



770-998-4992

dayschooloffice@npcdayschool.org

Parent Handbook and Administrative Information

Location:

2400 Old Alabama Road
Roswell, GA 30022

Hours of Operation:

The 2017-2018 school year begins on Monday August 28, 2017. Our program runs from 9:30am-1:00pm Monday-Friday. NDS follows the Fulton County School system in regards to holidays and weather related school closings.

Immunization:

Each child must have form 3231 (immunization) on file by September 30, 2017. Forms that are up-to-date will be carried over from previous years. You will be notified if your form has expired.

Change of Address, Emergency information. Etc.:

If your address, phone number, doctor information or pick up authorization changes during the school year, please edit your information at www.headmasteronline.com. Your login and password can be obtained from the Day School Office.

Withdrawal:

NDS requests a 30 day notice to withdraw from our program.

Registration:

Children already enrolled at NDS will register for the following school year January 29, 2018. Open registration will begin on February 1, 2018. Registration is an online application found at www.headmasteronline.com for enrolled families and on our website www.northminster-atl.org/day-school for new families.

Fees:

A registration fee of \$125 for the first child and \$75 for additional children (\$200 family max) is due before a child will be officially enrolled for the school year. Registration fees are non-refundable. September Tuition is due by May 20 or upon registration after May 20th. September tuition is also non-refundable and non-transferable.

Monthly Tuition:

Monthly tuition is due on the 20th of the month prior (Example: October Tuition is due September 20th). Email reminders are sent on or around the 15th of each month. Invoices can be viewed at www.headmasteronline.com (login and passwords can be obtained from the Day School Office). Payments can be made by checks (sent in your child's folder), Credit cards (\$12.00 fee per transaction) or bank drafts from a checking or savings account. Recurring credit card and bank draft payments can be set up at www.headmasteronline.com.

Classes:

Parents Morning Out (12-17mos)

Parents Morning Out (18-23mos)

Day Options:

1 day: \$105 2 days: \$210 3 days: \$290

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2yr-Kindergarten

2-year-old program

3-year-old program

4-year-old program

Kindergarten

Day Options:

1 day: \$105 2 days: \$210 3 days: \$265 4 days: \$310 5 days: \$350

Kindergarten: \$375

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Policies and Procedures

Wellness Policy:

To ensure that children stay healthy while they are enrolled in our program, please do not bring your child to school if he or she shows any of the following symptoms:

- Fever
- Clear, runny nose that cannot be related to allergies
- Runny nose with colored discharge
- Rash, Skin eruptions
- Diarrhea
- Vomiting
- Unexplained itchy scalp (head lice)
- Sore throat
- Skin infections (ringworm, impetigo, etc.)
- Pink Eye
- Frequent Cough or Croup

Children should not return to school until they have been fever/symptom free (without the aid of medication) for 24 hours or until the contagious period has passed.

If your child is diagnosed with a contagious disease (Chickenpox, Hand, Foot and Mouth), please let us know as soon as possible so we may notify the class of exposure.

Emergencies:

Our first response to all emergencies is to call 911

Medications:

Our teachers and staff are not allowed to administer ANY medications. If your child requires an EpiPen or emergency inhaler, for a life-threatening condition, we must have written certification by your physician. We must have an emergency release waiver on file for Inhalers and EpiPens.

Security:

The safety and security of your child is our primary concern. The Day School doors will be closed and locked from 9:45am-12:45pm. A security camera and button can be pressed at both the Church and School doors for entry. Only parents and those people whom the parents have authorized may pick up children from our program. Last minute authorizations can be made via phone or email given the person picking up has a picture ID.

Text Messaging System:

The Day School uses a text messaging system to alert families of weather related closings, school updates, news, or important information needed quickly. To sign up: text @b45ae6 to 81010 or 678-249-3727.

Carpool:

Carpool drop off begins at 9:20am for our 3's, 4's, and Kindergarteners. Carpool is located to the right of the Day School. Carpool pick up begins at 12:50pm in the same location. Please use your carpool tag to expedite the process.

The area in front of the Day School will be blocked during carpool hours.

Please do not use your cell phone during carpool drop-off or pick-up.

Pick-up after 1:05pm is considered late. After your first reminder, you will be assessed a \$10 late fee for each additional late pick up.

Potty Policy:

Children in the 3's – Kindergarten must be potty trained.

First Accident: Teachers change the child and send home soiled clothes.

Second Accident: Teachers change the child, send home soiled clothes, and call parents.

Third Accident: Teachers change the child, send home soiled clothes, and the parent will be called to pick up the child.

Fourth Accident: Teachers change the child, send home soiled clothes, and the parent will be called to pick up the child.

A meeting will then be arranged for the parents and the director to discuss the next course of action.

Biting Policy

First Incident: After first aid, the Teacher/Director will evaluate the severity of the bite, parents *may* be notified.

Boo-Boo Report/ Incident Report will be sent home with the children involved.

Second Incident: After first aid, the Teacher/Director will evaluate the severity of the bite, parents *will* be notified.

Boo-Boo Report/ Incident Report will be sent home with the children involved.

Third Incident: After first aid, Parents will be called to pick up the biter no matter the severity of the bite.

Fourth Incident: After first aid, Parents will be called to pick up the biter and a meeting will then be arranged for the parents and the director to discuss the next course of action.

Curriculum

The Day School curriculum is made up of many units of study, which lead to the exploration and discovery of God's world. Each unit will be supported by experiences such as art, music, literature, science, social studies, math, and vocabulary. The teacher will determine what activities are most effective for a particular class or unit of study. The curriculum will offer various activities to further these areas of growth.

Large Motor Skills: Creative Play, Outside Play, Circle Games, Movement Activities

Small Motor Skills: Painting, Cutting, Pasting, Beads, Blocks, Puzzles

Social and Emotional Skills: Sharing, Manners, Role Playing, Group Discussion, Helpers, Leaders

Language and Listening Skill: Listening and Following Simple Directions, Stories, Music, Word Comprehension.

Music and Creative Movement: Body Awareness, Marching, High/Low Sound Recognition, Singing, Musical Instruments.

Parents Morning Out is a drop-off program where children can be gently introduced to the school setting. PMO curriculum is comprised of Social Emotional Development, Physical, and Cognitive Development. Each day will have creative play and games, stories, music, and gross and fine motor skill activities. It is a wonderful opportunity for busy parents to have some free time every week or once in a while!

Teacher/Student Ratio: 12-17 months 4/1; 18-23 months 5/1

2-year-old program introduces a variety of activities including art, music, and lots of play! When your child is ready to begin potty training, the teachers will work with you to reinforce the strategies you are using at home. These classes also concentrate on socialization skills, such as learning to play with others, sharing, and picking up toys.

Teacher/Student Ratio: 12/2

The 3-year-old program focuses on the social and emotional developments and strives to enhance positive behavior through interaction with caring adults and other children. The children explore their feelings through different techniques of self-awareness. They will build relationships with others and discover their place in God's world. They will learn to solve problems and increase gross and fine motor skills. It is our hope that, through these experiences, the children will become "active learners." **Teacher/Student Ratio: 15/2**

The 4-year-old program has been developed to encourage the 4-year-olds' enthusiasm for learning and enhance their never-ending quest for self-awareness and personal growth. We have included a reading readiness program as well as math and science readiness and Spanish. Our daily program is carefully coordinated to include both academic and social activities. **Teacher/Student Ratio: 15/2**

Our Kindergarten program is designed to meet the needs of children who would benefit from a small class and a shorter school day. Beginning reading, math, and handwriting are the main focus of our day. We use Handwriting Without Tears along with Recipe for Reading to teach core concepts. We also offer Spanish and music to round out our program. This class prepares students to enter Kindergarten (at an advanced stage) or 1st grade in a public or private school setting.

The Kindergarten Class covers the same curriculum as the Fulton County schools and is supplemented with a long term project, as well as monthly academic enrichment events. **Teacher/Student Ratio: 16/2**