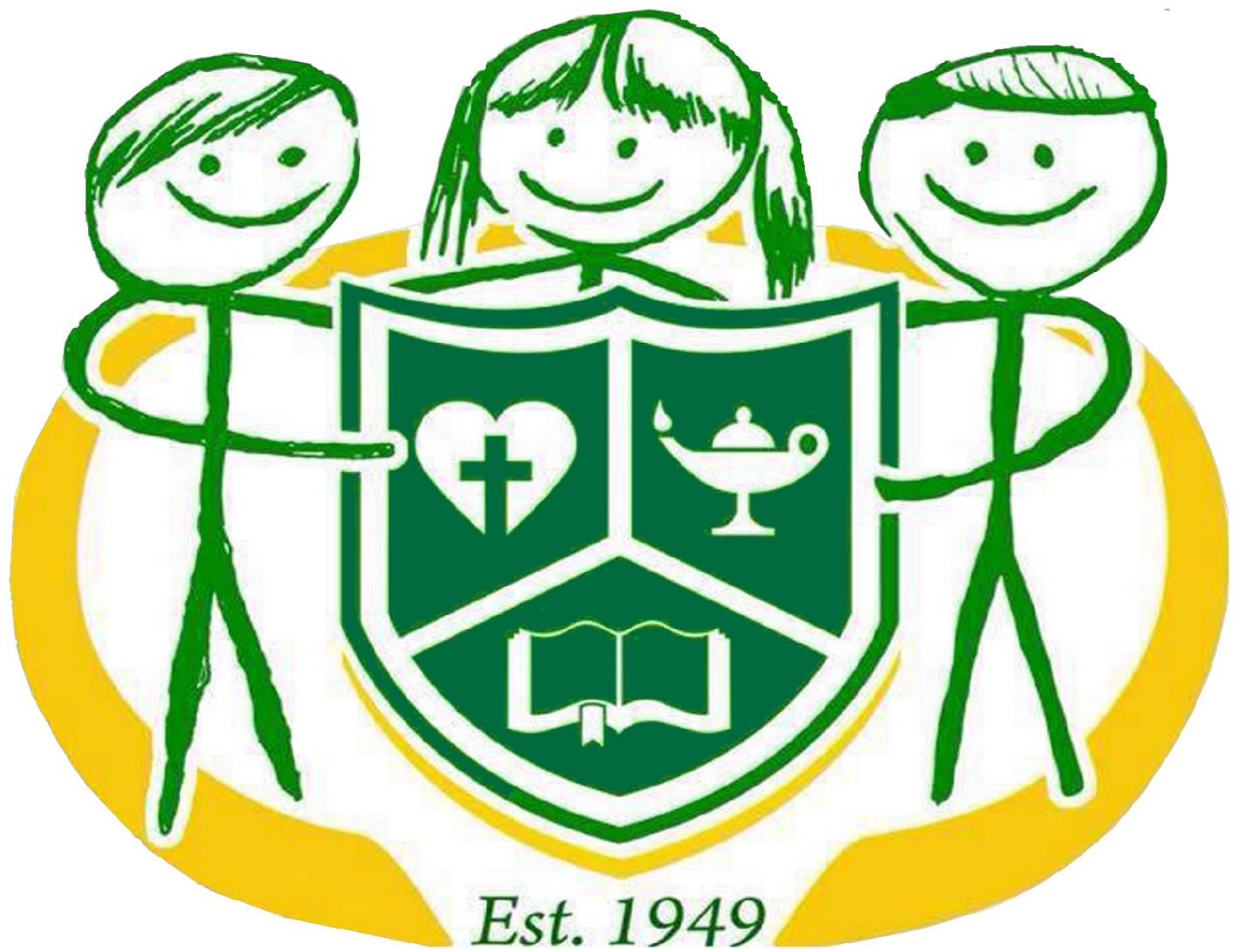


2026-2027
EARLY LEARNING PROGRAM
PARENT HANDBOOK



NORTHWEST CHRISTIAN SCHOOLS

5028 E Bernhill Rd

Colbert, WA 99005

5975 N Cedar St

Spokane, WA 99205

Jennie Atkins, Program Director

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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 and 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 a curriculum. Everything we do and teach in the Early Learning Program will be focused on these Biblical Truths.

God created all things

Colossians 1:16- ¹⁶For 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- ¹⁵I 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- ³The eyes of the LORD are everywhere, keeping watch on the wicked and the good.

God is in control

Jeremiah 29:11- ¹¹For 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- ¹⁶For 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 & 4-year-old traditional preschool** class meets Tuesday and Thursday from 8:30 am to 11:15 am. Our fun-filled day helps these little ones become comfortable with being away from Mom and Dad while learning the basics in pre-math, writing, reading and socializing with other 3 & 4-year-olds. **Children must be three years old by the first day of school to attend and must be able to take themselves to the restroom.**

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

- The Morning class meets Monday, Wednesday, Fridays from 8:30-11:15 am.
- The Afternoon class meets Tuesday thru Thursday 12:15-3:00pm. (Colbert Only)

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

CUSTOM CLASSES- Offered at Cedar and Colbert Campuses

Our **3&4-year-old and 4&5-year-old custom preschool** classes are open Monday through Friday from 7:00am-6:00pm. Learning time is from 8:30-11:30 in the classroom. You can choose from two schedule options: School Day, 8:30-3:00 or Full Day, 7:00-6:00. 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 wherever 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 the first day of school to attend the 3&4-year-old class and 4-years- old to attend the 4&5's class and must be able to take themselves to the restroom.**

Our **Toddler** (12 months and walking to 2-year-olds) class meets Monday through Friday 7:00am-6:00pm. Learning time is from 8:30-11:20 in the classroom. You can choose from two schedule options: School Day, 8:30-3:00 or Full Day, 7:00-6:00. Choose from 2-5 days that fit your schedule and needs. 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 wherever children are ready to learn. **Children must be walking by the first day of school to attend this class.**

Only at Cedar, our **Infant** (12 weeks to 12 months and/or walking) class meets Monday through Friday 7:00-6:00pm. You choose between 2-5 days. Our infants class provides a safe, warm, and loving Christian environment where our teachers work closely with each family to help foster each child's development. Each infant's schedule is flexible and based on the individual child's rhythms and routines.

ADMISSION REQUIREMENTS

If a spot is available in the desired class, you will be invited to apply. Completed application and enrollment packet for each child, a current immunization form from the child's doctor and non-refundable application and non-refundable enrollment fees are required before a child is admitted to the NWCS Early Learning Program. Child must be class appropriate age by the first day of school.

Infant Admissions Process

NWCS is only able to accept infants that are 12weeks/3 months and older.

Application/Enrollment Process: When a spot becomes available in our infant room, we will determine from our waitlist the best fit family. They will be contacted, a start date will be set, an application will need to be submitted, and an enrollment packet will be sent. The family will be given 5 business days to submit the application and then an additional 5 days to complete and submit the enrollment packet. If the enrollment packet is not submitted within 5 business days, the family will forfeit their spot. The projected start date and actual start date must be within a 2-week window of time.

Infant Enrollment Policy

1. Parents must complete Enrollment Packet within 5 days of acceptance and pay a non-refundable enrollment fee.
2. The tuition plan will be created with a start date, however half of first month's tuition will be charged immediately as nonrefundable, 2nd half of first month's tuition will be paid during the first month of care.
3. Should a family wish to extend their infant's start date by more than 7 days, the family will either pay the full tuition amount to hold the student's place or the family will lose their guaranteed place in the class as well as the half of the first month's tuition previously paid. Their tuition plan will be made inactive. The student will return to the "waiting pool" of students, should a place be open when the family is ready to start the infant, then the tuition plan will be made active and begin care. Should that cross school years another enrollment fee will need to be paid.

Although we hope to care for your infant, we can no longer "hold" places for extended periods of time.

EARLY LEARNING TUITION AND FEES



Early Learning on Cedar School Year and Year Round Program 2026-2027 Tuition & Fees

New Student Application Fee: \$50

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

Annual Enrollment Fee: \$100 (non-refundable)

HALF DAY EARLY LEARNING

Half Day Traditional Early Learning (Monthly Rate)			
3 year old Preschool Class	8:30-11:15	Tues/Thurs	\$325
AM 4/5 year old Pre-K Class	8:30-11:15	Mon/Wed/Fri	\$380

CUSTOM EARLY LEARNING

Custom Early Learning programs are available September-August or September-June. Early Learning Tuition is based on the total cost of the full school year rather than the number of attendance days in a month. The total tuition fee of selected program is divided into equal monthly installments for consistency and convenience.

Toddler Classes (Monthly Rate)				
Plan Times	2 days/wk	3 days/wk	4 days/wk	5 days/wk
8:30-3:00	\$730	\$930	\$1,130	\$1,320
7:00-6:00	\$850	\$1,075	\$1,300	\$1,520

3-5's Classes (Monthly Rate)				
Plan Times	2 days/wk	3 days/wk	4 days/wk	5 days/wk
8:30-3:00	\$650	\$850	\$1,075	\$1,210
7:00-6:00	\$750	\$950	\$1,150	\$1,325

DROP IN RATES (for currently enrolled Early Learning students only)

Plan Times	Toddler	3-5's
8:30-12:15	\$70	\$65
8:30-3:00	\$90	\$85
7:00-6:00	\$100	\$95

5% discount will be given for families with multiple students at NWCS
Discount applies to the child with the lowest Early Learning tuition fee in the family.
Contact Kristen Harvey for information: 509-862-4175 ext 115, kharvey@nwcs.org

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Early Learning Cedar

updated 2026.01.30 jb



Early Learning in Colbert

School Year Program

2026-2027 Tuition & Fees

New Student Application Fee: \$50

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

Annual Enrollment Fee: \$100 (non-refundable)

TRADITIONAL EARLY LEARNING			
Half Day Traditional Early Learning (Monthly Rate)			
3 year old Preschool Class	8:30-11:15	Tues/Thurs	\$325
AM 4/5 year old Pre-K Class	8:30-11:15	Mon/Wed/Fri	\$380
PM 4/5 year old Pre-K Class	12:15-3:00	Tues/Wed/Thurs	\$380

CUSTOM EARLY LEARNING

Custom Early Learning programs are available September-June. Early Learning Tuition is based on the total cost of the full school year rather than the number of attendance days in a month. The total tuition fee of selected program is divided into equal monthly installments for consistency and convenience.

Toddler Classes (Monthly Rate)				
Plan Times	2 days/wk	3 days/wk	4 days/wk	5 days/wk
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DROP IN RATES (for currently enrolled Early Learning students only)		
Plan Times	Toddler	3-5's
8:30-12:15	\$70	\$65
8:30-3:00	\$90	\$85
7:00-6:00	\$100	\$95

5% discount will be given for families with multiple students at NWCS .
Discounts apply to the child(ren) with the lowest Early Learning tuition fees in the family.
Contact Jennie Atkins for information: 509-292-6668, jatkins@nwcs.org

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Payment Plan Options

Multiple tuition payment plan options are available. Please see the FACTS annual fee associated with each plan which are per family.

- Pay in full May 1st and receive a 2% discount on your annual tuition (\$25 FACTS annual fee)
- Pay in full August 1st (\$25 FACTS annual fee)
- Semi-annual payments (\$25 FACTS annual fee):
 - **For families with Early Learning students only** - September & August
 - **For families with Early Learning and K-12 students** - September & January
- Monthly Payments (\$55 FACTS annual fee):
 - **For families with Early Learning students only** - 10 month tuition payment plans run September-June.
 - **For families with Early Learning and K-12 students** - 10 month tuition payment plans run August-May or 12 month tuition payment plans run August-July.

All tuition payment plans are managed through FACTS Tuition Management and charged by either direct debit from your bank account or an auto charge to your credit/debit card with an additional 2.95% credit card processing fee. NWCS applies a \$50 late fee for all returned payments, in addition to any FACTS and/or bank fees.

Payment plans renew every year in the fall regardless of initial enrollment date. Please be watching for communication each spring for re-enrollment to secure your child's place in their class.

Withdrawal Procedure Early Learning:

Withdrawal During the School Year: To officially withdraw a student, **both parents** or legal guardians must complete, sign, and submit an **Early Learning Intent to Withdraw Form** to **BusinessOffice@nwcs.org**, fourteen (14) calendar days before the child's last day. A student is not considered withdrawn until this process is fully completed. Failure to do so will result in being charged for a final half-month's tuition.

Withdrawal Billing Policy:

- Tuition for withdrawal is billed in **half-month increments**, regardless of the date of withdrawal.
- If the withdrawal notice period overlaps with the start of a new half-month billing cycle, tuition for that cycle will still be charged.

Final Tuition Payment:

- Tuition for the final billing period will be adjusted based on the child's last day of attendance and the 14-day notice requirement.

Examples:

- *If a family provides notice on January 1, the withdrawal date would be January 15 (14 days later). Tuition would be billed for the first half of January.*
- *If notice is provided on January 10, the withdrawal date would be January 24. Tuition would be billed for the whole month of January.*

Northwest Christian Schools



Early Learning Colbert

DROP-IN RATES & POLICY

Drop-in days can be offered, depending on availability in the classroom. Including drop-in children, we cannot have more children than our ratio limit.

Infants 1:4; Toddlers 1:7; Preschool 1:10

Since we try to fill our classrooms with regular attending students, there will not always be openings. If you need a drop-in day, you must contact the campus director a minimum of 24 hours in advance of the drop-in. They will let you know if there is space available and can plan for staffing. The day will then be charged to your FACTS account according to the rates that can be found on the tuition tables.

CHANGE OF PLAN POLICY

Families are allotted One schedule change per school year. If making a Second schedule change, there will be a \$25 administrative fee. Any additional changes will incur a \$100 administrative fee.

WITHDRAWAL POLICY/PROCEDURE

In the event a student is to be **withdrawn**, you must submit the **Early Learning Intent to Withdraw Form** to the Early Learning Director **14 days prior** to your student's last day. Otherwise, a final half month's tuition will be billed.

HOURS OF OPERATION-

Colbert & Cedar Campuses- 7:00am-6:00pm. Please note that even though our center is open for 11 hours, Washington State Department of Children, Youth & Families states that we are only allowed to keep a child in care up to a maximum of 10 hours a day.

LATE PICKUP POLICY

Our staff's time is valuable. Our closers need to be able to leave on time. If you pick up your child later than 6:00pm, you will be charged \$1.00 per minute after 6:01pm, which will be charged to your FACTS account.

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, prayer 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- Bathroom and wash for lunch
11:30- Lunch & Recess
12:15- Quiet table activities/Books/Bathroom breaks
12:30- Dismissal of half day kids
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 peanuts and other 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. There may be classrooms that have other food restrictions, due to severe allergies. Administrators and Teachers will communicate when an individual classroom has other precautions that are in place.

Children share the playground, bathrooms and toys. If your child comes with a nut product (or other allergen specific to their room), 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. Please also be aware of food that may be on your child's clothing prior to them coming to school.

If your child stays for lunch, families will need to send in 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
- Grains, such as cereal, bagel, crackers or bread
- Fruit or Vegetable

Colbert Campus: School hot lunch is available Tue-Thur. All hot lunches must be paid in advance online through your Parent Web/FACTS account. Hot lunch is not available for our Toddler 1/2s class and on Mondays or Fridays for all Early Learning classes.

Infant Bottles/Food:

- All infant bottles must come daily, fully prepped, labeled with child's first and last name and the date on the bottle.
- Food must also be prepped and ready to serve.

Per Department of Children, Youth and Families WAC's we are not able to re-offer any bottles or food that has been previously served to your child.

All bottles must have a fresh nipple attached ready to serve.

Diapering:

- Each classroom that has children in diapers will have a set changing schedule, with 2-hour intervals. If a teacher notices that a child has soiled themselves in between the scheduled changes, they will make sure the child is changed though. We will also help with any child who is potty training.

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 minutes during the hours of 8:15-8:45am, 11:15am-2:15pm and after 3:15pm. At all other times the roundabout needs to be clear for all school drop-offs and pick-up traffic flow.

Cedar Campus: Early Learning Full-Day and Preschool parking is in the back lot, off 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 to 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 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 11:15. 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 set up with their own profile on Brightwheel. We will not release the child to anyone not listed on the enrollment form, entered in Brightwheel or to anyone younger than 18 years old. **Please do not give out your Brightwheel check-in/out code to anyone.** Instead set them up with their own account.
- Please inform your child's teacher via Brightwheel by 8:30am if they will be absent.

Cedar:

- When you drop off or pick up, you will have to enter through a coded gate. These are accessible through the back parking lot or on Dalke St. (passcode given only to authorized adults. Contact Cedar Early Learning Director Kristen Harvey for authorization).
- 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.
- If someone other than the parent is picking up the child, that person's name must be set up with their own profile on Brightwheel. We will not release the child to anyone not listed on the enrollment form, entered in Brightwheel or to anyone younger than 18 years old. **Please do not give out your Brightwheel check-in/out code to anyone.** Instead set them up with their own account.
- Please inform your child's teacher via Brightwheel by 8:30am if they will be absent.

BEHAVIOR MANAGEMENT/DISCIPLINE

Our Early Learning Program focuses "Love and Logic", which is a strategy developed by Jim Fay and continued on with his son Charles Fay. Love and Logic is based on compassion, empathy and teaching children to be responsible for their own behavior. Our staff will help guide the children to make good choices, as well as re-direct children in a loving and logical way to handle and correct different behavior situations through problem solving.

Behavior/Intervention Strategies:

Intervention Strategies:

- Adults respond (redirect, reteach desired behavior, or provide assistance)
- Given choice to change task or correct behavior.
- If behavior is not corrected, move the student to time alone at desk to re-group or time in director's office. When a student's behavior continues to interfere with his/her learning or the learning of others (despite implementation of intervention strategies) a call will be made to the parent, followed by the dismissal of the student for the remainder of the day.

Examples of Behaviors Warranting Intervention:

- Defiant
 - Tells adults “NO!”
 - Yells “I won’t do it!”
- Disruptive
 - Yells or talks loudly during learning or rest time.
- Physical Aggression
 - Hits/Kicks/Spits/Pinches/Bites peers or teachers
 - Throws/Kicks toys or supplies
- Noncompliant
 - Refuses to move as directed to another location
 - Refuses to clean up

Physical restraint will only be used if a child’s safety or the safety of others is threatened. Limited to holding a child as gently as possible, and the minimum amount of time necessary.

Repeated incidents of concerning behavior will require parents, teachers, 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 students and staff pray 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 for 3-5 year old classes

We try to plan 1-2 field trips a year. Parents are invited to attend. 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 NWCS bus. If you must bring a younger sibling, they will not be allowed to ride the 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 younger, or four feet nine inches or shorter, 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

ALCOHOL/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

For the safety of our students and in compliance with the Washington State Department of Health (WAC 246-105-040), all schools must keep accurate vaccination records on file.

Before the first day of school, we must receive either:

- A current **Washington State Certificate of Immunization Status (CIS)**, or
- Up-to-date vaccination records available in the Washington State Immunization School System, the ELC administration will print off.

Because Washington State updates its immunization requirements each year, please check with your healthcare provider to ensure your student is fully up to date.

If you choose not to have your student receive one or more required vaccines for medical, personal, philosophical, or religious reasons, you must submit a current **Washington State Certificate of Exemption (COE)**. This form must be signed by a parent/guardian **and** the student's healthcare provider before your student may attend.

If there is an outbreak of a communicable disease for which your student is not immunized, they will be excluded from school and all extracurricular activities until the outbreak has ended.

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 OR MEDICAL 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 from 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 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
- One or more of the following in combination with any other symptom on this list:
 - Earache
 - Headache
 - Sore throat
 - Thick green Nasal Discharge
 - Rash, or
 - Fatigue that prevents participation in regular activities

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 day.**

A child **must** be free of fever and symptoms without the use of medication 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 8:30am. 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 complete and sign our Medication Consent form. Forms are available from the school nurse or early learning 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 yet secure location to staff.

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

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

- A 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.
- Only Oral & Topical medications will be given with proper consent. No eye or ear drops.

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. This is available for viewing on the school's website, under parent resources. All staff have 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 lockdown 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.

Brightwheel: The first place you will receive communication directly from Early Learning staff will be Brightwheel. These messages will go out in the morning as soon as the administration has made the decision to close, or delay.

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-** 8:30-11:15 A.M. **Afternoon class** 12:15-3:00pm
Please have your child arrive on time ready for work and have fun. We ask that you promptly pick up your children at 11:15am 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 (8:30-3:00 OR 7:00-6:00) 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. DCYF has a toothbrush policy, that we as a program have chosen to opt out of due to storage and sanitation concerns. By signing this handbook, you are acknowledging that we have opted out of this policy.
4. Please do not bring toys to school, unless they are for Show and Tell.
5. 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.
6. Please let us know if there are any address, email or phone number changes.
7. Chewing gum is not allowed.
8. 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).
9. A newsletter will be sent home and emailed each week.
10. If your child is going to be absent, please send a message through Brightwheel to your child's teacher.
11. We will be doing our fundraiser this fall, and all money raised will be used in our classrooms.
12. 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.
13. We do abide by Washington States Sleep Safe policies.

COMMUNICATION TOOLS

We have a few different tools that our program uses to make sure that parents are staying well informed and engaged with their child's care and development. We are asking parents to make a strong commitment to utilizing these tools to their full potential, knowing that parent involvement is a big part of your child's success within our program.

- **Brightwheel-** Is our primary way of communicating with parents for day-to-day happenings. It is an app that you can easily download on your phone, it is also used to check your child in and out of the classroom every day. We ask that you make sure your notifications are turned on, that way you will receive our messages and be able to stay informed of your child's care for the day.

- **Student Folders-** Each classroom will be sending home folders, either on a daily or weekly basis, depending on the age group. This will contain not only things the kids have been working on but will also have Newsletters or Flyers for special events. It is very important that you check and empty these when they come home.
- **Email-** Even though teachers primarily use Brightwheel, from time to time they will also send out emails if they have something longer in text to share. You will also receive emails from Administrators with other campus news.

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. While face-to-face communication with teachers is always preferred, we understand that circumstances and scheduling can make that difficult.

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. All other 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 are always the basic guidelines. 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 the 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 skintight), clean jeans or pants.
- Limited accessories (earrings, necklaces, bracelets, etc.).
- Dresses, skirts (must be max of 3 inches above the knee unless worn with leggings or shorts and must not detract from modesty).
- 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 6 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.

EARLY LEARNING SHIRT 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 at Colbert** (Thursday for 3 years old T/Th class) and every **Thursday at Cedar**. Your campus director will communicate our ordering process at the time of enrollment.

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

- 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

Even though we have amazing teachers, we cannot be the only source of academic and social instruction for your children. We want to partner with you as parents and support your child's development, but we need your help. These are some things you can be doing at home to help encourage your child's development.

- Regularly read class newsletters put out by your child's teacher. Go over the themes, letters, numbers, colors, and bible verses with 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.
- Play games with your child. Board games, pretend play...have fun and be silly.
- We highly recommend either eliminating or having very limited screen time.