagious, return to school” doctor’s note brought into the school office. If your child comes to school with the appearance of pink eye, you will be called to pick up your child immediately. Children may **return to school pursuant to the time permitted by the required doctor’s note, but no sooner than a period of 24 consecutive hours, or one (1) full school day.**

**Lice:** Throughout the school year, our staff conducts head checks for lice. If lice or nits are found on your child, you will be called to pick up your child immediately. If your child has lice/nits they must remain home until they are 100% lice/nit free. A school staff lice check of your child will be required prior to school entry.

*Children sent home sick are not permitted to return to school for the time set forth in this section above. There is a mandatory minimum days of absence as set forth herein required to monitor for additional symptoms and for recovery.*

#### **Accident Reports / Emergency Medical Release**

Safety is a top priority on campus. There are times when a student will have an accident/injury that is unforeseen and unavoidable. If the accident/injury requires, our teachers will complete a report for you detailing what happened and the nature of the injuries. A copy of the report will be provided to you and a copy filed with the Head Administrators office. Injury reports must be signed by a parent within 24 hours of the injury for continuation of services.

In the event an emergency medical situation occurs for your child, NHCS staff may need to seek emergency medical treatment for them, including calling emergency services (ambulance/paramedics). NHCS and its staff are not liable for such transportation or treatment of your child, and the parent/guardian is responsible for all associated costs.

### **Discipline & Expulsion**

Effective classroom discipline is a necessary key ingredient for a good learning environment. We expect full cooperation from both students and parents when misconduct occurs. Corrective measures will be used to help the student change his/her behavior and attitude.

Faculty members are trained to use Christian principles and discipline as set forth in the Scriptures as a foundational means of classroom management. Firm and orderly standards of behavior will be maintained by setting consistent boundaries, which clearly establish limits and expectations for students. We believe that students need limits to feel secure about themselves and their environment. The purpose of discipline is to help students learn acceptable behavior, develop self-control and good character traits.

Discipline will always be reasonable, appropriate, and in terms the student can understand. Spanking or any other type of corporal punishment is prohibited, along with discipline that is shaming, humiliating, frightening, or verbally abusive.

When the school feels that student/parent's cooperation is lacking, the student may be requested to transfer out. Attendance at NHCS is a privilege and not a right. Students forfeit this privilege when they do not conform to the behavioral standards and expectations set forth.

1<sup>st</sup> offense, warning: Student is given a warning to discontinue disruptive and inappropriate behavior.

2<sup>nd</sup> offense, warning and Loss of Privilege: Student will be required to miss a portion of a privileged activity.

3<sup>rd</sup> offense, Conduct Referral: Student will receive a conduct referral for serious or repetitive infractions, that parents are required to sign and return to continue enrollment. Conduct referrals must be signed by a parent within 24 hours of the referral for continuation of services. If a parent refuses to sign a conduct referral, the parent must meet with the Head of School or Principal prior to the student returning to school.

Meeting with Principal: Student will be sent to the principal's office where a meeting with the student will be conducted, and parent(s) of the student will be telephoned. **Parents telephoned to visit their student due to behavioral issues are required to arrive at the school within one (1) hour of notification.** When parents arrive, they will be given time alone with their student to discuss and correct the inappropriate behavior. The student will be required to remain at school and return to class after meeting with their parent unless there is less than an hour of the school day remaining.

Probation: Parents will be required to attend a behavior intervention meeting with the administration to strategically implement a plan to change undesired behavior. This meeting becomes necessary when inappropriate behavior is consistent and traditional methods of management are not successful. The child's parents, classroom teacher and a member of the leadership team are required to attend all behavioral intervention meetings. This meeting is mandatory **following the 5th conduct referral in a given academic year.**

If undesired behavior does not change, the student may be temporarily suspended from school or will be permanently dismissed from NHCS. The booklet “Under Loving Command” and the book “Dare to Discipline” by James Dobson are highly recommended for parents struggling with disciplinary issues.

### **Biting**

Biting is a common and developmentally appropriate behavior for children under 2 years old. Experts in the field of child development report that biting occurs chiefly as a result of a child’s inability to effectively communicate. Children over the age of 2 have communication skills, which means biting is an inappropriate behavior that warrants a conduct referral. If children over the age of 2 bite, a parent will be called for immediate pickup. To ensure the safety of all children, regardless of age, if multiple attempts to stop chronic biting fail, we reserve the right to terminate the biting child from the program (this includes children under the age of 2).

### **Expulsion**

Immediate grounds for expulsion include:

- Causing serious injury to a fellow student, self, or faculty member
- Threatening a fellow student, self, or faculty member with physical harm
- Uncontrollable tantrums/angry outburst
- Ongoing physical or verbal abuse to faculty or other students
- Excessive biting
- Parent/guardian’s habitual lack of respect for policies and procedures set forth in the Parent Handbook
- Parents who are deemed a threat to the staff or student body
- Bullying

### **Bullying**

It is important to remember, conflict between children is a normal part of the development and training process. Not every conflict between children is considered “bullying,” and school administration reserves the right to determine if a situation meets the criteria to be classified as bullying” for discipline purposes.

Bullying is identified as any behavior, verbal or non-verbal, intended to cause physical, emotional, psychological, or social harm. Bullying may be direct (face to face) or indirect.

- Physical Bullying: intentionally endangering the welfare of others. Such behavior is not limited to, but includes the following: hitting, shoving, kicking, spitting on, punching, poking, pushing, blocking and tripping.
- Verbal Bullying: includes, but is not limited to, the following: name-calling, teasing, bossing, threatening, and making fun of another’s appearance, physical characteristics, cultural background, or actions.
- Indirect Bullying: includes, but is not limited to, the following: exclusion from activities or social groups, spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate, or humiliate another, and encouraging others to violate the anti-bullying policy.

- **Cyber Bullying:** technological advances and social media have provided opportunities for students to communicate electronically, and the following behaviors will be considered bullying, but are not limited to, sending of inappropriate or threatening emails/text messages and creating or posting inappropriate or threatening information/pictures on social media and websites.

NHCS seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn, free from harassment and bullying of any kind. All students are expected to maintain Christian standard in courtesy, kindness, and in the treatment of staff and fellow students.

NHCS believes that all students have the right to a safe and healthy school environment and will not tolerate behavior that infringes on the safety of any student. Students will not intimidate, harass or bully another student through words or actions. Such behavior includes but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

NHCS expects students and staff to immediately report incidents of bullying to the school administrator, so that each complaint of bullying can be promptly investigated. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action, including possible expulsion.

- The first offense of bullying/harassment will result in a minimum of two (2) days of out of school suspension.
- The second offense of bullying/harassment will result in a minimum five (5) days of out of school suspension.
- The third offense of bullying will result in immediate expulsion.

### **Academics, Curriculum, Textbooks & Electronic Equipment**

NHCS utilizes the A Beka Book curriculum, which is specially designed for the Christian School environment and meets all the educational standards set forth by the Florida Department of Education. Textbooks and/or student worktext are provided for all students and are the property of the school.

NHCS believes it is important for students to accept the responsibility of properly caring for books and equipment, as this is an important aspect of character development. Each student is personally responsible for the textbooks and equipment assigned to them; family accounts will be billed the replacement cost for damaged or lost items.

Equipment or furniture on school property, damaged by a student will be replaced or paid for by the student and/or parent. Additional disciplinary action may be taken by the administration for purposeful damage and destruction of school property and/or the property of another classmate.

Students are required to obtain a parent's signature on a test if sent home by the teacher requesting such parent signature.

For 3<sup>rd</sup> – 12<sup>th</sup> grade students, all holiday programs will be a test grade for all Music students and participation is mandatory. If a student misses a program, parents are required to email

Mr. Mason at [bmason@nhcsftl.org](mailto:bmason@nhcsftl.org) (and copy the student's classroom/homeroom teacher) no later than the day of the holiday program to request the make-up assignment (a composer research paper/presentation). A completion deadline will be provided to the parent for the student to complete the make-up assignment. Failure to complete the make-up assignment by the given deadline will result in a 0 test grade.

### **Academic Evaluation**

The purpose of academic reports is to give parents and students an indication of the level of progress being made. Evaluations are issued each forty-five (45) school days during the school year.

#### Grading Scale

100-90	A
89-80	B
79-70	C
69-60	D (considered a non-passing grade)
59-0	F (considered a non-passing grade)

Students who do not successfully complete more than one subject for the year will be recommended for retention. Parents are encouraged to view their students electronic grade book regularly to stay informed on their students' academic progress. Middle and High school parents should be aware that their students will be required to take final exams at the end of each school year and the student must be present to complete their exams. Any missed exams result in a 0 and will affect the final grade of the student. Final exams are not able to be made up. High school students must remediate credits through Florida Virtual School (FLVS) and NHCS must receive proof of completion with a passing grade of the remediated class(es) prior to the start of the next school year.

### **Standardized Achievement Testing**

Standardized achievement tests are useful in measuring general educational development, determining student progress from one year to the next, grouping students, diagnosing learning difficulties, and comparing achievement with scholastic aptitude. Standardized Achievement tests are administered each year in the spring at NHCS for students in K-12<sup>th</sup> grade. Students who arrive late to school on days of testing will not be able to be admitted to class, and the portion of the test missed will not be able to be made up. Students who are absent from any day of testing are not able to make-up the test given on such day(s).

### **Middle and High School Community Service Hour Requirements**

Middle and High School students are required to perform a minimum number of community service hours while enrolled at NHCS. Students are given opportunities during the school day to complete most of the required hours and parents should plan opportunities for students to complete any additional hours needed.

Acceptable community service hours do not include hours that a student is financially compensated for or household chores that a student is expected to complete. Community service hours are defined as unpaid work intended to help people, and/or organizations in the community. All community service hour forms must be turned into the front office and completed by May 20<sup>th</sup> of each academic year. Students may earn and log community service hours during the summer that will count toward the upcoming academic session.

6 <sup>th</sup> Grade	25 Hours	10 <sup>th</sup> Grade	40 Hours
7 <sup>th</sup> Grade	30 Hours	11 <sup>th</sup> Grade	40 Hours
8 <sup>th</sup> Grade	35 Hours	12 <sup>th</sup> Grade	40 Hours
9 <sup>th</sup> Grade	40 Hours		

**Middle and High School Lockers**

Middle and High school students have the privilege of utilizing an assigned locker to store their schoolbooks and other academic materials required for the school day and in accordance with the following rules:

- Lockers are the sole and exclusive property of NHCS and the contents placed therein by a student shall not be private.
- Lockers and the contents therein are subject to inspection by a NHCS administrator without notice and/or consent at anytime with or without the student present.
- Lockers are not to be locked, damaged, defaced or personalized in any manner whatsoever.

**Academic Eligibility for Athletics & Special Events/Extra-Curriculars**

Students in grades 6-12 must have a cumulative unweighted GPA of 2.0 for all classes to be eligible to participate on NHCS athletic teams, in extra-curricular activities/clubs, and special events. Students who do not meet this standard may continue to participate in the practice of the respective teams but will not be eligible for games or competitive events.

**Bible**

Bible study is recognized to be of fundamental importance and is a required subject. It augments the study of Language/Literacy, History, Arithmetic and Science. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for life to come. Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. NHCS uses the English Standard Version (ESV) for all Bible related teaching.

**Chapel**

Chapel is scheduled to bring the students together for individual and collective worship. The students are taught biblical principles and challenged to live these principles out in their lives. The most important purpose of chapel is to present the gospel and give students the opportunity to accept Christ as their personal Savior.

Preschool Chapel is scheduled every Wednesday during the school year, Elementary Chapel is scheduled every Friday during the school year, and Middle and High School Chapel is scheduled the last Friday of each month during the school year. Parents and family members who are authorized on their student’s pick-up list are invited and encouraged to attend chapel.

**Classwork & Assignments**

Classwork and assignments are an important part of each student’s educational process and are given purposefully. Students are responsible for all assigned work and course requirements. Assignments are given for the following objectives, which align for the NHCS traditional philosophy of education:

- Drill: Most students require drilling to master the material essential to their educational progress.
- Practice: Following classroom explanation, illustration and/or drill on new work, assignments help the student master material.
- Remedial Activity: As the instruction progresses, various weak points in a student's grasp of a subject may become evident. Therefore, additional work following instruction can help overcome such difficulties.
- Special Projects: Book reports, compositions, special research assignments, and projects are some of the activities used to develop important academic and critical thinking skills.

While parents may assist by explaining assignments when necessary and seeing that the work is done, the actual work must be done by the student, and the student must take responsibility for it. If questions arise regarding assignment completion integrity, teachers will contact parents to discuss.

Students who are absent will be provided with missed classwork upon their return to school. Students are given one (1) school day per absence to complete missed assignments (for example, if a student was absent on Monday, Monday's work would be given to the student on Tuesday. The student would have Wednesday to complete the assignments and turn them in by Thursday morning). Assignments missed due to suspension, expulsion, or other disciplinary action will result in an automatic 0.

### **Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons including, reinforcement practice, and remedial activity and for special projects.

We request parents' full cooperation in ensuring that assignments are completed. Failure to complete homework will affect the student's academic progress. Homework, class assignments, and/or special projects will not be accepted late, unless the assigning teacher has granted prior approval of a delayed turn in date. Homework assignments missed due to suspension, expulsion, or other disciplinary action will result in an automatic 0.

### **Late Work/Missed Tests & Quizzes**

No coursework will be accepted late without prior written approval from the assigned teacher. This includes homework, classwork, projects, research papers, book reports and any other assignments with an indicated due date.

A missed test/quiz, due to absence must be made up within two (2) school days following the absence. Tests/quizzes not made up within the timeframe indicated will result in a 0. Make-up tests/quizzes can be scheduled with the assigning teacher for 7:30-8:00 am. Late arrivals to a scheduled make-up test/quiz session will not be admitted (if your student arrives at 7:31am that is considered late). Tests and/or quizzes missed due to suspension, expulsion, or other disciplinary action will result in an automatic 0.

## **Electronic devices, Cellular Phones, Technology & Social Media**

### **Cell Phones**

NHCS has a strict **no electronic device at school policy for all school students**. This includes, but is not limited to, tablets, gaming devices, cellular phones and smart watches. Please leave all electronics, including, but not limited to, cell phones, smart watches, gaming systems, tablets, etc. at home. If your child chooses to bring these items to school, they will be confiscated and locked in the School Administrator's office. A parent or guardian must schedule an appointment with the School Administrator to retrieve the confiscated item.

For emergencies, students may use the phone in the main school office to contact parents or guardians. Parents needing to communicate with their children during school hours should call the school office, and office staff will relay the message to the student.

1<sup>st</sup> Infraction: If an electronic device is seen or heard it will be confiscated and turned in to office personnel. Only a parent, by appointment, may retrieve the confiscated device. Students who have an electronic device confiscated on campus waive their right to privacy. Confiscated devices may be examined, including numbers called, pictures, text, etc.

2<sup>nd</sup> infraction: if a student brings an electronic device and it is confiscated a second time, the student will be subject to two (2) days of out of school suspension. If this behavior becomes habitual, the student will be permanently dismissed from NHCS.

NHCS reserves the right to search student property on campus if a staff member has been made aware that a student may have an electronic device or other item of concern in their possession.

### **Social Media/Online Accounts**

Students are expected to maintain NHCS standards of conduct/morality and Christian character in relationship to all media use and communication, on and off campus. Students in violation of school standards with regard to technology use can expect disciplinary measures to be taken at the discretion of the administration, which may include suspension and expulsion.

NHCS encourages all students to utilize every opportunity of advancing their education in the world of technology while at the same time being purposeful to honor the LORD in every aspect of their lives. Every student bears the responsibility to self-government in accordance with biblical standards when using technology. The use of electronic devices is a privilege, not a right, and the student who uses these outlets in an inappropriate way will face consequences from the school administration.

NHCS firmly believes the use of technology in the home is to be governed by the parents.

### **Infants, & Toddlers**

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. Teachers will notify

you when your child is running low on supplies. If you run out of diapers or wipes, we will automatically provide them to you for a fee of \$7 per package of (5) diapers and \$7 per travel package of wipes. Parents requesting diaper rash cream to be applied during diaper changes must fill out a #5 medication form and turn it into the front office.

### **Nap Time Procedures**

It is our philosophy that children under 5 years of age need adequate rest as a part of their daily routine, especially since they are constantly engaged in stimulating activities during the school day. We require that all children rest on individual cots after lunch, between the hours of 12:00-1:45 p.m. For infants, individual schedules will determine when they nap. Please bring **ONLY** the following items for nap time and mark them clearly with your child's name: a small blanket and a crib sheet. ***No pillows, stuffed animals or large blankets will be permitted.***

### **Safe Sleep Policy**

According to the American Association of Pediatrics, infants should be placed in a supine (back) position for sleep, to lower the risk of sleep related deaths. Infants under 12 months of age will be placed fully on their backs for sleep time, unless the infant's primary care provider has labeled their crib that they are able to roll over once they are able to do so.

### **Potty Training Information**

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and teachers at the school. Toilet training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should cooperate to encourage toilet training and commit to working with the child in a consistent manner. All children need to be completely toilet trained by 36 months of age unless there is a medical condition hindering the toilet training process. If your child reaches the 36-month mark and is not fully toilet trained, there will be an additional non-toilet trained fee of \$50.00 per week, in addition to the normal weekly tuition, for the first two (2) weeks. If after such two (2) week period, your child is still not potty-trained, you will be required to withdraw your student from NHCS and may re-apply once your student is fully potty-trained.

### **Personal Toys From Home**

Our facility has a wide variety of toys, games, and other resources to offer children during the school day. Personal toys are not permitted in the school building, as they can cause disputes and can be broken or lost. If such items are brought to school, they will be confiscated and locked in the School Administrator's office. A parent or guardian must schedule an appointment with the School Administrator to retrieve the confiscated item.

### **Student to Teacher Ratios:**

Student-to-teacher ratios are based upon guidelines set by state licensing and accreditation agencies.

### **Crisis Situations**

The primary concern in a crisis will always be the safety of the students. Therefore, for the purpose of practice and training, NHCS performs multiple emergency drills each school year, including fire drills, "hold" and "lockdown" response drills, and evacuation drills. These drills train students and staff how to respond in a crisis situation. These drills also help the administration identify areas needing further attention and improvement.

Please note that during a drill or an actual crisis, office staff is unable to answer the phones. There is also no entrance or exit from the campus during this time.

All NHCS staff and faculty have been extensively trained to respond to an active threat on campus by “Guardian Defense.”

**Crisis Relocation**

In the event of a school-wide evacuation and relocation, NHCS staff and students will relocate to 3 predetermined rally points and parents will be notified.

**ADDITIONS AND CHANGES:**

NHCS reserves the right to edit or adapt the policies in this Parent Handbook as the needs arise. The school will make all changes and additions available to clients in a timely manner through the normally written communication system.

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**[SIGNATURE PAGE TO FOLLOW]**



## **PARENT STATEMENT OF COOPERATION AND AGREEMENT**

As a parent of a student enrolled in New Hope Christian School (NHCS), I understand the statements and content contained in the NHCS Parent Handbook. I agree to abide by the rules, regulations, and standards of conduct outlined in the NHCS Parent Handbook, a copy of which I have received digitally.

Furthermore, I understand that while my student(s) is/are enrolled in NHCS, they will be expected to maintain Christian standards of conduct as defined by the Bible and the standards of New Hope Community Church.

As a parent of a NHCS student(s), I agree to work with NHCS to resolve and overcome any undesired behaviors or conduct issue.

---

Signature of Parent

---

Name of Student(s)

---

Date

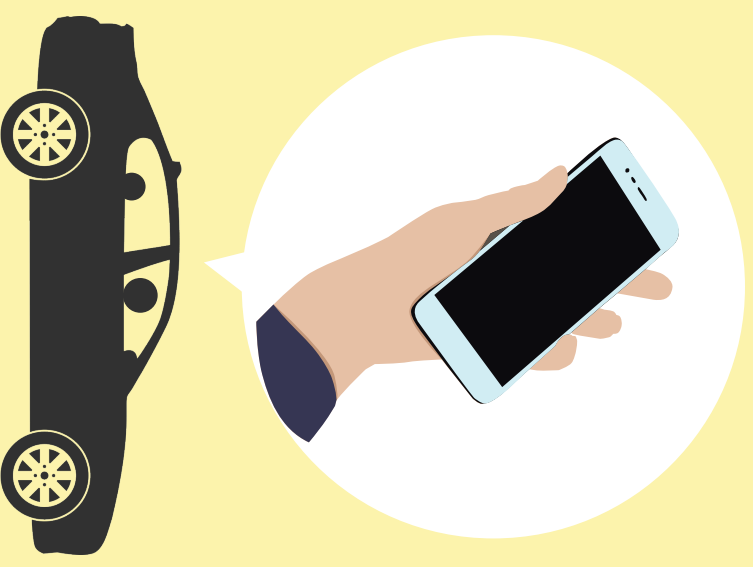
A change in daily routine,  
lack of sleep, stress,  
fatigue, cell phone use, and  
simple distractions are some  
things parents experience and  
can be contributing factors as  
to why children have been left  
unknowingly in vehicles...



For additional information, please visit  
[www.myffamilies.com/childcare](http://www.myffamilies.com/childcare) or contact  
your local licensing office.

This brochure was created by the  
Department of Children and Families in  
consultation with the Department of Health.

**WHEN LIFE  
HAPPENS...  
DON'T BE A  
DISTRACTED  
ADULT**





## Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



## Facts About Heatstroke:

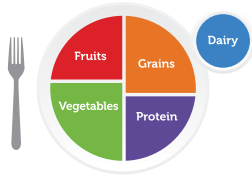
⚠️ It only takes a car **10 minutes** to heat up 20 degrees and become deadly.

⚠️ Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.

⚠️ The body temperature of a child increases **3 to 5 times faster** than an adult's body.



Start *simple*  
with **MyPlate**



# Healthy Eating for Preschoolers

Healthy eating is important at every age. Offer preschoolers a variety of fruits, vegetables, grains, protein foods, and dairy or fortified soy alternatives. When deciding on foods and beverages, choose options that are full of nutrients and limited in added sugars, saturated fat, and sodium. Start with these tips:



## Model healthy behaviors

Preschoolers tend to copy what parents or caregivers do at the table. If you eat your veggies, they'll eat their veggies. And, it's good for both of you.



## Think about their drinks

Sugar-sweetened beverages like sodas and fruit drinks are sources of added sugars that are often high in calories. Beverages with no added sugars like water, unsweetened fat-free or low-fat milk (including low-lactose or lactose-free options), or fortified soy beverages should be the primary choice for children.



## Prevent choking

Encourage children to sit at a table for meals and snacks and not wander around carrying food. Check out the [USDA Team Nutrition worksheet](#) for foods that are choking hazards at different ages.



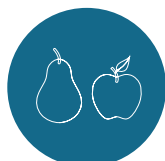
## Try new foods

Let children choose a new food to try at the grocery store. Serve something your child likes along with the new food. It may take up to a dozen tries for a child to accept a new food.



## Get kids involved

Preschoolers can help at mealtimes by washing produce, tearing lettuce, stirring mixes, scooping ingredients, or setting the table.



## Offer choices

Like adults, preschoolers like to have a say in what they eat. "A pear or an apple?" "Whole-wheat toast or some crackers?" You offer the healthy options, but they get to choose.

## What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Centers for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.

## How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare) or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

# THE FLU

## A Guide for Parents



## What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

## Call or take your child to a doctor right away if your child:



- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

## How can I protect my child from the flu?



A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.



## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions.

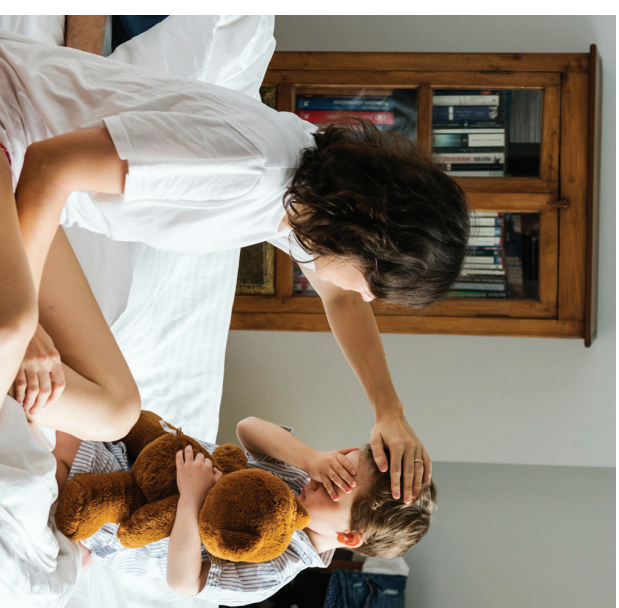
### To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group settings until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

For additional helpful information about the dangers of the flu and how to protect your child, visit: [www.cdc.gov/flu/](http://www.cdc.gov/flu/) or [www.immunizeflorida.org/](http://www.immunizeflorida.org/)

## Parent's Role

- A parent's role in quality child care is vital:
- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
  - Know the facility's policies and procedures.
  - Communicate directly with caregivers.
  - Visit and observe the facility.
  - Participate in special activities, meetings, and conferences.
  - Talk to your child about their daily experiences in child care.
  - Arrange alternate care for their child when they are sick.
  - Familiarize yourself with the child care standards used to license the child care facility.



## More

### information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: 45092

License issued on 04/01/2025

License Expires on 03/31/2026

For more information regarding the compliance history of this child care provider, please visit:

[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)  
(850) 488-4900



Reports of suspected cases of physical abuse, sexual abuse, and neglect are received and referred for investigation by the Abuse Hotline. To report suspected cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Licensing pursuant to s. 402.3125(5), F.S.



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

## General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

### Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

### Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

### Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

- Maintain accurate records that include:
  - Children's health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personal records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

### Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

## Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

### Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

### Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

### Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



# Remember:

## It is NOT safe

to put anything your baby's bed, such as sheepskins, stuffed animals, baby positioners, crib wedges, comforters, pillows, heavy blankets, or bumper pads.

## It is NOT safe

to smoke around your baby or in a room where your baby spends time.

## It is NOT safe

to let your baby sleep on an adult bed, air mattress, beanbag, reclining chair, sofa, waterbed, or on any furniture not made for babies.

Sleeping  
with your  
baby is  
dangerous.

Even if your baby is breastfed and you don't smoke, drink alcohol, or use drugs or other medications, **sleeping with your baby still increases your baby's risk of suffocation or strangulation** while sleeping.

The only way to protect your baby from higher risk is to have your baby sleep in a crib.



For more information about safe sleep for babies, visit [PreventChildAbuseFL.org](http://PreventChildAbuseFL.org) or scan the QR code.



Fall 2022



SAFE SLEEP  
FOR YOUR BABY

[PreventChildAbuseFL.org](http://PreventChildAbuseFL.org)

# Helping you reduce the risk of sleep-related death

"The safest place for an infant to sleep is alone in a crib, in the parents' room for the first year of life."  
-*American Academy of Pediatrics*

Some parents believe sleeping with their baby will protect the baby from harm, but **sleeping with a baby is dangerous and actually raises the risk of infant death.**

## Important Information

Consider these facts before you decide where your baby will sleep:

- Suffocation and strangulation in an adult bed is the leading cause of injury-related death for infants under one year of age in the state of Florida.
- The risk of sleeping-related infant death is 40 times higher for babies who sleep in adult beds compared to babies who sleep in their own cribs.



## Keep your baby safe during sleep.

To lower the risk of sleep-related death and suffocation and keep your baby safe while they sleep, it is important to:

- Make sure baby's crib, bassinet, cradle, or portable crib is undamaged and meets current standards ([www.cpsc.gov](http://www.cpsc.gov)).
- Put baby's crib, cradle, or bassinet close to your bed for their first year of life.
- Place your baby face-up to sleep. Sleeping on the stomach or side increases the risk of suffocation.
- Tell everyone who takes care of your baby how to keep your baby safe during sleep.
- Make sure the baby's mattress is firm, flat (not inclined), and fits snugly in its frame. Use only the mattress that comes with the crib.
- Make sure the baby's sheet fits tightly around the mattress.
- Keep the baby's sleeping area away from all loose strings (e.g., blind cords, electrical cords, and clothing).
- Respond to your baby's cries during the night.
- Avoid exposing your baby to smoke, alcohol, or drugs.
- Offer your baby a pacifier (never a bottle) when placing your baby down to sleep. The pacifier should not be put back if it is spit out during sleep. If the baby does not want the pacifier, do not force it and never hold it in place. If breastfeeding, do not use a pacifier until the baby is one month old.
- To keep baby from overheating, make the temperature in baby's room comfortable enough for a lightly clothed adult.
- Always hold the bottle when feeding your baby, since propping a bottle can lead to choking or death.
- Hang the baby's mobile out of reach and remove it once they learn to sit up.
- Lower the baby's mattress when your baby learns to sit, and again when they learn to stand to prevent falling out of the crib.

# Shaken Baby Syndrome is 100% preventable

Everyday handling of a baby, playful acts and minor accidents do not have the force needed to create these injuries.

Shaking injuries are NOT caused by:

- BOUNCING BABY ON YOUR KNEE
- GENTLY TOSSING BABY IN THE AIR
- JOGGING OR BIKING WITH YOUR BABY
- FALLS OFF OF FURNITURE

## Shaken Baby Syndrome facts

Shaken Baby Syndrome (SBS) is one of the most common causes of death by physical abuse to infants.

Violent shaking causes bleeding and massive swelling in the brain and can result in:

- Permanent brain damage
- Blindness
- Developmental delays
- Cerebral Palsy
- Seizures
- Death

## Did you know?

Shaken Baby Syndrome occurs when a frustrated caregiver loses control and violently shakes an infant or young child.

Crying is the most common reason that someone severely shakes a baby.

Young males who care for a baby alone are most at risk to shake a baby.

Produced and distributed in accordance with the Kimberlin West Act.

For more information visit the Florida Department of Health website or [www.floridahhealth.gov/AlternateSites/CMS-Kids/](http://www.floridahhealth.gov/AlternateSites/CMS-Kids/)

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Coping  
with  
crying.

Soothe,  
don't shake,  
your baby.



# WHY BABIES CRY

- hunger ■ too hot or too cold ■ diaper needs changing ■ discomfort/pain, fever/illness ■ teething ■ colic ■ boredom/over-stimulation ■ fear—of loud noises or a stranger ■

## Understanding your baby

**Taking care of your baby can be fun and enjoyable.** But, when your baby won't stop crying, it can be very upsetting for you and caregivers.

It is normal for your baby to cry. A baby may cry two to three hours a day—sometimes more!

Non-stop crying is difficult for all parents to cope with.

- **Crying happens most often in the evenings.**
- **Crying may start or stop and you don't know why.**
- **Crying may not stop no matter what you do.**
- **Your baby's crying will not harm him or her.**

## Ways to calm your baby

**It may seem like your baby cries more than others,** but ALL babies cry, some even cry a lot. You can do the following things to try and soothe your baby.

**Check the reasons your baby may be crying.** Then try to calm your baby.

**Check your baby's basic needs:** feed baby, burp the baby, change diaper, make sure clothing is not too tight, too hot, or too cold, etc.

**Offer the baby a pacifier.**

**Hold the baby against your chest and massage, walk, or rock the baby.**

**Sing, hum or talk to the baby.**

**Take the baby for a walk in a stroller or for a ride in the car seat.**

**If your baby is not in distress,** place the baby in a safe place (such as his crib) and let him cry; check on him every 5–10 minutes to make sure he is all right.

**Check with your baby's doctor if you think your baby is crying too much.**

## Ways to handle your frustration

**When your baby is crying...**

**Put the baby in the crib,** make sure the baby is safe, close the door; check on the baby every 5–10 minutes.

**Relax,** take a bath or shower, exercise, or play music.

**Call a trusted friend, relative, or neighbor** ask them to watch the baby and to give you a needed break.

**Sit down, close your eyes, and take 20 deep breaths.**

**Think about how much you love your baby.**

**Talk to someone.** Call one of the crisis hotlines—911 or 1-800-FLA-LOVE.

Don't take your  
frustration out on  
your baby.

NEVER, NEVER, SHAKE A BABY!



Dedicated to the memory of thousands of infants and young children whose lives are forever changed by shaking.

# REPORTING CHILD ABUSE IS EVERYONE'S RESPONSIBILITY



Every year in Florida, thousands of children are subjected to child abuse, which can take the form of physical or sexual abuse, neglect, abandonment or mental injury. Too many continue to suffer because the abuse is never reported. Under Florida law, anyone who suspects a child may be abused or neglected has a responsibility to report it.

## ***Signs that a child may be a victim of child abuse:***

- Unusual fearfulness
- Lack of hygiene or inappropriate dress
- Delayed emotional, intellectual or language development
- Frequent injuries
- Feeding disorders
- Rocking, self-inflicted pain
- Sleep disorders, bed-wetting
- Lack of eye contact, poor socialization
- Acting out in school
- Unexplained scars or bruises
- Malnutrition
- Many school absences

CALL 911 FOR EMERGENCIES

**TO REPORT  
ABUSE:**

*Phone: 1.800.962.2873*

*Fax: 1.800.914.0004*

*Online: [floridaabusehotline.gov](http://floridaabusehotline.gov)*

# Reporting Educator Misconduct



All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student

- **Obscene language**
- **Drug and alcohol use**
- **Disparaging comments**
- **Prejudice or bigotry**
- **Sexual innuendo**
- **Cheating or testing violation**
- **Physical aggression**
- **Accept or offer favors**

**If someone tells you about misconduct, be a LEADER:**

**Listen**

**Evaluate**

**Act immediately**

**Document**

**Encourage**

**Report**

Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator's certificate

## Report to:

(your school or district contact information below)

**Name:** Brandy Andrews

**Title:** Head of School

**Phone:** 954-973-1129 xt. 103