



2022-2023 EARLY LEARNING PROGRAM PARENT HANDBOOK



Northwest Christian
Early Learning Preschool



Est. 1949

NORTHWEST CHRISTIAN SCHOOLS

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NORTHWEST CHRISTIAN EARLY LEARNING PROGRAM HANDBOOK

NWCS MISSION

To prepare the heart, mind and will of each student in the things of God through Bible-centered academics, encouraging them toward a life of fruitful service in the home and church, on the job and in the community.

NWCS EARLY LEARNING PROGRAMS

The Northwest Christian School's Early Learning Program offers both age specific traditional half day preschool classes and customizable full and half day classes with two to five days a week options for learning. NWCS offers your child a setting in which to grow, learn, and develop spiritually, intellectually, physically, and socially. Committed Christian teachers provide numerous opportunities for growth and development. Children at this age learn best through play, and our dedicated preschool teachers provide a fun, creative curriculum that meets each student's needs. In our nurturing environment, children experience the love of Jesus Christ through the guidance and encouragement of highly capable and caring teachers. Northwest Christian Early Learning Programs are designed to meet the present needs of your child while preparing them for kindergarten. Fundamental skills are developed in pre-math, literacy which includes Zoo-Phonics, music, Bible, science, social skills and special activities such as, field trips, and holiday programs round out these educational, fun-filled classes.

OUR GOAL AS NWCS TEACHERS:

For children to enjoy school because they feel God's love here. We expect each child to experience progress and accomplishment in their spiritual, academic, social, and physical life.



Northwest Christian School

Statement of Faith

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the biblical definition of marriage as a union between one man and one woman.

❖ NWCS Board of Directors reserves the right to add any addendum(s) to this Statement of Faith

EARLY LEARNING ENDURING UNDERSTANDINGS

Our Early Learning Staff uses these enduring understandings as a guiding tool when planning curriculum. Everything we do and teach in the Early Learning Program will be focused around these Biblical Truths.

God created all things

Colossians 1:16-¹⁶ For in him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things have been created through him and for him.

God is everywhere

Genesis 28:15-¹⁵ I am with you and will watch over you wherever you go, and I will bring you back to this land. I will not leave you until I have done what I have promised you."

Proverbs 15:3-³ The eyes of the LORD are everywhere, keeping watch on the wicked and the good.

God is in control

Jeremiah 29:11-¹¹ For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future.

God loves me

1 John 4:9- This is how God showed his love among us: He sent his one and only Son into the world that we might live through him.

1 John 4:16- And so we know and rely on the love God has for us. God is love. Whoever lives in love lives in God, and God in them.

God wants me to know Jesus

John 3:16-¹⁶ For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.

TRADITIONAL HALF DAY CLASSES- Offered at Cedar and Colbert Campuses

Our **age specific 3-year-old traditional preschool** class meets Tuesday and Thursday from 8:30 am to 11:20 am. Our fun-filled day help these little ones become comfortable with being away from Mom and Dad while learning the basics in pre-math, writing, reading and socialization with other 3-year olds. **Children must be three years old by August 31st of this year to attend and must be able to take themselves to the restroom.**

We have two **age specific 4-5-year-old traditional preschool** classes.

- Morning 3-day class meets Monday, Wednesday, Fridays from 8:30-11:20 am.
- Afternoon 4-day class meets Monday- Thursday 12:15-3:00pm

These classes prepare the young children for kindergarten with its interactive daily lessons in pre-math, reading, large and small motor skills, dramatic play, and much more. **Children must be four years old by August 31st of this year to attend Pre-Kindergarten. They must be able to take themselves to the restroom.**

CUSTOM CLASSES- Offered at Colbert Campus

Our **3 years old and 4/5-year-old custom preschool** classes meet Monday through Friday from 8:30am-11:20 am with extended day options of 7:00am-8:30am and 11:20am-6:00pm. Choose from 2-5 days that fit your schedule and needs. Curriculum is based on meeting your child's individual academic, social, and emotional needs, each student will grow to their full potential in an atmosphere that promotes growth where ever children are ready to learn. Just as with our traditional programs academic readiness in reading, math and language are fostered. **Children must be three years old by August 31st of this year to attend the 3 years old class and 4 years old to attend 4/5's class and must be able to take themselves to the restroom.**

Our **Toddler** (12 months and walking 2-year olds) class meets Monday through Friday 7:00am-6:00pm. You choose between 2-5 days, half and full day options. Our toddler class provides a warm and loving Christian environment where your child can learn through songs, movement and play. There will be some structured circle time and crafts. Our toddler class works on meeting your child's individual academic, social, and emotional needs, each student will grow to their full potential in an atmosphere that promotes growth where ever children are ready to learn. **Children must be walking by date of registration to attend this class.**

ADMISSION REQUIREMENTS

Completed application and enrollment packet for each child, a current immunization form from the child's doctor and non-refundable application and enrollment fees are required before a child is admitted to the NWCS Early Learning Program. Child must be class appropriate age by August 31st.

EARLY LEARNING TUITION AND FEES



Cedar Early Learning 2022-2023 Tuition & Fees

Early Learning New Student Application Fee: \$25.00

This is a non-refundable application fee which accompanies each new student application.

Enrollment Fees: \$100 (non-refundable)

Half Day Traditional Preschool Approx. Monthly Rate			
3 year old class Preschool	8:30 -11:20	Tues/Thurs	\$240
AM 4/5 year old class Pre-K	8:30 -11:20	Mon/Wed/Fri	\$290
PM 4/5 year old	12:15 - 3:00	Mon/Tues/Wed/Thurs	\$320

Cedar Campus Childcare will be open year round.

Tuition can be set for school year: (September through Mid-June) or Full Year: (Sept-August)
NWCS has several different payment plans, therefore rates below say "approx."

Infant Childcare Approx. Monthly Rates				
	2 days/wk	3 days/wk	4 days/wk	5 days/wk
7:00 - 6:00	\$600	\$800	\$1050	\$1250

Customizable Toddler 1 & 2 Classes Approx. Monthly Tuition Rates				
	2 days/wk	3 days/wk	4 days/wk	5 days/wk
8:30 - 11:20	\$310	\$375	\$445	\$510
8:30 - 12:15	\$320	\$385	\$455	\$520
8:30 - 3:00	\$475	\$660	\$845	\$1025
7:00 - 6:00	\$565	\$790	\$980	\$1180

Customizable 3-5's Classes Approx. Monthly Tuition Rates				
	2 days/wk	3 days/wk	4 days/wk	5 days/wk
8:30 -11:20	\$265	\$310	\$365	\$425
8:30 -12:30	\$275	\$320	\$375	\$435
8:30 - 3:00	\$430	\$605	\$780	\$945
7:00 - 6:00	\$485	\$650	\$835	\$995

5% discount will be given for families with multiple students at NWCS.

Contact Jennie Atkins for information – 509-209-0355, jatkins@nwcs.org



Colbert Early Learning 2022-2023 Tuition & Fees

Early Learning New Student Application Fee: \$25.00

This is a non-refundable application fee which accompanies each new student application.

Enrollment Fees: \$100 (non-refundable)

Half Day Traditional Preschool Approx. Monthly Rate			
3 year old class Preschool	8:30 -11:20	Tues/Thurs	\$240
AM 4/5 year old class Pre-K	8:30 -11:20	Mon/Wed/Fri	\$290
PM 4/5 year old	12:15 - 3:00	Mon/Tues/Wed/Thurs	\$320

NWCS has several different payment plans, therefore rates below say "approx."

Customizable Toddler Class Approx. Monthly Tuition Rates				
	2 days/wk	3 days/wk	4 days/wk	5 days/wk
8:30 - 11:20	\$310	\$375	\$445	\$510
8:30 - 12:15	\$320	\$385	\$455	\$520
8:30 - 3:00	\$475	\$660	\$845	\$1025
7:00 - 6:00	\$565	\$790	\$980	\$1180

Customizable 3/4's and 4/5's Classes Approx. Monthly Tuition Rates				
	2 days/wk	3 days/wk	4 days/wk	5 days/wk
8:30 -11:20	\$265	\$310	\$365	\$425
8:30 -12:30	\$275	\$320	\$375	\$435
8:30 - 3:00	\$430	\$605	\$780	\$945
7:00 - 6:00	\$485	\$650	\$835	\$995

5% discount will be given for families with multiple students at NWCS.

Contact Jennie Atkins for information– 509-209-0355, jatkins@nwcs.org

WITHDRAWAL POLICY/PROCEDURE

Should you need to **withdraw** within your current contracted year plan, Tuition is pro-rated on a monthly basis and will continue until the proper withdrawal process has been completed. To withdraw a student, you must submit the **Early Learning Intent to Withdraw Form** to the Business Office **30 days prior** to your student's last day. Otherwise, a final month's tuition will be billed. For example, if your student's last day of school is March 31st, you would need to submit your completed Early Learning Intent to Withdraw form by March 1st.

HOURS OF OPERATION-

Colbert Campus- 7:00am-6:00pm

Cedar Campus- 8:30am-3:00pm

TYPICAL DAILY SCHEDULE

7:00-8:30- Free play/Games/Crafts

8:30- Entrance activity at the tables

8:45- Circle Time: songs, calendar, pledge, pray and story

9:00- Stations

10:00- Recess/Indoor activity

10:15- Snack

10:30- Free Play

10:50- Clean-Up/Bathroom

11:00- Closing circle/stamps/card

11:10- Line up

11:20- Dismissal of half day kids

11:20- Bathroom and wash for lunch

11:30- Lunch/Recess 12:15- Quiet table activities/Books/Bathroom breaks

12:45- Story

1:00- Nap/Rest

2:30-Stations/Bathroom breaks

3:15- PM Snack

3:30-Recess/Indoor Activity

4:00- Story and activity

4:45- Free play

6:00- Center Closes

SNACKS AND NUTRITION

Our Early Learning Preschool Program is a **NUT FREE PROGRAM**. This means no nuts or nut products of any kind are allowed at school. DO NOT send any nut products or products made/packaged in a facility that has nuts in your child's lunch or for special events even if there is not a child in his/her class with a nut allergy.

Children share the playground, bathrooms and drinking fountains. If your child does come with a nut product, we will place it in his/her cubby to take back home. We apologize for any inconvenience, but every child's safety is our first concern. Please read labels carefully before sending food to school

If your child stays for lunch families will need to send a well-balanced meal with their child. Lunches should contain items from the food groups listed below.

Snacks are provided in the AM and PM. Snacks will contain at least two of the following food groups:

- Dairy, such as milk, cheese or yogurt
- Protein, such as meat, or beans
- Grain, such as cereal, bagel, crackers or bread
- Fruit or Vegetable

Colbert Campus: School hot lunch is available for \$5.00. All hot lunches must be paid in advance online through your parentweb account.

VISITORS, PARENTS AND VOLUNTEERS

All visitors and volunteers must sign in at the front office and receive a visitor/volunteer badge before proceeding to the class that you will be visiting. An invitation is extended to any parent who wants to visit or volunteer in the school or their child's classroom.

PARKING

Colbert Campus: All families dropping off or picking up preschoolers MUST park and walk children into the school. There are 5 designated Early Learning parking spots for drop-off and pick-up hours down by the preschool wing. There is parking also available in the gravel lot by the softball field. This gravel lot now has a sidewalk leading to the school entrance. Finally, parents may park in the roundabout for no more than 5 mins during the hours of 8:25-8:35am, 11:30am-2:30pm and after 3:05pm. All other times the roundabout needs to be clear for all school drop-off and pick-up traffic flow.

Cedar Campus: Early Learning Full-Day and Preschool parking is in the back lot, off of Cedar St. Please park and walk your child to their classroom door.

ARRIVAL/PICK-UP PROCEDURES

Colbert:

- The **ONLY** door unlocked for entering the school building for drop off and pick up will be the main door by the office. Two exceptions are:
 - For drop-off in the preschool wing those doors will be open from 8:15-8:40am.
 - If you are dropping off or picking up before or after school hours you will enter through the preschool playground gate. (passcode given only to authorized adults. Contact Early Learning Director Jennie Atkins for authorization)
- Once school begins at 8:30am the main door will be locked and you will need to use the intercom system to be buzzed into the building.
- Morning half day pick-up children will be brought out to the sidewalk by the playground at 11:20. Teachers will wait with students until all children are signed out by parent.
- Afternoon 4/5 PreK Class- Families will gather at the glass door entrance to the preschool wing. The teacher will open the door at 12:15pm to enter the building.
- Afternoon pick-up- At 3:00pm children will be brought outside by the preschool playground. Parents will need to park and sign out their child with the teacher.
- All students must be signed in and out through our Brightwheel iPads.
- If someone other than the parent is picking up the child, that person's name must be listed on the enrollment form. We will not release the child to anyone not on listed on the enrollment form or to anyone younger than 18 years old.
- Please inform your child's teacher via Brightwheel by 9:00am if they will be absent.

Cedar :

- Drop-off: students must be walked to their classroom and signed in via Brightwheel.
- Pick-up at child's classroom door and sign out via Brightwheel.

BEHAVIOR MANAGEMENT/DISCIPLINE

Our preschool uses a "redirect" approach by helping the child move towards a more positive behavior or activity. Teachers will teach children to treat each other with love and respect based on Biblical principles and scripture. We will teach the children to talk to each other and encourage them to solve their own problems and mediate when needed.

Most of our preschool classrooms use a *Clip Chart* for behavior. One key part of learning is for children to learn to focus, listen and follow directions. The students each have a clothespin clipped on the "Ready to Learn" section each morning when they arrive at school. Depending on the choices made throughout the day, he/she will move the clip up or down. This way, if poor choices are made there is an opportunity to turn the day around. The goal of course, would be to end the day on "Ready to Learn", "Good Choices", or "Star Student". Each day your child will come home with a card letting you know what color they ended their day on. Our goal with the clip chart is to encourage positive behavior in the classrooms.

Repeated incidents of concerning behavior will require parents, teacher, and administration to meet and formulate a plan that will encourage successful behavior for the child in class. If the plan put in place was determined not successful and child's behavior continues to be disruptive and takes time away from the care and safety of others, then termination of enrollment will be required.

If a parent becomes disruptive, aggressive physically or verbally while on NWCS property, a meeting will be called with the parent, Head of Schools, and Early Learning Directors to discuss a resolution to the situation. If parent behavior continues to be inappropriate and deemed unsafe by NWCS Head of Schools and Early Learning Directors, then the family will be required to withdraw their child/ren immediately from Northwest Christian Early Learning Program.

No corporal punishment is permitted on the premises by either school employees or parents.

NON-DISCRIMINATION LAWS

Northwest Christian Schools admits students of any race, color, nationality and ethnic origin to all the programs and activities generally accorded or made available to students at the school. Northwest Christian Schools does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic and other school-administered programs.

RELIGIOUS AND CULTURAL ACTIVITIES

Northwest Christian Schools Preschool uses Biblically-based Christian curriculum. All activities are Christ centered. Prayer is an important part of each day as student and staff prays at the opening and ending of each school day as well as before meals and at other appropriate times throughout the day. NWCS Preschool also incorporates a variety of multi-cultural lessons into the curriculum throughout the year.

TRANSPORTATION

Parents will provide transportation to and from school.

FIELD TRIPS

We try to plan 2 field trips a year. We ask that you try to find a sitter for younger siblings if you can. Prices will vary and flyers will be sent home with details. Transportation will be provided by a NWCS bus

WASHINGTON STATE CHILD RESTRAINT LAW

Effective June 1, 2007, children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.

In compliance with the state law, all children under 8 riding in private vehicles, including carpools, and all school functions, must use an approved booster seat.

LEAVING CHILDREN UNATTENDED IN A STANDING VEHICLE LAW

RCW 46.61.685

(1) It is unlawful for any person, while operating or in charge of a vehicle, to park or willfully allow such vehicle to stand upon a public highway or in a public place with its motor running, leaving a minor child or children under the age of sixteen years unattended in the vehicle.

(2) Any person violating this section is guilty of a misdemeanor. Upon a second or subsequent conviction for a violation of this section, the department shall revoke the operator's license of such person.

CURRENT CELLPHONE RESTRICTION LAW

Drivers are prohibited from holding cell phones and other wireless communications devices to their ears.

Teenage drivers are barred from using all cell phones and other wireless communications devices.

Drivers are prohibited from text messaging.

Accordingly, we are asking drivers to refrain from using their cell phones in the pick-up area while their vehicle is in motion.

REPORTING OBLIGATIONS

We are required by state regulations, to contact Child Protective Services if we suspect child abuse or molestation. We are also required to call CPS if we witness any physical spanking, hitting or abuse of a child by a parent while on the Northwest Christian Campus. WAC-170-295-6040

ALCOHAL/SMOKING/VAPING/DRUGS

Northwest Christian Schools is an alcohol, smoking, vaping, and drug free zone. If a person picking up a child appears to be under the influence of drugs or alcohol, for the child's safety, the inebriated person will be asked to call another authorized person to pick up the child.

IMMUNIZATION RECORDS

Immunization: For the safety of all children in our community and in accordance with the Washington State Department of Health (**WAC 246-105-040**), all schools are required to have accurate student vaccination information on file. Students will not be allowed to attend Northwest Christian Schools until a hard copy of the Washington State Department of Health **Certificate of Immunization Status** form is on file. Required vaccinations may vary over the years. Please consult with your pediatrician for the required vaccinations.

If parents have chosen for personal or religious reasons to not have their child receive any of the required immunizations, or a child's healthcare provider has determined medically a child should NOT have a specific vaccination, then a **Certificate of Exemption** form **must be completed and signed** by a parent or guardian **and** the child's healthcare provider. *If an outbreak of any childhood communicable disease occurs for which a child is not immunized, the child will not be allowed to attend school or any extracurricular activities until the outbreak is over.*

All immunization records must be filled out on or transferred to the approved Washington State Department of Health forms and must be signed and submitted to the Administrative Office at the Upper or Lower Campus. In cases of noncompliance, parents will be notified by letter and given 30 days to submit the forms above.

Alternately, for students who have been vaccinated in the state of Washington, your child's Certificate of Immunization Form may be downloaded from <http://wa.myir.net/register>. When you create an account, it will fill the form with your child's immunization information. Simply print the form, sign it and turn it in to the school.

It is recommended you keep a copy of all immunization information for your records

ALLERGIES

When a doctor diagnoses a child as having a food, medical or environmental allergy, we must have a list of those things in our medical records. If the allergy is severe, an updated Life-Threatening Allergy Plan, signed by the doctor, must be in place in our office along with the list of allergies and recommendation of precautions and treatment procedures. If an Epi-pen and/or Benadryl are required as an action on the plan, the parent must provide these to the school in their original packaging with current prescription label. All medications require a consent form signed by the child's doctor and parent/legal guardian.

CHILDREN WITH SPECIAL NEEDS

NWCS Early Learning Director and NWCS School Nurse will meet with the prospective parent(s) to discuss the specific needs of their child, and to determine if NWCS ELC can provide for the child's needs. If it is determined NWCS ELC can meet the needs of this child, a specific plan will be put in place. The plan will require approval by NWCS School Nurse, NWCS ELC Director, child's healthcare provider and parents. The plan will be evaluated by the parent(s) and Director on a regular basis, or as the child's needs change.

SICK CHILDREN

Children may not remain at the school with any of the following symptoms of illness:

- Vomiting
- Diarrhea (three or more watery stools or one bloody stool within 24 hours)
- Open or oozing sores, unless properly covered with cloths or with bandages.
- Suspected communicable infection such as hand/mouth and foot, impetigo, pinkeye, and scabies: The child may return 24 hours after being fever free and or starting antibiotic treatment.

- Lice: Child may return to school once given proper treatment and are nit-free
- Fever of 100.4 degrees Fahrenheit or higher and who also have one or more of the following:
 - Earache
 - Headache
 - Sore throat
 - Rash, or
 - Fatigue that prevents participation in regular activities

- COVID-19-A child/family must follow current NWCS Covid-19 protocols for reporting illness as well as staying at home quarantining for number of days required by protocol. Children may return to school after completing the required number of days home **AND** is symptom and fever free for 24hrs. Covid-19 protocols are subject to change mid-year depending on local outbreaks and/or WA State Governor's rulings.

If your child becomes ill at school, the teacher or program director will contact you. Sick children must be picked up within 30 minutes of notice. **Your child will then not be able to come to school the next full day.**

A child **must** be free of fever and have no vomiting or diarrhea for **24 hours** or have completed a **full** 24 hours of antibiotic treatment prior to returning to school.

If your child is ill and will not be coming to school, please let your child's teacher know through a Brightwheel message by 9:00am. This helps us with our kid counts and helps us monitor any illnesses that might be going around.

MEDICATION POLICY

Legally, school personnel can only give medication when a parent and healthcare provider, completes and signs our Medication Consent form. Forms are available from the school nurse or preschool director. Parents must provide the medication in its original packaging and with a current prescription label with the student's name. All medications will be kept in an accessible to staff yet secure location.

No medications may be given to any child in our school without prior written consent of the child's parent/ legal guardian and child's healthcare provider.

Prescription AND Non-prescription (over-the-counter) medications will be given only when:

- proper medical consent form is obtained from the child's physician **and** parent or legal guardian
- medication is in its original container/packaging and labeled with child's first and last name

- medication is labeled with the current prescription stating child's name, medication name, dosage frequency and length of time for treatment.

Medications kept on-site for chronic and life-threatening conditions must meet the same policies as above. Medication consent will be reviewed regularly by the NWCS Nurse and Early Learning Director and sent home to be updated as needed.

MEDICAL EMERGENCIES

If your child should have a sudden illness, accident, or in case of a life-threatening emergency, a trained staff member will begin any necessary first aid and ask another staff member to make emergency phone calls. If emergency treatment is needed, NWCS staff will request assistance from emergency personnel. All students must have a signed medical emergency consent form file.

Northwest Christian Schools Inc. will not be held liable for accidents/injuries that occur while students are in our care. The parent/guardian is responsible for all costs involved with treatment of their minor child.

PARENT INFORMATION BOARD

A parent information board is posted in your child's classroom. You will find weekly curriculum, closure dates, licensing information and schedules posted there. This is where we will post any updates or important information you need to know ASAP. So, please check this each day. It is one of our ways to communicate with parents about what is going on.

PESTICIDES

This policy follows the State of Washington regulation number WAC 170-295-5160. NWCS will post a notice 48 hours prior to the application of any chemicals to the lawn. The lawn care service will give us a list of the chemicals used and we will keep them on file for the year. A note will be placed on the front door to inform parents of the application. The note shall be titled, "NOTICE: Pesticide Application and....". The lawn care service shall place a marker. This will also be the policy for pest control.

DISASTER PREPAREDNESS

NWCS has developed an Emergency Preparedness Plan, detailing step-by-step procedures that will be followed in the event of an emergency. All staff has been properly trained for events such as, power outages, fire emergencies, lockdowns, building evacuations and relocations, as well as nuclear emergency procedures.

NWCS regularly practice fire, lockdown, and evacuation drills for the safety and security of each student.

In the event that we are put into a lockdown no one will be allowed to enter or leave our school building until the area is safe and the lock down has been lifted. Parents will be kept up to date with information by either phone, Brightwheel or text blasts.

NWCS COMMUNICATION FOR WEATHER AND EMERGENCY RELATED LATE START AND SCHOOL CLOSURES

Information regarding school closure, late opening, or early dismissal due to bad weather or other reasons will be broadcast over local news and radio. KREM 2 and KXLY KMBI (FM 107.9), KXLY (AM 920), KTSL (FM101.9) and other radio stations. Every effort will be made to have the announcement on the radio AND TV by 6:30am. **Please listen for these announcements rather than calling the school**

The following are several avenues of communication that are available to you.

Text Blasts: This is the **best emergency notification system** available to you as an NWCS parent. The text blast will notify you as soon as we have made a decision that affects our students. Please make sure your cell phone is updated and listed as a contact in Renweb.

NWCS Facebook Updates: Posted by our Headmaster and designated staff.

Local News and Radio: We notify news stations KREM 2 and KXLY and for radio announcements tune in to Positive Life Radio, KMBI, and KXLY.

Renweb/ParentsWeb Emails: This will be the typical way the school communicates to families for non-emergency information as well to notify you of important school information.

NWCS Website: Contains important school-wide information and various announcements (nwcs.org)

CLASS TIMES

Traditional Preschool: **Morning class-** 8:30-11:20 A.M. **Afternoon class** 12:15-3:00pm Please have your child arrive on time ready to work and have fun. We ask that you promptly pick up your children at 11:20am or 3:00pm as many of our teachers are scheduled to go to another assignment soon after class. If you need to meet with your child's teacher, please make an appointment so they can plan time specifically for you.

Licensed Custom Classes are open from 7:00am-6:00pm. We ask that all families registered for these custom classes drop-off and pick-up their child within the times that child has been enrolled for. These licensed classes are required to follow a strict teacher/child ratio and we want to ensure we are always properly staffed

BIRTHDAYS

You are welcome to bring birthday treats. Please let your child's teacher know ahead of time what you plan to bring and time of arrival. If your child's birthday is in the summer, we are happy to celebrate half birthdays. All treats MUST BE NUT FREE

CLASSROOM EXPECTATIONS AND POLICIES

1. Please have a change of clothing including underwear and socks in your child's backpack every day.
2. Please label all clothing, jackets, and backpacks with your last name.
3. Please do not bring toys to school, unless they are for Show and Tell.
4. Please inform us of any changes in your child's normal after school schedule in writing. For example, if a friend or relative will pick him or her up.
5. Please let us know if there are any address, email or phone number changes
6. Chewing gum is not allowed.
7. Please dress your child for the weather each day. On Wednesdays all students will wear our NWCS Early Learning t-shirt. (Preschool 3's class will wear their shirts on Thursdays).
8. A newsletter will be sent home and emailed each week.
9. If your child is going to be absent, please send a message through Brightwheel to your child's teacher.
10. We will be doing our fundraiser this fall and all money raised will be used in our classrooms.
11. We encourage volunteers. There are many different opportunities inside the class and outside the classroom. All volunteers are required to complete a background check and sign our statement of faith

COMMUNICATION

We use the Matthew 18 principle at NWCS. If you have a concern, please come and talk to us right away. Don't let a small problem become a big problem. We have an open-door policy. Please feel free to contact your child's teacher or Campus Early Learning Director if you have concerns or questions.

Cedar Campus Early Learning Director: Kristen Harvey 509-862-4175 ext. 115
kharvey@nwcs.org

Colbert Campus Early Learning Director: Jennie Atkins 509-292-7600 ext. 111
jatkins@nwcs.org

FUNDRAISERS AND ALL SCHOOL EVENTS

We do a fall Welcome Back to School Fundraiser Read-A-thon. All proceeds go to the Early Learning programs. Other all school events include IMPACT and our school Auction in the spring.

DRESS CODE

We believe the appearance of Northwest Christian students can significantly influence the atmosphere of learning. An individual's grooming and the way he/she dresses has a bearing on how others react and, therefore, affects behavior.

The following guidelines are given to help facilitate clothing purchases for the school year. Neat, clean, and modest is always the basic guideline. All clothing must be safe, washable and weather appropriate. Come prepared to play outdoors. Please mark your student's name on all coats, jackets, sweatshirts, outside winter hats, etc. No hats in classroom please.

The emphases of NWCS's dress code guidelines are modesty, cleanliness and neatness. All students are encouraged to dress in a manner that honors God and reflects well on Northwest Christian, no matter where they go in the community while enrolled as students at Northwest Christian Schools.

The following are appropriate for school:

- Collared polo-type shirts are preferred.
- Appropriately sized (not skin tight), clean jeans or pants.
- Limited accessories (earrings, necklaces, bracelets, etc.).
- Dresses, skirts (must be 3 inches above the knee unless worn with leggings and must not detract from modesty).
- Leggings are not to be worn alone.

- Tank tops or sleeveless shirts may be worn if there is at least 3 fingers width of shoulder coverage and not tight fitting or revealing.
- Shorts need to be touching the bottom of fingertips (may be worn during spring and early fall).
- Shoes for active play outside (no slippers, flip flops, high heels, etc.) Please dress for the weather.
 - Skirts with leggings must follow the same guidelines as shorts, (touching the bottom of fingertips).
- No inappropriate logos on clothing.
- No hats or hoods in the building.
- Mittens, boots, hats as needed (2 sets are best for cold, wet conditions). Mark all items with student name.

The following are NOT appropriate for NWCS Preschool-Grade 5 students:

- Excessively dyed or bleached hair.
 - Boys' earrings and any facial piercing.
 - Spaghetti strap tank tops or cropped tops.
 - Short shorts are never appropriate even with leggings.
 - T-shirts with inappropriate logos/designs.
 - Tattoos or look-alikes.
 - Excessively baggy or skin-tight clothing.
 - Ragged or holey clothing.
 - Hats in the building.
 - Boy's hair length should not extend over mid-ear, over the collar or below the eyebrows.
 - Girl's shirts should not show the midriff (test by reaching arms above head; if the shirt shows belly, please do not wear it).
- * We ask that all parents adhere to the modesty guidelines themselves, and to be mindful of their attire when picking up or dropping off children at NWCS.

WEDNESDAYS ARE EARLY LEARNING SHIRT DAY (COLOR DAY)

The Early Learning Program will follow the same policy as the elementary students and be required to wear the Early Learning T-Shirt every Wednesday (Thursday for 3 years old T/Th class.) An online link will be sent to you in mid-August to order your child's Northwest Christian Early Learning t-shirt.

PRAYER

Please pray daily for us. Pray for health, safety and wisdom. The "enemy" is alive and well, doing his best to destroy the family, but the good news is... *"The prayer of a righteous person is powerful and effective."* James 5:16 *"Greater is he that is in you, than he that is in the world."* 1 John 4:4. We pray for you and your children as well.

BIBLE

We will be reading Bible stories, memorizing scripture and learning praise and worship songs throughout the year.

THE BEST THINGS YOU CAN DO FOR YOUR CHILD THIS YEAR ARE:

- Be involved in your church. Other Christian families and your pastor are the best support and guidance for the Christian family.
- Expect your child to become more mature this year. Look for growth in obedience and give them plenty of opportunities to help around home.
- Pray regularly with your child and listen to what their heart is saying!

HOW YOU CAN HELP YOUR CHILD AT HOME

- Read aloud to your child every day. It also creates a warm and special relationship between you and your child.
- To start out, use board books without words or just a few words. Point to the colors and pictures and say their names. Simple books can teach your child things that will later help him/her learn to read. For example, he/she will learn about the structure of language—that there are spaces between the words and that the print goes from left to right. Reading increases the number of words your child will recognize and understand and use.
- Tell stories. Encourage your child to ask questions and talk about the story. Ask him/her to predict what will come next. Point to things in the book that he/she can relate to in his/her own life. “Look at the picture of the penguin. Do you remember when we went to the zoo?”
- Make writing materials, like pencils, crayons and markers available.
- Make your house a house of books. If you are a TV bug, your child will become one too. Let your child see you reading. Give him/her a special place to keep books.