



FAMILY HANDBOOK: Policy & Procedures 2007/2008

New Hope Christian School & Learning Center
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Section I

General Information

For All New Hope Christian School & Learning Center Families

Handbook: Policies and Procedures

2007-2008

SECTION I

GENERAL INFORMATION FOR ALL NEW HOPE CHRISTIAN SCHOOL & EARLY LEARNING CENTER FAMILIES

G.1.0 INTRODUCTION

This Family Handbook is intended to serve as a convenient source of information about New Hope Christian School & Learning Center. Please study it carefully together as a family upon receiving it, and keep it ready for reference during the year.

The following policies and procedures represent the most recent expression of the leadership of New Hope Christian School & Learning Center in order to provide for equitable and consistent treatment of students and families. To assure that New Hope achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, New Hope reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

Questions about policies or procedures should be directed to the appropriate school administrator. It is the goal at New Hope Christian School & Learning Center to create an environment where Christ is honored every day and where there are few distractions to learning.

May God bless our school family as we work together to serve our Lord and Savior.

G.1.1 About New Hope Christian School & Learning Center

The dream of a Christian school for Pickaway County began in the minds of some community and church leaders. They began to discuss the process of moving forward in the spring of 1992. In February 1993, the Circleville Church of the Nazarene assumed leadership for this new venture by starting a small Learning Center and preschool program, opening August 31, 1993, at Pickaway Street, with 17 children, licensed by the Ohio Department of Human Services. Carol Barnhart was hired as administrator.

Fall 1994

- Added our first Kindergarten class of 7 students, Laurie Rickel, teacher, and a combined 1, 2, 3 class of 8 students taught by Janice Rennick.
- Pre-kindergarten enrollment of 35, with teachers; Lenore Humble, Krista Justus and Patty Ratliff.
- Added food service & school age Learning Center.

Fall 1995

- Kindergarten of 7 students.
- Grades 1 - 4, 15 students.
- Special classes with outside instructors for music, art, P.E, Spanish and Computer classes.
- Became members of the Association of Christian Schools International
- Organized an expanded School Board, led by Harry Canfield.

Fall 1996

- Added Grade 5.
- Adopted a school mascot and logo, "New Hope Navigators"
- School colors, royal blue and white
- Kindergarten enrollment - 16 students
- Grades 1 - 5 - 22 students
- Added a school office manager, Krista Justus.

Fall 1997

- Kindergarten enrollment of 24 students
- Grades 1 - 6, 34 students
- Added instrumental music instruction
- Administered the Stanford Achievement Test to all grades
- Graduated two sixth grade students

Fall 1998

- Completed the State Charter process with the Ohio Department of Education
- Adopted Bob Jones Social Studies and Black History curriculum
- Formed a steering committee to begin a Parent Teacher Fellowship
- Held first Fine Arts Evening

Fall 1999

- Fall Spiritual and Science Emphasis with “Answers in Genesis”
- Began to work with Ohio Department of Education on relocation to new facility
- Worked with the Building Committee on classroom arrangements and furnishings
- Added a part-time tutor to the staff

Fall 2000

- Moved out of Pickaway St. School on Friday and began to operate at the Walnut Creek location on Monday.
- Adopted the ABEKA curriculum for preschool and elementary grades
- Opened a computer lab and expanded library

Fall 2001

- 30% increase in elementary enrollment
- Additional office staff to set up and manage data base
- Started honoring Student of the Month.
- Participated in meetings for new State Educational Standards

Fall 2002

- Added a small Seventh Grade class
- Started rotation of classes for middle and upper elementary grades in math, science, social studies, and Bible
- Relocated and increased the size of computer lab
- Completed new classroom addition to the building and new office space

Fall 2003

- Reorganized the School Board
- Participated in “Forty Days of Purpose” with the school staff
- Developed a new Mission Statement, “Building a Foundation of Truth”
- Held our first Science Fair
- Adopted the ACSI Math curriculum

Fall 2004

- 50% increase in elementary enrollment
- Child Care enrollment 54
- Part-time Pre-K enrollment of 42
- Hired new school administrator, Mr. Mike Fluhart
- Opened our second Kindergarten class

Fall 2005

- Enrollment of 87 in K-6th
- Part-time Pre-K enrollment of 47
- Child Care enrollment of 84
- Added Spanish
- Team Teaching

Fall 2006

- Enrollment K-7 – 103
- Part-time Pre-K – 41
- Child Care- enrollment of 108
- Change the name of the Child Care to Early Learning Center to better reflect the change in our academic emphasis in Child Care
- Added Band as part of the Curriculum
- Added summer enrichment program called Nuggets at New Hope

G.1.2 New Hope Christian School & Early Learning Center

The New Hope Christian School & ELC is an alliance of Christian programs having a philosophy, mission, and commitment to providing quality Christian education in a Christ-centered environment. However, these programs differ in that each reflects the needs and desires of the Christian community it serves. The school offers families a Christian education for their children in grades Kindergarten through 7th grade, with a vision to add 8th grade next school year. The school also offers a summer learning program called “Nuggets at New Hope”.

Our Learning Center is open 6:15am to 6:00pm, Monday through Friday. Daycare classes are offered for children starting at 18 months of age. New Hope provides on-site school age child care and a Summer Day Camp for in Kindergarten through Sixth Grade. A three-day preschool is offered for children preparing to go to Kindergarten the next year, as well as a two-day program for three-year olds.

For additional enrollment information, please call the office during office hours, 8:00 am to 5:00 pm, Monday through Friday. You are welcome to visit the school at any time.

G.1.3 Statement of Faith

WHAT WE BELIEVE

In essential beliefs – we have unity. “There is one Body and one Spirit...there is one Lord, one faith, one baptism, and one God and Father of us all...” Ephesians 4:4-6

In non-essential beliefs – we have liberty. “Accept him whose faith is weak, without passing judgment on disputable matters...Who are you to judge someone else’s servant? To his own master he stands or falls...So then each of us will be an account of himself to God...So whatever you believe about these things keep between yourself and God.” Romans 14:1, 4, 12, 22

In all our beliefs – we show charity. “...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains – but have no love, I amount to nothing at all.” I Corinthians 13:2 (Ph)

THE ESSENTIALS WE BELIEVE:

1. In one God, the creator of all things, who reveals himself as Father, Son, and Holy Spirit.
2. In Jesus Christ, who is fully God and fully man at the same time, who became like us to bring about our salvation.
3. In the Holy spirit, who is active in the world, bringing us to salvation and assisting in our growth and service.
4. The Bible is the word of God, giving us all we need to know about how to be saved.
5. We have all sinned and need God=s forgiveness and cleansing.
6. Jesus died on the cross to pay the penalty for our sins and only by trusting in him can we be restored to a right relationship with God.
7. Each person is free to choose whether or not to follow Jesus.
8. To receive the salvation Jesus offers, we must repent of our sins and trust him.
9. Putting faith in Jesus for the forgiveness of our sins changes us from being spiritually dead to being spiritually alive. The old life’s record is wiped clean. Various terms are used to describe this, including conversion, regeneration, and being born again..
10. As a part of growth in God=s grace, every believer is called upon to yield complete direction of his life to Christ and be filled with the Holy Spirit. This brings cleansing of our selfish nature and power to follow Christ as we ought.
11. The Church is the family of believers charged with continuing Christ=s redemptive work on earth.
12. Baptism and the Lord=s Supper are symbols of our salvation, and means by which to witness to our faith and strengthen our faith.

13. God can heal the body miraculously or through medicine. When God chooses not to heal physically, he heals spiritually, mentally, and/or emotionally.

14. Jesus will one day return to put all things under his control.

15. Everyone will face judgment at the end of life; believers in Jesus will be eternally with Christ; those who have rejected him will face eternal punishment.

G.1.4 Mission Statement

The mission of New Hope Christian School & Learning Center is to provide a Christ-centered environment, based on the literal interpretation of the Bible, where the New Hope family is challenged to strive for personal growth, academic excellence, and spiritual maturity.

Guiding Principles:

- To uphold Jesus Christ as the model for all actions at all times
- To prayerfully seek God's will
- To regard the Bible as God's holy and reverent word
- To honor and respect each person as a creation of God
- To provide quality education in a Christ-centered environment
- To commit to excellence in leadership by example
- To cultivate positive attitudes
- To promote partnership in Christian education among staff, faculty, parents and students

G.1.5 Philosophy and Goals of New Hope Christian School & Learning Center

PHILOSOPHY AND EDUCATIONAL GOALS

New Hope Christian School & Learning Center was established as a ministry of the Circleville Church of the Nazarene in Circleville, Ohio, to provide opportunity for the highest possible academic achievement in a pleasant, wholesome and distinctively Christian atmosphere. Specifically, it is the purpose and goal of New Hope to provide our students with the very best education with caring, qualified Christian teachers. The school provides curriculum, activities, methods and materials centered in and upon the eternal principles of God's Word and His Son, Jesus Christ. Small class size provides a high degree of individual interaction.

We believe that the education of our students is important because it not only deals with their present lives, but it also affects and shapes their future. The student's home, church and school experience should be a preparation for life; a life of walking daily with God and service to man.

New Hope is founded on the premise that education is Christian when it is Christ-centered. Our studies expand our knowledge of God and His world. We believe that the thrust in Christian education should be the development of a complete concept and understanding of God and His creation and the development of Christian stewardship practices in daily life; teaching children to perform at their highest level of capability.

The purpose of New Hope is to provide a Biblically-integrated instructional program in a disciplined environment that encourages spiritual commitment and academic excellence. Additionally we believe that every child can learn. It is our responsibility as educators to insure every child is successful.

We believe, therefore, it is the responsibility of the school to be dedicated to:

- 1) Leading each student to a vital, personal relationship with God through faith in Jesus Christ;
- 2) Assisting each student in the development of a Christian mind and a Christian lifestyle;
- 3) Promoting a Biblical integration of faith and learning;
- 4) Developing a comprehensive educational program, including state standards, that helps each student achieve full academic potential;
- 5) Maintaining a diverse extracurricular program designed to assist each student in the development of social skills and the expression of individual personality;
- 6) Preparing and encouraging each student for effective service for Christ in whatever career he/she chooses;
- 7) Supporting and assisting the Christian home and the Bible-teaching local church.

To fulfill these responsibilities it is the goal of New Hope to:

Christian Faith and Values

- 1) Help each student increase their knowledge of God and accept Him as the source of knowledge and wisdom.
- 2) Encourage each student to accept Christ their as personal Savior and to grow and develop in the knowledge of Christ so as to become more like Him. (Ephesians 4: 13)
- 3) Help each student understand the present ministry of the Holy Spirit, who lives in each believer, and guides each believer in the understanding and application of Biblical principles. (John 14:26, John 16:13,1 Corinthians 6:19)
- 4) Help each student gain knowledge of, appreciation for, and confidence in the Bible as the only inspired, infallible, and authoritative Word of God, and encourage each student to be consistent in personal Bible study.
- 5) Help each student understand the significance of the local Bible-teaching church and the necessity for regular attendance and involvement.
- 6) Help each student identify and develop his/her unique gifts and abilities, and the importance of using them for the benefit of the entire Christian community. (I Corinthians 12:7, Ephesians 4: 16)
- 7) Help each student with the development of personal Christian convictions and values, and encourage commitment to them during times of pressure and adversity. (Ephesians 6: 11-13)

Christian Missions and Service

- 1) Encourage each student to be sensitive and responsible to the needs of others. (Philippians 2:4)
- 2) Help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ. (Romans 1:16)
- 3) Help each student develop a knowledge of and spiritual concern for other people and cultures, and assume the responsibility each Christian has in the area of world missions. (Matthew 28:19-20)

Intellectual Development

- 1) Assist each student in recognizing that each area of instruction: scientific, historical, mathematical, literary, or artistic, must be understood, within the pattern of God's truth as revealed in the Bible.
- 2) Assist each student to acquire proficiency in the basic skills necessary to intelligently meet the demands of life.
- 3) Help each student gain a thorough command of the fundamental processes used in communicating with others.
- 4) Challenge each student to strive for excellence and maximum achievement in every area of the instructional program.
- 5) Prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development.
- 6) Prepare each student with the knowledge and skills necessary for further study and occupational competence.
- 7) Assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as the basis for evaluation.

Physical Development

- 1) Assist each student to understand that the body is the temple of God and is to be kept clean and pure, capable of responding to God's direction.
- 2) Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practicing good health habits.
- 3) Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual, and social state.
- 4) Assist each student in recognizing the dangers inherent in the use of substances harmful to both physical and spiritual well being, and in accepting responsibility to avoid the use of such substances.
- 5) Assist each student to develop an interest in the skills needed for life-long involvement in physical activities.

Social Development

- 1) Encourage each student to develop Christian attitudes, accept principles of behavior, and base decisions on the spiritual, moral, and ethical values of the Bible.
- 2) Prepare each student to assume the responsibility and privileges of citizenship.
- 3) Teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families.
- 4) Assist each student to acquire the attitude and skills essential to effective interpersonal relationships.

Career Development

- 1) Assist each student to acquire a basic knowledge of the economic system, to develop attitudes and skills needed to be a competent consumer, and to apply Biblical principles to the use of personal resources.

- 2) Assist each student to develop respect for the dignity of labor and pride of performance.
- 3) Assist students in developing values, attitudes, and basic knowledge essential to the world of work through career awareness and exploration.

G.1.6 Chartered/Licensed

New Hope Christian School is chartered as a non-public private school by the Ohio Department of Education. The Learning Center is licensed through the Ohio Department of Education.

G.1.7 Advisory Board 2006-07

New Hope's Advisory Board is appointed by the Church Board annually in July. The primary function of the board is to set school policy. The Advisory Board on a regular basis reviews, analyzes and revises policy where necessary. Listed below is the board's structure:

STRUCTURE

Membership

Administrator, Chairperson: Mike Fluhart

1 Church Board members: Assistant Chairperson: Shelly Sargent

4 Operational Team Members: Teri Roese, Rich Cline, Brian McCallister

5 At-Large Members to include: 2 church members, 1 school teacher, and 2 members that are active in the school and their home church; Michelle Callahan, Tabby Miller, Aimee Shaw, Robin Kish,

Assistant Administrator: Tami McCallister

All members of the Operational Team should be qualified according to the current Manual of the Church of the Nazarene, especially with regard to faithful tithes and offerings.

Sub-committees:

Education Committee

Finance Committee

Long Range Planning Committee

Technology Committee

Promotions Committee

G.2.0 GENERAL POLICIES AND PROCEDURES

G.2.1 Admission

The New Hope Christian School & Learning Center seeks to enroll students who manifest the desire and are committed to being in a Christ-centered learning environment based on a literal interpretation of the Bible, where moral absolutes are taught. As a Christian school, we believe our doors are open to all that desire a Christian education.

New Hope Christian School & Learning Center admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

New Hope reserves the right to dismiss any student who, in the opinion of administration and the board, does not fit into the spirit of the school, whether or not that student has kept all of the rules and regulations of the school.

G.2.2 Fund Raising / Marketing/ Publicity

The costs involved in operating New Hope significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that families support the ministry of the school above and beyond tuition and fees, as they are led by God to do so. This can be accomplished through voluntary tax-deductible gifts, participation in the fundraising programs such as SCRIPS, or through estate planning to assist in meeting needs in the future.

Permission to use a student's photo for publication and marketing purposes is implied unless the parent specifically denies permission on the student application.

G.2.3 Inclement Weather

School closing are announced on Channel 4, 6, 10 and 28. New Hope will not have part-time preschool, Kindergarten or elementary grade classes if there is a weather-related closing. The daycare center will be open for parents who need child care in order to go to work unless there is a Level III Weather Emergency.

If there is power outage, our cell phone number is 740-412-5132.

Parents always have the option of keeping students home if they consider the roads or conditions hazardous. Students who do not attend school will be counted absent.

G.2.4 Parent-Teacher Group

The purpose of the Parent-Teacher Fellowship (PTF) is to assist in coordinating volunteers that will serve both the classroom students and the teachers and to assist in raising funds that will directly benefit and enhance the learning experience for students. The mission of this support group is to promote Christian education and to create a greater fellowship among all parents, teachers, staff, and student body. It is a valuable asset to New Hope.

G.2.5 Responsibility for Debts

All families are expected to meet all financial responsibilities promptly. This includes tuition fees, educational fees, overdrawn lunch accounts, and other obligations. Records will not be released until all debts are paid.

G.2.6 Safe School Commitment

New Hope Christian School & Learning Center is committed to establishing and maintaining a safe learning environment. Therefore, New Hope reserves the right to routinely inspect and specifically search school buildings and grounds and anything brought onto school property or school facilities in accordance with the laws of the state.

G.2.7

Security

The only access into the school buildings during school hours is through the church's front entrance and the school's front entrance. All other doors are locked. All parents, guests and other visitors to school must sign in at the reception desk and wear an identifying badge while in the building during school hours. Visitors must also sign out, return the badge, and leave through the entry door.

G.2.8 Traffic Safety

It is imperative that all drivers travel in a slow and controlled manner while on campus. Please observe speed limit signs, stop at all crossing areas, and be vigilant in watching for children. The safety of our students is a great concern.

All students are to be dropped off and picked up at locations designated for each school level.

G.2.9 Tuition Assistance

Tuition assistance is a new program this year at New Hope. We have started a scholarship fund at the local Savings Bank. As this program develops, more information will be provided.

G.2.10 Tuition Policy

Tuition and other fees are necessary in order for New Hope to successfully fulfill its mission. Families are asked to meet financial obligations in accordance with the standards of biblical stewardship.

A. New Hope Christian School observes the following tuition policy for families with students in grades K-7:

Annual tuition for the 2007-2008 school year shall be as follows, based on ten monthly payments starting July 1st, and ending April 1st. Non-payment is grounds for disenrollment of the student.

3 yr old/2 day per wk.	\$857.00/year	T & Th	8:30a-11:30a
4 yr old/3 day per wk (morning & afternoon)	\$1207.00/year	M&W&F	8:30a-11:30a 12:30p-3:30p
Kindergarten	\$3422.00/year	M-F	8:30a-3:30p
1st – 6th Grades	\$3422.00/year	M-F	8:30a-3:30p
7 th & 8 th Grade	\$3536.00/year	M-F	8:80a-3:30p

Fees:

Application Fee (new students only): \$50.00 per family
Annual Registration /Re-enrollment fee: \$55.00 for the first child
\$40.00 for the second child
\$30.00 for the third child
\$20.00 for the fourth child
With a maximum of \$145.00/family

School Age Learning Center (SACC):

SACC Before/After School

Latch Key

Full time- 4-5 days a week - \$45.00

Part-time- 1-3 days a week- \$ 22.50

SACC School Days Off \$ 29.00/day \$119.00/week

Fees:

Annual Registration /Re-enrollment fee: \$50.00/family

New Hope Christian School offers several discount structures. Families with multiple children receive a 10% discount for the second child, 20% third child and 30% for additional children. (Children must be in the same family). There is a 5% discount if tuition is paid in full by July 15th . Members of the Circleville Nazarene Church may receive an additional discount. Contact the school office for correct application of discounts.

New Hope encourages you to look at the Scrip tuition reduction program. Information can be obtained in the New Hope office.

If it is necessary for your child to withdraw, a pro-rated refund will be given. The family of the withdrawn student is responsible for \$150.00 for supplies and materials purchased for the student. Non-payment of past due accounts is grounds for dis-enrollment of the student.

Withdrawals after June 1, but prior to the start of school are subject to the following financial obligation:

After June 1 - one-month tuition is due. After July 1 - two-months tuition is due After August 1 and prior to the beginning of school - three-months tuition is due.

Student records will not be released until the account is paid in full.

Tuition that becomes two months past due will subject the student to being withheld from attending school until such amounts due to New Hope are made current. Written requests for exceptions to the above tuition policy shall be referred to the Administrator of NHCS for consideration by the New Hope Christian School Advisory Board.

B. Learning Center Tuition

Tuition for Learning Center is due in the same amount every week, year round. If a child is absent, or a holiday falls during the week, the full tuition is due. If a child is ill for more than five (5) school days for the same incidence, there will be no tuition charge until the child is medically able to return to school.

Tuition for Learning Center is due weekly. Checks are payable to NHCS and are dropped off at the school office. A receipt will be issued at your request. Delinquent tuition of three weeks or more is grounds for dismissal from the program. Please give two weeks notice prior to termination of attendance or permanent schedule changes.

Full Time Learning Center: Under age 3 - \$119.00/week 3 – 5 years - \$114.00/week
Part Time Learning Center(2 day minimum) Under age 3- 29.00/day 3 – 5 years - 28.00/day

***For child to be enrolled in the 3-5 yr. old class, child MUST be potty trained.

C. Preschool Tuition

Tuition for part-time preschool (for children not enrolled in Child Care), is due in ten monthly installments, July 1 – April 1. It may also be paid in full by July 15 to receive an early pay discount of 5%.

**See G.2.10 A

Application fee is \$50.00 for Child Care and Preschool, \$35.00 for the school aged summer program. Or \$50.00 per family. There is a one time enrollment fee of \$55.00 (2nd Child \$40.00, 3rd Child \$30.00) for the part time Preschool Program in addition to the Application fee.

Key Cards

Child Care/Latch Key

Repeated failing to clock in and out--- \$1.00

Replacing ID card---\$3.00

Families with multiple children receive a discount of 10% for the second child, 20% for third child, and 30% for any additional children. Members of Circleville Nazarene Church may receive an additional discount. Discounts will be assigned by the school office.

D. Summer Program Tuition/Day camp & Nuggets at New Hope

School age summer camp is offered for children who have completed kindergarten through sixth grade. Nuggets at New Hope is offered as a summer enrichment program, open to anyone who has completed kindergarten thru sixth grade. Tuition rates for these programs will be set May 1, 2007.

G.2.12 Visitors

New Hope encourages visitors, particularly parents of current students. Upon signing in, visitors will receive a badge that must be worn while on campus. All visitors must have a badge. Visitors are asked to sign out and return the badge before leaving school. All parents and visitors must also check in with the school secretary before proceeding to a classroom in order not to disturb the classroom instructions.

G.2.13 Web site

NHCS can be found online at www.newhopechristianschool.org. This web site provides access to policies and procedures of the New Hope Christian School & Early Learning Center as well as up-to-date information about events at New Hope.

Section II

New Hope Christian School

Policies and Procedures

E.1.0 ACADEMIC POLICIES

E.1.1 Grade Reporting Schedule and Grading SCALE

Students will receive a report card every nine weeks.

Students in grades 1-8 may receive the following grades in physical education, vocal music, band, art, Spanish, computer and work & study habits.

<p>O = OUTSTANDING</p> <ol style="list-style-type: none"> 1. Contributes constructively at appropriate times. 2. Displays a willingness to work and cooperate. 3. Displays a commitment to all things as unto the Lord. 4. Displays a servant's heart. 5. Displays a positive and respectful attitude towards adults and peers. 	<p>N = NEEDS IMPROVEMENT</p> <ol style="list-style-type: none"> 1. Need regular warnings regarding behavior and voice 2. Disrupts the concentration and attention of others. 3. Shows inconsistent self-control. 4. Frequently does not display a positive attitude toward adults and peers.
<p>S = SATISFACTORY</p> <ol style="list-style-type: none"> 1. Uses behavior appropriate to classroom activity. 2. Does not disturb the learning process. 3. Is cooperative when given instructions. 4. Displays personal integrity. 5. Usually displays a positive and respectful attitude towards adults and peers. 	<p>U = UNSATISFACTORY</p> <ol style="list-style-type: none"> 1. Displays behaviors that are detrimental to the learning environment. 2. Shows little self control 3. Contributes very little in positive ways. 4. Is disrespectful to adults.

<p>ACADEMIC GRADES</p> <p>Students in grades 1-8 will receive letter grades in core subjects based upon the percentage range in the next column.</p>	<table> <tr><td>A+</td><td>97-100</td></tr> <tr><td>A</td><td>93-96</td></tr> <tr><td>A-</td><td>90-92</td></tr> <tr><td>B+</td><td>87-89</td></tr> <tr><td>B</td><td>83-86</td></tr> <tr><td>B-</td><td>80-82</td></tr> <tr><td>C+</td><td>77-79</td></tr> <tr><td>C</td><td>73-76</td></tr> <tr><td>C-</td><td>70-72</td></tr> <tr><td>D+</td><td>67-69</td></tr> <tr><td>D</td><td>63-66</td></tr> <tr><td>D-</td><td>60-62</td></tr> <tr><td>F =</td><td>Below 60</td></tr> </table>	A+	97-100	A	93-96	A-	90-92	B+	87-89	B	83-86	B-	80-82	C+	77-79	C	73-76	C-	70-72	D+	67-69	D	63-66	D-	60-62	F =	Below 60
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E.1.2 Homework

I Introduction-We believe homework is an important part of the total educational program. Homework should be an extension of the formal instruction in school. Extending and maintaining the students' skills and concepts through varied practice at home is an integral and important part of the total educational process.

II Statement of Purpose-The purposes of this policy are as follows:

- to provide specific guidelines on homework for teachers, parents, and students
- to help promote and foster positive attitudes/experiences about homework
- to help new teachers/parents/students adjust to homework practices of this school
- to help increase the level of communication between home and school, especially as it relates to homework assignments

III. Definition-Homework is defined as educational tasks that are meant to be carried out or completed during non-class hours. It is an aid in building life-long learning skills such as self discipline, task commitment, time management, responsibility, independence, initiative, and problem solving. It is understood that it is not the parent's responsibility to give a great deal of assistance to the student in completing homework. Reading is recognized as a universal skill that relates to all subjects. Additional reading for pleasure should be encouraged.

IV Types of Homework Assignments

- 1) **Practice-** Practice homework is used to practice and reinforce skills already learned in class.
- 2) **Preparation-**Preparation homework helps to prepare students for an upcoming lesson or unit. Homework of this type helps provide students with the opportunity to gain background information in order to increase learning potential for an upcoming lesson.
- 3) **Extension-**Extension homework assignments require students to produce self-initiated projects that allow students to apply and analyze information presented in class.

Example: Design a brochure that explains the effects of pollution and the possible solutions to the problem.

- 4) **Creative-**Creative homework offers students the opportunity to think critically and engage in problem solving activities. Creative assignments encourage students to integrate a variety of skills and concepts presented in class and to construct their personal model of understanding.

Example: Pretend that you are running for public office. Develop a campaign slogan, speech and platform.

V Time Guidelines-Homework will be assigned by the teacher on an "as needs" basis. The role and expectations of homework changes as a child progresses from the early years through to the specialization years. Specific assignments may occasionally exceed the suggested guidelines below; if you find that your child consistently requires more than the suggested amounts of time to complete homework, you should contact his/her teacher.

Most homework should be assigned Monday to Thursday with limited amounts specifically assigned for the weekend. Homework should not be assigned for Christmas vacation or Easter Break.

We suggest that the following amounts of time are appropriate for each grade level.

Grades 1 and 2	10-20 minutes
Grades 3 and 4	20-30 minutes
Grades 5 and 6	30-40 minutes
Grades 7 and 8	50-60 minutes

VI Administrator's Role

- 1) Communicating homework policy to staff members, students and parents.
- 2) Encouraging parents to communicate with the school if a student's homework assignments are excessive or not sufficiently challenging to the student, according to the parents' views.
- 3) Observe use of homework during class visits.
- 4) Review homework samples periodically.
- 5) Offers information to assist parents in helping their children at home. (e.g. curriculum nights, parent-teacher conferences, newsletters)

VII Teacher's Role

- 1) Make instructions related to homework clear and provide, when necessary, a short period of supervised study or a period of questioning to ensure that the students understand the assignment.
- 2) Give assignments that are designed for students to complete independently. Consideration should be given to the amount of assistance available at home.
- 3) Make sure that the outside resources necessary to complete an assignment are readily available to all students.
- 4) Provide alternative ways for students with special needs to complete assignments. Consideration should be given for modification/accommodation when appropriate.
- 5) Give assignments only for instructional purposes, not for disciplinary reasons.
- 6) Be aware of the homework tasks assigned in other classes to ensure that overload does not occur.
- 7) Be mindful of factors such as extra-curricular activities, home/family support and children's interests in assigning tasks.
- 8) Homework planners/agendas should be used to record daily homework tasks.
- 9) Performance tasks should be completed primarily under teacher supervision.
- 10) Homework completion should be monitored and constructive feedback should be provided to the students.
- 11) Homework completion should be addressed when evaluating Learning Skills.

VIII Student's Role

- 1) Record assignments in student planner/agenda book.
- 2) Be sure all assignments are clear. Ask questions if you are uncertain.
- 3) Set aside a regular time for studying.
- 4) Find a quiet, well-lit place for study.
- 5) Do your own work, but ask your parents for assistance if needed.
- 6) Ask your teacher for help the next day if you did not understand the assignment.
- 7) Do your best work.
- 8) Show your parents the completed work.
- 9) Return assignments on the due date.
- 10) Expect consequences for incomplete work that include: being asked to complete work at school during lunch, recess or after school; being asked to obtain parent signatures or having parents contacted; or ineligibility for school teams, clubs etc.
- 11) Read for pleasure.

IX Parent's Role

- 1) Provide the child with a time and a place to carry out homework assignments.
- 2) Contact the teacher in the event of questions or concerns.
- 3) Take an active part in the supervision of your student completing the assignment.
- 4) Read for pleasure with your child.
- 5) Share your child's joy in learning.

X Late Work Policy

- 1) Work that is 1 day late will be lowered 20%.
- 2) Work that is 2 days late will be lowered 50%
- 3) Work that is 3 days late will receive a 0%.
- 4) Extensions will be given under the following circumstances:
 - An excused absence (a note or phone call from home).
 - A situation where the student does not understand the assigned work and seeks assistance before the assignment is due or before the start of the day. The student must show true effort to complete the assignment prior to seeking assistance for this extension to apply.
 - In each of these circumstances, the teacher will determine a new due date for the assignment.

XI Conclusion

Homework is...

- ✓ Quality time that instructs and is relevant
- ✓ Work that can be done without teacher assistance
- ✓ A positive experience, not a punishment
- ✓ Connected to classroom activity and to the skills taught in class
- ✓ A foundation for the development of effective study skills

E.1.3 Retention

Satisfactory progress and developmental readiness determine promotion of students to the next grade. A student may need to repeat a grade in order to master the material, or he/she may not be developmentally ready for the next grade. The elementary teacher, after consultation with the parents, administrator, and tutor, determines whether a student is to be passed or retained.

E.1.4 Standardized Testing

Students in grades in K-8 are given the Stanford Achievement Test in the spring of each school year. Exact testing dates are established by the administrator. Parents should make every effort to have their child in school during test week.

E.2.0 ATTENDANCE POLICY

E.2.1 Arrival and Dismissal

A: ARRIVAL

New Hope will accept responsibility for elementary students arriving as early as 8:20 a.m. *School age Child Care(SACC) is available from 6:15a.m. Arrangements need to be made with the school office for SACC.

Cars arriving with elementary students only should follow the traffic flow. During arrival students must always use the right side (sidewalk side) of the car. Students will report directly to their classrooms.

*****Parents must not park along the curbs or in any way that hinders the flow of traffic.**

Students in SACC will be dismissed from the gym by the teacher in charge beginning at 8:20 a.m. All students must be in their seats ready for class to begin at 8:30. Students should, therefore, arrive no later than 8:25 a.m. to eliminate the possibility of being tardy.

Students not in their seats by 8:30 a.m. will be considered tardy. Excessive tardies may result in grades being lowered for Work & Study Habits, which in turn could affect the honor roll.

B: DISMISSAL

Elementary students are brought to the school entrance at 3:30 p.m. During dismissal, students must always use the right side (sidewalk side) of the car.

Parents should follow the same general traffic pattern used for morning arrival.

E.2.2 Attendance Policy

New Hope Christian School and the State of Ohio expect all students to attend school regularly. Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. We urge students to be present every day. Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction, and structured study. The administrator and teachers will monitor attendance records for students accumulating excessive absences.

- 1) Students who accumulate 10 absences (not necessarily consecutive days), for any reason, will be contacted by the administrator. At that time, the administrator will assist the parents in formulating a plan for resolving the difficulties preventing the student from receiving the benefits of daily school attendance.
- 2) If a student accumulates 15 or more absences (not necessarily consecutive days), for any reason, grades for make-up work may be adjusted. A maximum of 10 percent may be deducted from the grade earned on all make-up assignments. (Not including deductions for late make-up assignments.) When an excessive amount of time is missed from the classroom, the student loses the opportunity to interact with the teacher in the process of learning the material covered during his/her absence. These learning experiences cannot be replaced by the completion of make-up work. Should there be extenuating circumstances concerning a student's excessive absences, parents have the opportunity to discuss the issue with the administrator.
- 3) The school has the responsibility to teach the student academic subjects as well as desirable habits of living. Continued excessive absence deprives the school of its opportunity to perform this task.
- 4) A student must be present 4 hours in order to be considered present for the day. Students who leave school before 12:30pm will be considered absent for the entire day. Students who arrive after 11:30am will be considered absent for the entire day.
- 5) If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed:
 - a) Notify the administrator of the dates on which the student will miss school at least two weeks in advance.
 - b) The administrator will contact the teacher and identify the impact of the student missing those specific dates of class. We request that vacations not be taken at the end of a grading period.
 - c) WORK WILL NOT BE GIVEN TO STUDENTS BEFORE VACATION UNLESS CORDINATED WITH THE TEACHER TWO WEEKS PRIOR TO VACATION. Students will have the number of days missed (not to exceed five school days) to complete work. Test will be given at the discretion of the teacher.

PARENT RESPONSIBLES

- 1) Encourage prompt and regular attendance. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.
- 2) When your student is absent, call the office before 9:00 a.m. to notify the school of your student's absence that day, the reason for the absence, and the anticipated length of the absence. Please request homework assignments at this time.
- 3) Homework requests made before 9:00 a.m. will be ready to be picked up in the elementary office after 2:00pm. Requests made after 9:00am cannot be guaranteed.
- 4) Students will have the number of days absent plus one to hand in make-up work. Regularly scheduled tests such as spelling, vocabulary, or a test that had been announced prior to the absence, may be given on the day of return to school.

Extended Illness

When a student is absent due to hospitalization or illness for more than five consecutive days, the following guidelines should be followed:

- 1) The parents should contact the school as soon as they become aware that the student will be absent for several consecutive days. The following information will be requested:
 - Doctor's statement of reason for absence
 - Location of the student (home, hospital, etc.)
 - Approximate length of absence
 - School work and materials needed
- 2) Make-up work should be picked up and dropped off in the office each day if possible.
- 3) If the student is to be absent more than 10 school days, the school will have the option to release the student to an approved homebound instructor. It is the responsibility of the parents to engage a qualified teacher to work with the school and student during the extended illness so that the student may receive credit for work completed.
- 4) Parents should notify the school administrator two days prior to the student's return to class so that the school can make efforts to ease the student's return to school.
- 5) Upon return to school the following information is required:
 - A signed release from the doctor
 - An up-to-date evaluation of the student's academic progress from the homebound teacher
 - A list of medications the student will be taking at school
 - A written description of permissible and non-permissible activities

E.2.3 Before/After-School Care Program

Before-School – school-age Learning Center is available from 6:15am. After-School Care is provided until 6:00 p.m. daily. Both are coordinated through the school office.

E.2.4 Early Dismissal

Students who must leave school early for a doctor's appointment or some other emergency are to present a note from their parents to their classroom teacher. The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early and a parent's signature. Student will be sent to the office for a parent to pick up and sign out. Students should never be picked up at the classroom.

E.2.5 Late Arrival to School

It is important for students to always be on time to school and class. Being prompt demonstrates self discipline, responsibility, and maturity. These qualities are not only important for proper academic achievement, but they are essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

Lateness is usually considered a form of rudeness and lack of adequate planning. Whenever a tardy student enters a class late, the learning process is either interrupted or delayed for all students in the class. Since school years are the habit-forming years of life, it is crucial for attention to be given to the importance of promptness. By being prompt, students demonstrate and practice desirable behaviors of adult life.

It is imperative that students be in their seats, ready for class to begin at 8:30 a.m. Students not in their seats by 8:30 a.m. will be considered tardy. They must enter the school through the main office and get a late pass before going to class. No student who is tardy will be permitted to enter the class without a late pass. If a student is tardy for a total of seven days, the student will be required to serve a tardy detention. Detentions will be assigned on Wednesdays from 7:45 a.m. – 8:15a.m. Parents will receive a written notice after the second tardy again after the fourth and again after the sixth tardy. After the seventh tardy, a detention will be assigned. A student who does not serve an assigned detention will not be permitted to participate in *any* extracurricular school activities. Seven tardies may result in grades being lowered for Work & Study Habits, which in turn could affect the honor roll.

E.2.6 Illness During the Day

Students who become too ill to remain in class must report to their teacher and then to the office. Contact will be made with the home and a decision reached whether the student is to remain at school and return to class or go home. Any student leaving school due to illness must be signed out through the front office by the person assuming responsibility. Please be prepared to present identification, if requested.

Students must be fever free (less than 100, un-medicated) and diarrhea/vomiting free for 24 hours before returning to school. Un-medicated means that no drugs such as ibuprofen or acetaminophen have been given to the child. Children who return to school with a documented fever or vomiting/diarrhea will be sent home.

If home contact cannot be made, the student will remain at school unless contact can be made with an emergency number that has been provided by the parents, or the illness or injury is serious enough to call the EMS unit.

Over-the-counter medications (such as Tylenol, ibuprofen, decongestants, cough medicine, Pepto-Bismol) will be administered by the school office, if provided by the parents. These medications, as well as prescribed medicines, can be administered by school staff if a Medication Release Form with a parent's signature and specific instructions for administration accompanying properly labeled medication are submitted. All medications must be properly labeled with the name of the student, name of medication, and method of administration. Medication improperly labeled will not be administered.

E.3.0 BIBLE

E.3.1 Bible Class- We believe that the Bible is God's direct revelation to man and contains the divine answers to man's problems and needs. We teach the Bible both as a textbook and as a guide to enable students to develop a personal relationship with God and to critically evaluate all life situations by the standards set forth in the Bible so that they can make proper decisions based upon Biblical mandates and its examples. Therefore, the Bible is the center of our curriculum and the foundation for Christian education in the elementary grades at New Hope. A Bible lesson is taught each day in accordance with our curriculum. Scripture is committed to memory each week.

E.3.2 Chapel Program

All students will start their mornings with prayer time, morning announcements, pledges and short devotion in the chapel. All elementary students attend a weekly Chapel program. Chapel is a time of worship through music and Christian speakers that have been invited to speak at New Hope. Students participate in each program through drama, music, or sharing of their testimony. Chapel for grades K-8 will be held on Wednesday mornings from 8:35 to 9:15

Parents and extended family members are welcome to attend our chapel programs.

E.4.0 CONDUCT

E.4.1 Behavior Guidelines

Discipline at New Hope is a process by which students are guided to develop Christ-like characteristics. Each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in scripture.

After exhausting all efforts within the classroom, a teacher may find it necessary to send a student to the administrator for one or more of the following actions:

- 1) Discussion of problem;
- 2) Development of contracts (parent informed);
- 3) One-hour detention or appropriate work (parent informed);
- 4) In-school suspension. Class work must be made up to the teacher's satisfaction, but will receive a grade no higher than a "C";
- 5) Conference with teacher, parents, and/or Administrator

Parents and teachers need to cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the student. When parents have a question, they should contact their student's teacher immediately. Often a conference or note can eliminate the difficulty. Should the problem continue the Administrator will be consulted.

The Administration, after consulting with all parties involved, has the right to evaluate any unacceptable behavior and administer the appropriate disciplinary action. Persistent unacceptable behavior could result in student being placed on disciplinary probation with the ultimate possibility of expulsion from school.

Office Referrals: An office referral may be issued by a faculty member or an administrator for a student demonstrating unacceptable behavior that requires immediate action.

E.4.2 Classroom Standards

Students are expected to be on time and properly prepared for each day. Each teacher will establish the rules for classroom behavior that shall prevail in his/her classroom. Students shall heed these expectations for both academics and conduct. Teachers will communicate to students how grades will be determined.

E.4.3 Discipline Policies

The Advisory Board and the administration of New Hope believe that the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm but fair, and moral/spiritual values are emphasized within a loving, caring Christian atmosphere.

It is our belief that students learn self-discipline through four aspects which reflect God's principles of human behavior.

- 1) ORDER is the organization which provides a good environment for learning.
- 2) TRAINING is the process of practicing what is right.
- 3) CORRECTION is the discouragement of wrong behavior.
- 4) PRAISE or AFFIRMATION is used to encourage students to continue in obedience.

E.4.4 Elementary Dress Code Guidelines

Classroom Dress-Uniforms are to be worn by all students in grades K-8 in accordance with the uniform selections approved for use at New Hope. Educational Outfitters is the only approved uniform provider.

Shoes - Elementary students must wear tennis shoes in the gym. Certain safety features are required for shoes. Backless, slip-on, or flip flop shoes are not permitted. Tennis shoes must be laced and properly tied at all times. High top tennis shoes may be worn as long as they are securely tied and the top of the socks can be seen. Roller Blades and Heeleys are not authorized during the school day.

Solid navy, black, or brown dress shoes are to be worn on chapel day.

Note: The color of shoes will not be an issue. However, if shoes become a distraction, the administrator will have the discretion to ask for a change. Parents will be expected to make an immediate response.

No jackets or coats are to be worn in the classroom. The New Hope sweatshirt is authorized to be worn as an outer garment over the uniform. Students are authorized to wear the navy blue sweater that can be purchased from Educational Outfitters.

Hairstyles are to be neat, clean, moderate, and in good taste. A student must obtain a haircut upon notification of the need for such. If a hairstyle becomes a distraction, the administrator will have the discretion to ask for a change.

Girls hair should not have excessive hair ornaments, colored hairpieces, beads.

No hats are to be worn indoors.

Jewelry should be worn in moderation and in good taste. If jewelry becomes a distraction, the administrator will have the discretion to ask for a change. Boys may not wear earrings to school or to any school activity.

Belts must be worn with pants and shorts. Belts must be solid black, brown or navy.

Elementary Girls Uniform Dress Code

- Approved uniform jumpers include NHCS plaid or solid navy.
- Approved uniform skirt plaid , solid navy or khaki.
- Approved uniform shorts are khaki or navy.
- Approved uniform twill pants/slacks, navy or Khaki.
- Approved uniform skirts/khaki

The length of jumpers, skirts and navy shorts should be no shorter than two- inches above the knee.

- White "Peter Pan" collar blouses--Long or short sleeve--must be void of lace or eyelets and must be tucked in at all times. Short sleeves shirts are to be worn in the spring and fall. Only long sleeves are authorized for programs and class picture day.
- Turtlenecks---red, white, or Lt blue---are to be worn under a sweatshirt, jumper, or sweater for cold weather. **TURTLENECKS ARE NOT TO BE WORN ALONE OR ON CHAPEL DAY.**
- Approved uniform knit polo in white, lt blue, navy, red. A short-sleeved shirt may not be worn over long-sleeved shirt – **SHIRTS MUST BE TUCKED IN PANTS, SHORTS OR SKIRTS AT ALL TIMES.**
- Students are permitted to wear a navy blue cardigan sweater from Education Outfitters. Approved grey sweatshirt with the NHCS logo is the only authorized sweatshirt to be worn in class. Sweatshirts may not be worn alone. They must be worn with a shirt that has a collar or a turtleneck. Only the official NHCS sweatshirts are permitted. Previous NHCS Walk-a-thon sweatshirts are not permitted. **SWEATSHIRTS ARE NOT PERMITTED ON CHAPEL DAY.**
- Socks, knee highs, or tights must be solid red, white, or navy. Socks must be void of lace, stripes or other ornaments.
- Fingernail polish, fake fingernails, press-on nails, acrylic nails, etc. are not permitted.
- Make-up worn by young ladies must be moderate and in good taste. If make-up becomes a distraction, such as glitter or heavy eye make-up, the administrator will have the discretion to ask for a change.
- Chapel Dress is a jumper (navy) with white "Peter Pan" collar blouse, white socks or tights & dress shoes. Neck scarves/ties will be provided by school.

Elementary Boys Uniform Dress Code

- White oxford dress shirts with button-down collar (long or short sleeves*) are allowed. **SHIRTS MUST BE TUCKED IN PANTS OR SHORTS AT ALL TIMES.** Short sleeves shirts are to be worn in the spring and fall. Only long sleeves are authorized for programs and class picture day.
- Approved uniform knit polo shirts with red, white, or Lt. Blue, Navy (long or short sleeves) are allowed. A short-sleeved shirt may not be worn over long-sleeved shirt - **SHIRTS MUST BE TUCKED IN PANTS OR SHORTS AT ALL TIMES.**
- Red, white, or navy turtlenecks can be worn under a sweatshirt or sweater for cold weather.
- Approved uniform pants and shorts - khaki or navy.
- Sweater (cardigan, crew neck, V-neck, or sweater vest) in navy, is the official NHCS sweater. This is the only sweater that may be worn with the uniform.
- Students are permitted to wear a navy blue cardigan sweater from Education Outfitters. Approved grey sweatshirt with the NHCS logo is the only authorized sweatshirt to be worn in class. Sweatshirts may not be worn alone. They must be worn with a shirt that has a collar or a turtleneck. Only the official NHCS sweatshirts are permitted. Previous NHCS Walk-a-thon sweatshirts are not permitted. **SWEATSHIRTS ARE NOT PERMITTED ON CHAPEL DAY.**
- Tie will be provided by the school.
- Socks must be solid white or solid navy. Socks must be void of any ornaments, stripes, etc.
- Belts must be plain brown, black, or navy. Belts **MUST** be worn with pants and shorts.
- Chapel Dress is navy uniform pants with oxford dress shirt and dark socks & dress shoes. Navy sweaters may be worn during cold weather. Tennis shoes will be not be allowed on chapel day.
- Earrings are not permitted at school or school functions.

E.4.5 Dress Code Non-Compliance

Inappropriate dress will necessitate the following action:

First violation

Violation form sent home with student to the parents.

Second violation

Violation form sent home by student to the parents.

Third violation

Violation form will be mailed home along with a request for parental assistance.

Fourth violation

Student sent to office with violation form. Office staff will call parents requesting appropriate clothing be brought to school or the child be picked up.

If a student has inappropriate socks, he/she will be given an acceptable pair to wear. Student should wash and return them the next day.

Fifth violation

Student sent home - Administrator and family conference is requested;

E.5.0 ADDITIONAL INFORMATION FOR ELEMENTARY STUDENTS

E.5.1 Cafeteria

A full-service cafeteria is available for students. The mission of the cafeteria program is to contribute to the best possible educational environment by providing a healthy nutritionally balanced meal for each student in an atmosphere that promotes Christian fellowship.

Available choices: A menu explaining the choices of each day is distributed monthly. They may purchase extra a la carte items at an additional cost. (Parents may eliminate this option for their students by notifying the cafeteria manager in writing.) Milk is available to purchase for those wishing to bring a lunch from home. For safety reasons, elementary students are not allowed to use the microwave ovens.

Food Allergies: Parents need to inform the cafeteria manager and school office if their child has food allergies. They may do this by completing the Food Allergy Form available in the office or by having their doctor send notification to the school office. This will ensure that the child receives substitute food items when necessary so reactions from food allergies can be avoided.

Debit Accounts: Each student has an individual debit account established for his/her own personal use. Because of the parameters of the cafeteria computer program, family members cannot share accounts. Parents are asked to deposit funds into the child's account.

Funds may be deposited into a child's account by sending in a check with the child's name and identifying that the check is for lunch. Cash deposits are accepted if submitted in an envelope with the child's full name and the amount enclosed written on the outside. Teachers will collect funds in their classrooms and deliver them to the school office. The use of accounts keeps the line flowing so that the students have enough time to eat lunch.

Charging: If a student does not have enough funds in his/her account to purchase lunch, that student may charge a lunch. Charging is a service designed to cover the situation of a parent occasionally forgetting to send funds. It is not intended to provide credit service for continuous charging. We ask that charges be paid back promptly.

Parent Notification of Fund Balance: Notices for low funds and charges will be sent home weekly with the child. If parents have any questions about their child's account, they are encouraged to contact the teacher.

Reduced Cost Lunches: New Hope does participate in the Federal Free and Reduced Lunch Program, reduced cost lunches are available for those who qualify. To apply for reduced lunch prices, parents must submit an application form along with verification of income. If income levels meet the established guidelines, each child in the family will receive a reduction in the price of lunch. Applications are available from the cafeteria manager or school office. All information received is held in strict confidence.

Behavior in the Cafeteria: Proper eating habits and acceptable behavior must be practiced in the cafeteria. Students are expected to walk, stay in their seats until they are dismissed, use indoor voices, and clean up after themselves.

E.5.2 Cell phones/Electronic devices

Cell phones and/or video or electronic games are not permitted in the elementary school

E.5.3 Conferences

Conference time is built into our school calendar. This is an opportunity for our teachers to meet with all parents in a consistent effort to keep them informed of their student's progress. Conferences between parents and members of the school staff are encouraged. If any time during the school year you have a question or concern, special arrangements can be made for conferences during non-school hours. All teachers have some unscheduled time every day and will be glad to arrange a conference. In every case, a call to the school office for an appointment is necessary to avoid conflicts and possible long waits.

E.5.4 Emergency Procedures

Personal: Every student is to have on file at NHCS emergency information making it possible for the school to contact someone in the family or other designated adult at all times.

Fire/Tornado/Disaster/Intruder Drills: Classroom teachers will be sure all students know and understand the procedures for all drills. Procedures are posted in each classroom and drills are conducted periodically. (A/so see G.2.3 Inclement Weather)

E.5.5 Field Trips

Field trips are regarded as an extension of the classroom provided the intent is educational and relates to the subject area that the class is studying. Efforts are made to keep the expense of field trips as reasonable as possible. All expenses of field trips are the responsibility of those participating. Written parental permission must be received in order for students to participate.

- No student is allowed on an off-campus trip without specific written parental permission.*
- Students may not leave a field trip with a parent without written notification.*

Chaperones must give their full attention to the care of students, therefore siblings are not permitted to go on field trips.

All students will wear uniforms on field trips unless otherwise informed by the supervising teacher, or administrator. If a student fails to turn in a permission slip by the requested date, he/she may not be allowed to go on the field trip.

...Field Trip Driver's Guidelines

To insure safety when a parent drives on school sponsored field trips, the following rules must be observed:

1. Any parent wishing to drive students on a field trip must submit a valid driver's license & proof of insurance for coping.
2. All students are to be buckled in by seat belts.

3. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured.
4. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, keep those students with you at all times. Do not leave any location without having accounted for ALL STUDENTS FOR WHOM YOU HAVE RESPONSIBILITY.
5. When students have returned to campus, remain with them until the teacher in charge has arrived and taken full responsibility for the class.
6. Drivers are not to make stops which are not on the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to the school.) All stops must appear on the Field Trip Request form, which was approved by the principal.
7. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student(s) who fails to respond promptly and politely to correction.

E.5.6 Intramural Sports

New Hope is actively participating in the UPWARD basketball league this winter and will be adding soccer in the spring. Additional middle school sports are being planned for the future. Details will be sent home with students

E.5.7 Messages

Please do not request a message be delivered to your student unless it is an extreme emergency. In the case of an emergency, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. Except in cases of extreme emergency, classes will not be interrupted to deliver a message, or to have a student return a phone call to the parent.

E.5.8 Parties and Party Invitations

Classroom parties are coordinated through the administration. These are planned by homeroom parents in cooperation with the classroom teacher. It is the policy of the school to avoid any decorations, snacks, customs, or events related to Halloween.

Party invitations for out-of-school parties may NOT be distributed (or verbalized) in school unless there is an invitation for each child in the class. Parents are also asked to consider the impact of picking up some children with sleeping bags, etc. for an after-school gathering. Children can be terribly hurt when it is so obvious a party is occurring and they were not invited.

E.5.9 Playing Cards-Playing cards of any type (game, trading, baseball, etc.) are not permitted.

E.5.10 Pledges- The school day begins with the playing of the national anthem followed by recitation of the pledges below.

AMERICAN FLAG-I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

CHRISTIAN FLAG-I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one brotherhood uniting all Christians in service and in love.

BIBLE-I pledge allegiance to the Bible, God's Holy Word, a lamp unto my feet, a light unto my path. Its words will I hide in my heart that I might not sin against God.

E.5.11 Textbooks

The school provides the required textbooks for students in Grades K-7. Students using school-owned books are responsible for returning the same books in the same condition in which they were issued. The parents must pay for lost or damaged books.

Section III

New Hope Christian Early Learning Center

Policies and Procedures

ELC 1.0 Introduction

New Hope Christian Learning Center is a ministry sponsored by the Church of the Nazarene and is available to the community to support and encourage the family unit. The services provided are designed to assist in meeting the demands placed on families and reinforce Christian principles essential in the lives of children.

NHCELC is open Monday through Friday, year round, 6:15 a.m. to 6:00 p.m. Child care is provided for children from 18 months to 12 years of age. A part-time preschool is offered for 3-, 4- and 5-year-old children. School Age Child Care is available before and after school for our elementary students and for those who have transportation to our facility. An exciting Day Camp is provided for elementary students whose parents need child care during the summer.

NHCS & ELC is a non-profit, privately owned and operated child care center, licensed by the Ohio Department of Education. The license is posted in the school office. Laws and rules governing child care are on file and available upon request.

ELC 1.0.1 MISSION STATEMENT: Building a Foundation of Truth for Life

ELC 1.0.2 PHILOSOPHY AND PURPOSE

NHCELC is a supplement to the child's family by providing a warm, secure, Christian environment outside of the home. The purpose of the program is to guide and nurture each child in their spiritual, physical, mental, emotional and social experiences and to provide education for continual growth and development. We do not discriminate on the basis of race, religion, gender, color or national origin.

ELC 2.0 General Operations

ELC 2.1 PROGRAM SCHEDULE

New Hope Christian Early Learning Center is open year round from 6:15 a.m. to 6:00 p.m., Monday through Friday, with the exception of the following major holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If one of these holidays falls on a Saturday, we will close on Friday. If the holiday falls on Sunday, we will close on Monday. The child care center will not close unless there is a Level 3 Weather Emergency. The preschool classes will be canceled if the elementary school classes are canceled. Closings are announced on television channels 4, 6, 10 and 28 & 610 AM radio.

ELC 2.2 ENROLLMENT PROCEDURES

Contact the New Hope office at 740-477-6427 to obtain information or visit the school during office hours, 8:00 a.m. to 5:00 p.m. Enrollment forms, a policy manual, required medical form and menu will be provided. Parents will be given a tour of the facility and information about the program and availability of space. An enrollment fee will be required in order to confirm a space for your child.

ELC 2.3 VISITATION

Parents may observe and visit their children at any time during the daily program. It is suggested that consideration be given to compatibility with the group's schedule. For security purposes, all visitors must report to the school office with photo identification upon arrival. Parents are encouraged to volunteer for special projects and events or assist in their child's classroom.

ELC 2.4 COMMUNICATION

It is imperative that parents communicate all current information to the school office in regards to any changes in marital status, custody, employment, addresses, phone numbers, emergency contacts and persons allowed to take the child from the school. It is also mandatory that any communicable diseases be reported immediately to the school office so that precautions can be taken and parents properly notified. It is of great help to notify the school office of any communicable disease or serious illness of a family member not enrolled at New Hope.

New Hope staff will do their best to communicate with parents/guardians. Illness, discipline issues and injuries will be documented on a duplicate Incident Report form. Phone calls will be made to clarify information, if needed. Parents need to check children's classroom mailboxes daily for important notices from the school and to keep up with projects completed by the child on that day. The lead teacher and full-time staff in your child's group may not be here when you drop your child off or pick them up. Our part-time staff will not have complete information about your child's day. If you have questions or concerns, please leave a message requesting the full-time classroom staff to contact you.

For school-age child care, parents need to provide up-to-date information concerning the child's school and teacher so that we may communicate with the school, if needed, for questions about homework assignments, special problems on arrival and release of the student, or if the student does not arrive from the school bus as expected.

Parent conferences are scheduled twice a year for preschool and child care. There will be open houses, parties, seasonal programs, field trips and special events for entertainment and social purposes.

Cumulative records for your child are on file. Parents, school staff and licensing authorities may have access to these records. At your request, the cumulative records for your child will be transferred to another child care facility or school.

Rosters of parents and telephone numbers for your child's class are available upon request. The roster does not include those who do not give permission to release.

ELC 3.0 Academic

ELC 3.1 TEACHING STAFF

Each member of the child care and preschool staff has been employed as a qualified and competent care giver to provide genuine love and understanding care for each child according to their needs. All staff are required by law to obtain the necessary training in Child Development, First Aid, Child Abuse, Communicable Diseases and related Program Planning. After completing these first three years of requirements, all child care and preschool staff are required to take 15 in-service hours per year. Additionally, the staff will be taking an additional 12 hours of age-specific training for the class with which they are working.

ELC 3.2 CLASS AND GROUP SIZE

The minimum staff-to-child ratio is established by the Ohio Department of Education, Division of Early Learning and School Readiness. The current maximum license capacity for New Hope Christian Early Learning Center is 162 preschoolers, ages 18 months to 5 years, and 81 school-age children. NHCELC provides child care staff to give continuity of care and supervision with at least one staff member caring for:

- every eight toddlers, ages 18 months to 29 months, maximum group size is 14;
- every eight toddlers, ages 30 months to 35 months, maximum group size is 16;
- every 12 preschoolers, age three years, maximum group size is 24;
- every 14 preschoolers, age four to five years (not in school), maximum group size is 28;
- every 18 school-age children, age 11 or younger, maximum group size is 36.

Whenever possible, it is the practice of NHCELC to have more staff caring for the children than is mandated by the licensing rules.

ELC 3.3 GROUP SCHEDULES

A sample daily program for each group is posted in the room or available in the school office.

Toddler Schedule

6:15 am Welcome Time, Room 205
7:00 am Free play/diaper and potty
7:30 am Morning snack in classroom
8:00 am Potty/diaper checks
8:30 am Gym Time/Playground
9:00 am Circle Time, Music
9:30 am Crafts
10:00 am Potty/diaper
10:30 am Stories/video
11:00 am Lunch
11:30 am Gym Time/Playground
12:00 pm Potty/diaper
12:30 pm Nap Time
2:00 pm Wake up/potty/diaper
2:30 pm Afternoon Snack
3:00 pm Gym/Playground
3:30 pm Free play
4:00 pm Potty/diaper
4:30 pm Music and stories
5:00 pm Clean up Time
5:30 pm Combined organized play
6:00 pm Closing

Preschool Child Care

6:15 am Welcome time, Room 205
7:00 am Games, free play
7:30 am Snack, free play
8:30 am Clean up, bathroom
9:00 am Gym/Playground time
9:30 am Circle Time, Calendar
10:00 am Readiness Concept Activities
10:30 am Bathroom
10:45 am Bible lesson
11:15 am Clean-up, hand washing
11:30 am Lunch
12:00 pm Gym/Playground time
12:30 pm Bathroom
1:00 pm Story/video
1:30 pm Nap-time
3:00 pm Bathroom, snack time
3:30 pm Gym/Playground time
4:00 pm Games, free play
5:00 pm Clean up
5:30 pm Combined organized play
6:00 pm Closing

School's Off/Summer Days

6:15 am Welcome Time
7:00 am Games/Free play
7:30 am Bathroom, Hand Washing
8:00 am Morning Snack
8:30 am Gym Time
9:00 am Theme Presentation Activity
9:50 am Drink/Bathroom
10:00 pm Playground/Gym Time
10:30 am Craft/Art Activities

11:15 am Bible Time
11:40 am Bathroom, Hand Washing
11:50 am Lunch
12:15 pm Quiet Time
12:45 pm Field Trips/Theme Activity
3:00 pm Bathroom, Hand Washing
3:30 pm Afternoon Snack
4:00 pm Playground/Gym Time
5:00 pm Free Play until pick up time

Morning School Age Child Care

6:15 am Welcome Time
7:00 am Games, Crafts in 104
7:20 am Morning Snack
7:40 am Bathroom, hand washing
7:50 am Bus pick-up
8:00-8:30 am NHCS Gym time

Afternoon School Age Child Care

3:30 pm NHCS Attendance, Snack, Bathroom
3:50 pm Bus Attendance, Snack, Bathroom
4:00 pm Homework/Library
4:30 pm Gym Time and games
5:00 pm Table games, crafts
5:30 - 6:00 pm Clean-up/Close

Part-Time Preschool Schedule

Four-year-old classes meet on Monday, Wednesday, Friday mornings or afternoons. Three-year-old classes meet on Tuesday and Thursday mornings.

Part-Time Preschool am/pm (ages three and four)

8:30 am/12:30 pm Attendance and free play	10:00 am/ 2:00 pm Bible story
8:45 am/12:45 pm Clean up	10:15 am/ 2:15 pm Number readiness
8:50 am/12:50 pm Opening, calendar and music	10:30 am/ 2:30 pm Recess
9:15 am/ 1:15 pm Alphabet	10:45 am/ 2:45 pm Learning centers
9:30 am/ 1:30 pm Restroom and drinks	11:15 am/ 3:15 pm Clean up
9:45 am/ 1:45 pm Snack time	11:30 am/ 3:30 pm Dismiss

ELC 3.4 CURRICULUM/PROGRAM INFORMATION

Our curriculum is designed to meet the educational and social needs of children. The three- and four-year-old child care and preschool classes cover a variety of subjects through the use of learning games, number and reading readiness, colors, shapes, health, science, theme-based social studies, language, music, art experiences, large and small muscle activities, and Bible stories, highlighted with a weekly chapel service. We use Creative Curriculum as our core curriculum in the classroom.

Our toddlers are provided with training in social and communication skills. We strive to give general exposure to many materials and processes. Large and small muscle experiences, toilet training and developing proper hygiene habits are a large part of their daily program.

Child care for school age children includes a variety of age appropriate activities to balance with their school day. Staff will assess homework needs as soon as children arrive from their schools and make a plan with the child to complete it, unless parents have given other instructions. They will be provided with time to take care of personal hygiene, health needs and get some exercise. Children will be allowed to select activities that are of personal interest to them. They are also encouraged to experiment and participate in other activities provided by the staff. Staff will provide special projects and craft opportunities for the children. Computers and library resources are available for the children to use. New Hope will utilize the benefits of local organizations and agencies to provide extra-curricular activities, especially during the summer and holiday vacations.

Program activities for children with special needs will be provided on an individual basis. New Hope admits children with disabilities on a limited basis if it is determined that we are capable of providing adequate care and program to meet the child's needs.

ELC 4.0 DISCIPLINE/BEHAVIOR MANAGEMENT

O.R.C.3301-37-10

- A A staff member in charge of a child or a group of children shall be responsible for their discipline.
- A The center shall have a written discipline policy describing the center's philosophy of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- A The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - 1) There shall be no cruel, harsh or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting;
 - 2) No discipline shall be delegated to any other child;
 - 3) No physical restraints shall be used to confine a child by means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control;
 - 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle;
 - 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse;
 - 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents;

- 7) Techniques of discipline shall not humiliate, shame, or frighten a child;
- 8) Discipline shall not include withholding food, rest, or toilet use;
- 9) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space;
- 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program;
- 11) The parent of a child enrolled in a center shall receive the center's written discipline policy;
- 12) All staff members shall receive a copy of the center's discipline policy for review upon employment;
- 13) The administration of New Hope Christian School reserves the right to terminate a child's enrollment if it is determined that it is not in the best interest of the child and/or the other children in the group to continue enrollment (i.e. adjustments, illness, discipline problems)

ELC 5.0 SAFETY AND SUPERVISION

Monthly fire and seasonal tornado drills are conducted as required by Ohio law. Fire and weather alert plans are posted at the exits of each area.

Telephone access is available at all times. Phones are located in the school office (740-477-6427), several classrooms and the kitchen. A cellular phone is located in the school office to be used if telephone service is disrupted, (740-412-5132). Two-way radios are available for playground or field trip activities, if needed.

No toddler or preschool child will be left unsupervised by staff or parents. There is to be no rough play or running in the building, except for directed physical activity. School aged children may use bathroom facilities or run an errand for staff, independently. If they have not returned within a five-minute time frame, staff will locate the child immediately.

If an accident or injury occurs, or an incident necessitates administration of Syrup of Ipecac or the emergency transportation of a child, a report will be completed by the center on the form prescribed by Ohio law. A copy will be given to the parent/guardian and a copy will remain on file at the center in the child's file.

A signed/dated permission slip is required before a child can participate in a water or swimming program where the water depth is more than two feet. New Hope staff will supervise the children. Persons who are certified life guards or water safety instructors in compliance with the rules of the American Red Cross will supervise the body of water. Required ratios shall be maintained.

Nothing that can be considered to be a weapon is to be brought to New Hope for any reason. Staff will be aware of what a child has brought to New Hope by checking book or tote bags and pockets on an as-needed basis.

Staff will be alerted if a child or other staff member is in an uncomfortable or threatening situation. Help can be summoned from an adjacent room, or use the intercom to seek help from the office. Children will be removed from any area that is being compromised.

The toddler and preschool outdoor play area is fenced and gated. There is direct access into the building from the play area. The area should be checked before entering and make sure the gate is secured when the children arrive. At no time should any animal be allowed to enter the play area. Children are to be removed from the play area if an animal or suspicious person comes around the playground.

School aged children coming in after school are to be accounted for immediately at their regular time of arrival. If they are not here and staff have not been notified of an absence, they are to notify the school office to follow up with the New Hope teacher or the school office where they attend. A staff member from the office will then contact the parents to trace the whereabouts of the child.

ELC 5.1 MEDICAL EMERGENCIES

A person trained in first aid is readily available at all times that school is in session. An Emergency Medical Authorization form is required for each student at the time of enrollment and kept on file in the office and in the possession of each teacher for immediate reference when a child is being considered for medical or dental treatment. The emergency/dental plan is posted in the administrative office, the kitchen, the information bulletin board and all assigned classrooms.

ELC 5.2 MANDATED REPORTING

Law requires a child care staff member to immediately notify the local Children's Services Agency when a child is suspected to be abused or neglected. (Call 740-474-3105 in Pickaway County.)

ELC 5.3 FIELD TRIP SAFETY

A first aid kit and a person trained in first aid will accompany children on all field trips. Each child shall have proper identification indicating the student's name, school address and phone number. Supervising staff will have the following for each child on the trip: permission slip, emergency medical authorization forms, health information and emergency contacts. Chaperones are asked to report to the school with the group upon departure and return from the field trip and provide proof of insurance and a valid drivers license for photo copying if they are driving on a field trip.

ELC 5.4 TRANSPORTATION OF STUDENTS

For medical emergencies, children will be transported by emergency squad as indicated in the Emergency Transport Release section of the school Enrollment Form. Parent vehicles provide transportation for most field trips. Parents with unsafe driving records will not be allowed to transport children. New Hope has purchased a bus, but it is not licensed to operate it at this time. In the future, the bus will be operated only by drivers with the required special license.

ELC 5.5 DELIVERY AND RELEASE OF CHILDREN IN CHILD CARE

All children in child care must be clocked in by an adult (18 years or older & must have a photo id) at the time of arrival. **NO CHILD IS TO BE DROPPED OFF OUTSIDE OR LEFT IN THE HALL TO GO TO CLASS ALONE!** Please make sure the staff member in charge of the group knows your child has arrived.

When picking up a child from child care, adults should go to the child's room and pick up any messages, projects, soiled clothing and observe the activities completed that day. Please make sure the staff member in charge of the group knows your child is leaving. All children must be clocked out by an adult (18 years or older & must have a photo id) when the child leaves the building.

Children will only be released to persons who have been authorized on the enrollment form. Changes in authorization need to be submitted in advance and in writing to the school office. It is absolute necessary that a permission form be signed in order to release a child to anyone other than the custodial parents or other authorized persons on the enrollment form.

ELC 5.6 PARKING AND TRAFFIC PATTERN

The handicapped and front parking spaces may be used by those dropping off and picking up children for child care. Please follow the traditional traffic flow in the lot. Please do not leave infants or young children in your car (it is against the law). Do not leave keys in the car or the motor running when the vehicle is parked.

ELC 5.7 LEARNING CENTER LICENSE

New Hope Christian School and Learning Center is licensed by the Ohio Department of Education. The license is on display in the school office and on the parent information board in the hall. The complaint number for the Division of Early Childhood Education is 614-466-0224. Anyone may call to report a suspected violation of the State Preschool Licensing Rules. Compliance reports of the visits by the state's child care licensing specialists are posted with the license. If you have questions about compliance, you may contact the Division of Early Childhood Education at the complaint number.

ELC 5.8 PHYSICALS AND IMMUNIZATIONS

Each child enrolled is required to have a current physical examination on file within 30 days of enrollment. Ohio law requires that this be renewed each year by the expiration date in order to continue enrollment.

The following immunization schedule applies to children between the ages of 20 months and 5 years of age. All students must have a current immunization record on file.

Doses	Vaccine	Notes
4 or 5	DtaP, DTP or DT (pediatric)	Those who received 4 doses before their 4 th birthday must receive 1 more dose.(only at Kindergarten entry)
3 or 4	HIB	Required as of 1/1/92. Schedule & number may vary.
3 or 4	Polio Vaccine	Those who received 3 doses before their 4 th birthday must receive 1 more dose.
1	Measles Vaccine, live virus, MUST be administered on or after 1st birthday	A written statement claiming history of disease is acceptable. This should be closely questioned as many rashes are assumed to be measles when they are not.
2	Kindergarten – 3rd grade	
1	Rubella Vaccine MUST be administered on or after 1st birthday	Laboratory evidence of immunity may be substituted for vaccine
2	Kindergarten – 3rd grade	
1	Mumps Vaccine, live virus after 1st birthday	A written statement claiming history of disease is acceptable but should be closely questioned as many rashes are assumed to be measles when they are not.
2	Kindergarten – 3rd grade	
3	Hepatitis B	The second dose must be at least 28 days from the first dose, the third dose must be at least 2 months from the second and at least 4 months from the first dose.

ELC 5.9 HEALTH POLICIES

Toddler and preschool children are required to have a physical examination by their physician within 30 days of their enrollment. For school-age children enrolled in before- and after-school child care, the school of attendance is responsible for the medical information for the students. Home-schooled students must provide proof of a physician's examination.

A chart of communicable disease symptoms and information is posted in the main hall on the parent information board. If your child has been exposed to a communicable disease at school, an information poster will be placed at the entrance to their classroom. You are asked to notify the school office if your enrolled child or any member of your family comes down with a communicable illness or condition, (i.e. head lice, conjunctivitis, impetigo, etc.).

A person trained at a state-approved course to recognize the common signs, prevention and management of communicable disease or other illness shall observe each child daily as they enter the group. Please follow the guidelines set forth by the Preschool Rules of the Ohio Department of Education, July 2004.

- 1) The center will immediately notify the parent or guardian of the child's condition.
- 2) A child with any of the following signs or symptoms shall be isolated and immediately discharged to the parent or guardian:
 - Diarrhea (more than one abnormally loose stool within 24 hours);
 - Severe coughing causing the child to become red or blue in the face or to make a whooping sound;
 - Difficult or rapid breathing;
 - Yellowish skin or eyes;
 - Conjunctivitis;
 - Temperature of 100 degrees F taken by the auxiliary method when in combination with other signs of illness;
 - Untreated infected skin patch(es);
 - Unusually dark urine and/or gray or white stool;

- Stiff neck
 - Evidence of lice, scabies or other parasitic infestation.
- 3) A child will be isolated from other children and discharged as determined by the administrator and parent or guardian with any of the following signs:
- Unusual spots or rashes;
 - Sore throat or difficulty in swallowing;
 - Elevated temperature;
 - Vomiting.
- 3) The Department of Health Child Care Communicable Disease Chart will be followed for appropriate management of suspected illnesses.

Ill children will be taken to the administrative office and made comfortable. You need to arrange for your child to be picked up within an hour of notification. There will be a \$10 charge for each hour or part of an hour after the first. A “mildly ill” child is defined as one who is experiencing minor cold symptoms or does not feel well enough to participate with the group but does not exhibit the symptoms listed above. The child may rest at the school and be observed. If staff believe it is in the child’s best interest, the parent or guardian will be notified to pick up the child.

Because we have a responsibility to protect all of God’s children, New Hope will not admit or permit continued enrollment of any child known to be infected with an infectious disease, including, but not limited to: Hepatitis B, Tuberculosis, Meningitis, HIV or testing positive for the presence of AIDS-virus antibodies. It is the responsibility of the parent/guardian to disclose this information to the administration of the school for the protection of all the children.

Universal health precautions are to be observed by all staff as they care for the children (i.e. proper hand washing and diaper and toilet procedures outlined in staff policy and procedures).

ELC 5.10 STAFF HEALTH

The same health policies apply to the staff as the children. An approved substitute will cover the class in the absence of a staff member.

ELC 5.11 ADMINISTRATION OF MEDICATIONS

If your child requires medication, treatments, vitamins, special diet or topical ointments, the required administration forms are available in the school office. New Hope staff cannot administer prescribed or over-the-counter (OTC) medications to any child without the proper form completed and signed by a physician and parent as required by law. All medication must be in the original container and clearly marked with the child’s name, dosage, time of dosage and why it is being given. OTC medications must be age appropriate and limited to the time recommended. Non-prescription preventive topical ointments/lotions require a signed form from the parent.

ELC 5.12 FIRST AID

Staff trained in first aid, recognition and prevention of common childhood illnesses and child abuse are available at the school at all times. Qualified training is available from the American Red Cross, Children’s Hospital, or other state-recognized trainer.

ELC 6.0 FOOD SERVICE

New Hope participates in the Child Care Food Program. The school provides a standard lunch and morning and afternoon snacks that contribute the necessary daily dietary allowances. Menus are posted and also available from the school office. Parents who provide snacks for toddlers or preschoolers must follow the food requirements of the Ohio Department of Education. Any change in food menu will be posted.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability in providing food service. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue S.W., Washington D.C. 20250-9410; or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

ELC 7.0 PERSONAL PROPERTY/CLOTHING

Children should only bring personal items to the center on days designated by the classroom staff as appropriate for sharing personal items. The center cannot be responsible for toys and personal items brought by the children. Bringing toys from home often creates conflict with other children in the group, although we try to teach respect for personal property.

ELC 7.1 CLOTHING

Dress your child comfortably, according to the season. They will get dirty, so their best clothes are not recommended wear. Shoes that fit well and are comfortable with non-skid soles are preferred. Please avoid clogs or sandals since the sand and mulch will irritate the child's feet. Label all clothing with your child's name. Bring an extra set of clothing on the first day to be left at the school in case the child has a spill or accident. Any soiled clothing should be taken home daily and the extra set of clothing at the center replaced as needed.

A blanket needs to be provided to use on the child's cot at nap time. Blankets are to go home each Friday to be washed.

Parents provide their own disposable diapers and training pants. The school will provide wipes.

Lost and found items are kept in the classrooms for two weeks then transferred to the basket in the front of the school office. Unclaimed items are given to Goodwill.

We are pleased to have you consider New Hope as the place where your child receives care and instruction. We pledge to do our best to serve you and your family in Christian love and gratitude.

I _____ have received and read the student handbook.

Signature/Date

Please Return this to your child's homeroom teacher the first week of school.