



New Beginnings Academy

Our mission is to nurture and to educate God's children academically and spiritually.

Dear Parents/Guardians:

Welcome to New Beginnings Academy. This handbook is designed to let you know our purpose, program, policies and procedures. Please read it carefully, so you will be fully informed of what to expect from us and know what we expect from you as parents/guardians. We want to enhance your child's learning ability by creating an environment where your child(ren) can feel safe and secure. We want to help boost self-esteem by pointing out positive things in their lives and in the lives of those around them. Children should have fun, not just on the playground, but in our classrooms as well. We encourage feedback, so please feel free to ask questions and let us know how we're doing.

Thank you for choosing New Beginnings Academy. We look forward to working with you and your precious children.

Kelly G. Bishop

Director

New Beginnings Academy

Carrie Kramer

Pastor

Southside United Methodist Church

Learning Program

Learning Center

New Beginnings Academy offers activities to assist with development of coordination and fine motor skills. Children will learn to make choices, take turns, and complete tasks through the use of books, dramatic play, manipulatives, music, art and blocks. These activities increase self-awareness and awareness of the world around them.

Playtime

The children will be involved in both indoor and outdoor playtime. This time allows for exercise and stretching while allowing for fun and enjoyment of their surroundings. Playtime is always closely supervised and age-appropriate.

Groups

Group time includes music, songs, and structured playtime that allows the children to interact in a group setting.

Pre-K Classes

New Beginnings Academy offers pre-school classes for 3, 4 and 5 year olds and uses the Frogstreet Press curriculum.

Religious Teachings

At New Beginnings Academy, we seek to nurture the complete development of your child(ren), therefore, they will also be taught of God's love for them and all the world as told to us in the Bible. This will be done through supplemental teaching methods, such as reading and learning scripture passages, singing Christian-themed songs, and making Christian-themed art projects. Additionally, we will have a short chapel service every Wednesday morning.

D.H.R. Church Exempt Status

New Beginnings Academy operates under church exempt status through the Department of Human Resources. Although this status exempts us from DHR regulation of certain guidelines and procedures, they do approve and oversee our operations to a degree. While we are exempt from many aspects of DHR regulation, we hold ourselves closely to their guidelines and work to far exceed their standards through the observance of Safe Sanctuary, child care standards upheld by the United Methodist Church. Due to our church exempt status, you are required to sign an affidavit each year stating that you have been notified of this exemption.

Staff Qualifications

At New Beginnings Academy, the safety, care and education of your child(ren) is our highest priority. Therefore, it is our goal to provide the best staff possible to nurture and educate your child(ren). Every staff member will display a passion for working with children as well as a nurturing and caring demeanor. They will also have appropriate levels of education to teach your child(ren) everything they will need to know in order to develop to the best of their potential. Additionally, every staff member of New Beginnings will have completed an application for employment (stating credentials and listing a minimum of three personal and professional references) and will have a criminal background check completed.

Staff-Child Ratios

For the safety and care of your child(ren), the following staff-child ratios will be maintained:

6 weeks to 18 months	1 to 5
18 months to 2 ½ years	1 to 7
24 months to 36 months	1 to 8
2 ½ years to 4 years	1 to 11
4 years to school age	1 to 18
School age to 8 year olds	1 to 21
8 years and older	1 to 22

During nap time, the ratios will be adjusted to the following:

6 weeks to 18 months	1 to 5
18 months to 2 ½ years	1 to 14
2 ½ years and older	1 to 36

Policies and Procedures

Admission:

1. Admission to New Beginnings is open to children 6 weeks to 5 years of age for Pre-school daycare and Kindergarten and children 5 years to 12 years of age for after-school care and summer care.
2. Prospective parents/guardians may call the Director of New Beginnings to request enrollment. If there is no space available, the child's name will be placed on a waiting list for entrance into the program. When space becomes available, the parent/guardian will be notified by phone of the availability.
3. New Beginnings Academy follows State regulations that require all forms be completed and returned to the Director on or before the child's first day of attendance.

Orientation:

New Beginnings Academy will hold orientation annually in the fall. It is strongly recommended that all parents/guardians attend this meeting and if at all possible, do so without children. This meeting will allow you to meet your child's teacher, tour all classrooms and hear about changes that your child may encounter. Please make every effort to attend this orientation as you will receive important information from your child's teacher and Director.

Discipline:

1. We use positive techniques of discipline. Praise and encouragement are given for appropriate behavior. A child may be removed from a situation temporarily (time-out) if he/she is unable to act in accordance with established rules. **Under no circumstances will any staff member use physical punishment or any other procedure that might humiliate, hurt or frighten a child.**
2. Extreme behavioral problems will be reported to parents/guardians, who will then be expected to work cooperatively with the staff towards a solution. Incident reports will be sent home for the parent/guardian to sign informing you as to the details of the situation.
3. Parents/guardians are encouraged to inform the school of any situation at home such as a new baby, death, etc. which might affect a child's behavior.

Withdrawal or Dismissal:

1. If parents/guardians choose to withdraw their child, the Director must be notified two weeks in advance and payment must be received for these weeks before your account is closed.
2. If the staff determines that the program is not meeting the needs of the child or if the child's presence or actions poses a threat to the welfare of others, New Beginnings reserves the right to drop any child from enrollment upon ten day notice to the parents/guardians involved.

Picture Release:

Along with the application for enrollment, parents/guardians will be given a form requesting permission to take pictures of your child(ren). Your consent gives New Beginnings Academy permission to use pictures of your child at our discretion (i.e. photo albums, displays at the Academy, advertisements). Please inform the Director if there are legal issues that prohibit this.

Clothing and Personal Belongings:

1. Children will play outside daily, except in inclement weather.
Please make sure your child wears suitable clothing and shoes each day.
2. All children must have a full change of clothing in a Ziploc bag at New Beginnings Academy at all times. Please make sure that you change the clothing as the seasons change so that the clothing is appropriate.
3. All clothing should be marked with the child's name. This includes coats, sweaters and jackets.
4. Children are provided with age appropriate toys at New Beginnings and may not bring personal toys to school with the exception of security (nap-time) toys. New Beginnings Academy will not be responsible for lost, torn or broken toys.
5. Books, recordings, videos and special items of interest to the child's class may be brought with permission from the teacher. The child's name should be on any items that are brought. New Beginnings Academy will not be responsible for lost, torn or broken items.

Home/Academy Cooperation:

1. Parents/guardians of infants must supply the following items: bottles, formula, disposable diapers, and wet wipes. All items should be labeled.
2. Parents/guardians of all children in diapers or pull-ups must supply disposable diapers/pull-ups and wet wipes. Both should be labeled.
3. Each child's birthday will be recognized at New Beginnings. If the parent/guardian wishes to bring special snacks, arrangements should be made with the child's teacher in advance.
4. Parents/guardians are welcome to visit the center at any time during the hours of operation.
5. Each classroom will send home a monthly calendar to keep parents/guardians informed of upcoming events for their children.
6. Complaints from parents/guardians are to be discussed with the Director.

Emergency Plan:

1. Routine fire and tornado drills are conducted periodically by the staff. In the event of an actual fire or tornado, drill procedures will be followed.
2. When watches and warnings are issued by the National Weather Service for tornadoes, severe thunderstorms, etc., procedures outlined for New Beginnings Academy by the County Coordinator for Civil Defense will be followed.

Weather Policy:

1. In the event that public schools close early due to bad weather, New Beginnings Academy will be contacted to come to the school for an early pick-up. We will then call parents/guardians to come to New Beginnings to pick up their children. This applies to children on our after-school care list.
2. During inclement weather, it will be our policy to close if roads are hazardous for travel.
3. We will announce any closing on ABC33/40 and SUMC's Facebook page.

Food and Nutrition:

New Beginnings Academy provides lunch and afternoon snacks for children that are enrolled full-time only with the exception of after-school care which will be provided with an afternoon

snack. If your child has special dietary needs or allergies to certain foods, we must have a letter on file from the child's physician stating what foods should not be served.

Health and Medical Information:

1. A current record of immunization, including documentation of chicken pox vaccination for children over 12 months of age or a history of the disease must be provided.
2. Children must not be brought to New Beginnings if they have severe colds, an undetermined rash or spots; fever of 101°F or greater, an upset stomach or symptoms of any other contagious illness.
3. Parents/guardians will be notified to pick up children immediately if signs of illness occur during the day.
4. Children may not be returned to New Beginnings for 24 hours after a communicable disease until the doctor has released the child or all symptoms have disappeared. If absence is due to fever, the child must be fever-free for 24 hours without fever reducing medication.
5. In the event of an accident or illness requiring medical attention, the parent/guardian will be called. If the parent/guardian cannot be reached, the child will be taken by the Director or a staff member to the emergency room or to the child's personal physician. As part of the application for enrollment, parents/guardians must fill out an emergency consent form for your child(ren).
6. If a minor incident (bump or scrape) occurs during school hours, you will be informed when you pick up your child as to how the incident occurred and how it was treated on an "incident form".
7. Illness and communicable diseases should be reported to the staff so that the Director may alert others to exposure.
8. Only prescription medications will be given at New Beginnings. Medications cannot be given without written permission on the required form from a parent/guardian. All medications must be in their original container, labeled clearly with the child's name and put in a Ziploc bag. Measuring cups or droppers must be provided by the parent/guardian. Parents/guardians must specify dose and time medication should be given. Medication authorizations are valid for 7 days unless accompanied by a physician's authorization.

The following list of conditions will result in any child being excluded from classes at New Beginnings until such time as ALL symptoms are gone, or they have been released by their physician and parents/ guardians have produced this release to us.

Fever of 101°F or more: The child must go home and may not return the next day. They must be symptom free for 24 hours before they may return.

Diarrhea: If a child has two or more bouts of diarrhea, they must go home and may not return the next day. They must be symptom free for 24 hours before they may return.

Vomiting: The child must go home and may not return the next day. They must be symptom free for 24 hours before they may return.

Conjunctivitis/Pinkeye: The child must go home and may not return the next day. They may return once treatment has begun with antibiotic eye drops.

Strep Throat: The child must go home and may not return the next day. They may not return until 24 hours after the first dose of an antibiotic is taken.

Head Lice: The child must go home and may not return until the condition is treated, and no more live bugs are present.

Impetigo: The child must go home and may not return until beginning medication.

Ringworm: The child must go home and may not return until beginning medication. The area must remain covered if it is possible that it may come in contact with others.

Chicken Pox: The child must go home and may not return for 10 to 21 days, or until crusts have fallen off and scars are no longer moist.

Scabies: The child must go home and may not return until treatment is complete.

Hand, Foot & Mouth Disease: The child must go home and may not return until they are fever free for 24 hours (with no medication) and the blisters are completely dried.

***In an attempt to control the spread of contagious diseases, if we suspect that your child has any of the above or any other contagious condition we will contact you to pick up your child and take them to the doctor, and the child will not be allowed to return without a note from the doctor reporting that your child is not contagious.**

Registration:

For regular day care and kindergarten program students, a \$100 registration fee is charged for all children at the time of entry, and \$75 annually thereafter based on spring registration schedule dates. Siblings do not receive a discount on (re) registration.

For before and after school only and summer only students, a \$50 registration fee is charged for all children at the time of entry, and \$50 annually thereafter based on registration schedule date. Siblings do not receive a discount on re-registration.

Tuition Fees:

1. All fees are payable in advance. Payment for tuition is due each Monday. Those requiring other arrangements must speak to the Director.
 2. Full fees will be due for the weeks in which holidays are observed by New Beginnings Academy. Holidays are listed under the Hours of Operation.
 3. Electronic payment through automatic withdrawal from your checking or savings account is available as well as by credit card. To enroll in this convenient service, the parent/guardian must fill out an authorization agreement form.
- *New Beginnings Academy is enrolled to accept Children's Services child care payments.

Attendance/Absentee:

Those families who are enrolled for full-time day care are allowed 4 half weeks (2 days) or 2 full weeks (3+ days) of absence per year to use at their discretion, during which time no tuition will be charged. These half weeks and full weeks are good for the current school year in which they are enrolled and cannot be rolled over to the next year. When you have used 4 half weeks or 2 full weeks within the year, you must pay full tuition for the remainder of the year, even if your child is absent. For these weeks to be applied to your account appropriately, it is the responsibility of the parent/guardian to submit in advance a Vacation Notification Form to the Director. This allows us to maintain a budget and ensures your child's place in the class. **This policy does not apply to Part-time Day Care, Kindergarten, Before/After School Program Only or Summer Program Only Students.** In the event of serious illness, a discounted tuition may be awarded following a consultation with the Director and with the approval of the New Beginnings Academy Board.

Past Due Accounts:

1. On Wednesday of the current week your account is considered “past due” if it has not been paid in full. On Wednesday, of the current week, a 10% fee will be added to your account (based on the total amount owed) and will continue to be added for two weeks until such time as our services are suspended due to non-payment. In cases of sudden and extreme financial hardship, please contact the Director BEFORE payment is due.
2. A \$35 fee will be charged for all checks returned or electronic payments denied for insufficient funds. After two instances, we will accept CASH ONLY.
3. All debts must be kept current or services will be discontinued.

D.H.R. Payments

For children enrolled through the Child Management Agency of Alabama, it is the responsibility of the parent or guardian to notify New Beginnings Academy of their enrollment for assistance with payment by providing a copy of your CMA letter. Additionally, it is the responsibility of the parent or guardian to swipe your TAS card DAILY, checking children in or out of NBA's system. Should you fail to comply with the guidelines as established by the State of Alabama, **you will be personally responsible for any payments due.**

Arrival and Departure

Arrival:

1. From 7:15 – 8:15 a.m., drop-off services will be available. During this time, all parents/guardians should enter the parking lot at the end furthest from Beech Hollow Lane. Pull to the NBA Drop-Off Zone at the covered area where a teacher will meet you at your vehicle to sign in your child and collect the child and bag to take them into the building. This is especially encouraged for the children in the K-3, K-4 and K-5 programs as it helps prepare them for drop-off at elementary school.
2. At all other times, parents/guardians should park in the parking lot and must use our “Pro-Care” electronic sign in system to check your child in upon entering the building. (No exceptions to this rule are permitted)
3. At no time should anyone park and leave their vehicle at the covered drop-off area.

Departure:

1. From 12:00 – 12:15 p.m., pick-up services will be available. Follow the same procedures as “Arrival”. You will be required to physically sign your child out with the car-line teacher at this time.
2. If you are parking and coming inside to pick up your child, you must electronically sign your child out using our “Pro-Care” electronic system. (No exceptions to this rule are permitted)
3. Do not park in the car-line area at any time, if you are coming in, please use the parking lot.
4. Each person picking up your child must be on the “Approved List” and be able to provide identification to verify their identity. Any special arrangements must be communicated IN WRITING to the Director in advance. Phone calls to make these arrangements will not be accepted.
5. NO ONE UNDER THE AGE OF 18 IS ALLOWED TO SIGN A CHILD IN OR OUT OF NEW BEGINNINGS ACADEMY.

Security:

1. Each family will be assigned 1 key fob to allow access through security to drop off and/or pick up their child(ren). A deposit for the key fob is \$35 .00 and will be credited to your account when returned at the end of the school year. A second key fob is available for an additional \$10.00.
- 2.If a key fob is lost, a \$15.00 charge will be applied to provide you with a replacement. Any key fob that is lost, damaged or not returned will result in forfeit of the \$35.00 deposit.
- 3.All children's areas and both the front and back drop-off doors are monitored with closed circuit cameras for the protection of both the children and NBA.
- 4.Please never "block" open any door or allow another person in the door, even if they are another parent/guardian. Please let the door close and the other parent/guardian should use their fob to gain entrance to NBA.
- 5.An intercom system is also present. This can be used by someone on the approved list to gain entrance to NBA if they do not have the key fob.

Transportation Provided by New Beginnings:

1. Transportation is provided for field trips at various times during the year. (with parent/guardian permission only)
- 2.School-age children who attend Southside Elementary School can ride the bus to and from NBA through our Before and After School Programs.

Hours of Operation

Normal Hours of Operation:

1. Normal hours of operation are Monday through Friday from 6 a.m. to 6 p.m.
- 2.There will be a \$10.00 late charge for pick-ups after 6:00 p.m. and \$5.00 for every 15 minutes thereafter, which will be added to your weekly tuition.
- 3.Holidays observed by New Beginnings are: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day. Additional days may be added if circumstances require.



Tuition Rates

Effective June 2014

Full-Time Child Care

6:00 a.m. – 6:00 p.m. (lunch & snack included)

Infants \$115.00 / week

Toddlers-2 Year Olds \$110.00 / week

3 Year Olds and Older \$105.00 / week

Kindergarten Program

8:00 a.m. – 12:00 p.m. (lunch not included)

3, 4 and 5 Year Olds \$50.00 / week

School-Age Children

Before School - \$15.00/week includes bus pick up at NBA

After School - \$40.00/week includes bus pick up, drop off and snack

All Day Care (School Age) - \$15.00/day plus the weekly fee

(This fee applies to Holidays, In-service Days, etc. and will include lunch and snack)

Summer Program - \$100.00/week

(Includes lunch and snack but does not include field trip fees)