

Please sign and return signature page



LEARNING CENTER

# Parent Handbook

3901 North Star Road

Richardson, Texas 75082

972-669-9454

Fax: 469-916-9592

[www.canyoncreekpres.org](http://www.canyoncreekpres.org) - click on North Star Learning Center

[office@northstarlearningcenter.org](mailto:office@northstarlearningcenter.org)

Tax ID#:75-1337637

# Mission Statement

*The mission of North Star Learning Center is to serve our community by providing child-focused, quality education and care for young children in a loving, nurturing environment. We strive to meet the physical, emotional, cognitive and social needs of each individual child. To this end, we provide developmentally appropriate programs delivered by qualified staff which challenge and enrich our children, providing them with opportunities to maximize their God-given potential.*

The *Parent Handbook* provides parents and staff with a clear and concise statement of the basic policies, procedures, and philosophy of North Star Learning Center. Although the *Handbook* is not intended as a definitive statement on these subjects, it is written to answer the most frequently asked questions about the policies and procedures of the school. In the *Handbook*, it is important to realize that our policies and procedures are formulated to implement our goals in Christian education, as well as to provide for a safe, orderly, efficient and consistent approach to situations. Consistent support of these policies and procedures will produce significant and lasting accomplishments for the North Star Learning Center students.

## Important Numbers:

North Star Learning Center	972-669-9454
Director, Debbie Webb	ext. 314
Assistant Director, Robyn Shearin	ext. 0
North Star Learning Center Fax	469-916-9592
Canyon Creek Presbyterian Church	972-238-8103

## School Hours

Academic Day 9:00 am to 2:00 pm

Full Time Hours 7:00-9:00am & 2:00-6:00 pm

Parents are always welcome to visit NSLC anytime during our regular operating hours. It is very important that our parents read the newsletter that is emailed weekly. We also hold a parent orientation meeting in the Fall as well as Meet the Teacher opportunities.

## **Our Main Goals**

- We will exemplify and promote virtues of the Christian faith.
- We will recruit, retain, develop and recognize a highly qualified staff.
- We will expect the continuing education of staff and leadership in the areas of academia and spiritual renewal.
- We will require responsible fiscal management, integrity, efficiency, and effectiveness in all operations.
- The Committee will provide leadership in setting policy, maintaining high standards and supporting the administration.

## **Hallmarks of North Star Learning Center**

North Star Learning Center strives to make a difference. North Star Learning Center views teachers, children and parents from the wisdom given in scripture. The Bible says “Loving God is the greatest commandment” *Matthew 22:38*. At NSLC, we make six important promises to our parents to fulfill this command.

1. To love our students by showing kindness, gentleness, compassion, care and concern.
2. To ensure that North Star Learning Center teachers and administrators are competent, qualified, dedicated and caring.
3. To guarantee that we will communicate with parents about their child/children’s school issues and important activities.
4. To work diligently to merit your trust and confidence by viewing parents as partners.
5. To base our school philosophy and practices on the truth and wisdom of scripture.
6. To be committed to prayer because we believe “The prayer of the righteous is powerful and effective” James 5:16.

## **Six commitments we ask of NSLC parents:**

1. Support the philosophy and standards of North Star Learning Center.
2. Pray for the school community.
3. To be actively involved in shaping their children’s values.
  - a. Model appropriate behavior.
  - b. Be involved in your child’s learning.
4. View us as partners.
  - a. Welcome and be open to constructive feedback regarding your child.
  - b. Allow your child to experience and take ownership of their actions.
5. Allow us to be the first contact in addressing your concerns.
6. Pay your bills in a timely way.

## **Admission Criteria**

### **Applicant Requirements**

- The State recommended birth date cutoff for admission is September 1 of the school year the student wishes to enter.
- Infants must be 8 weeks old to attend.
- A new enrollment or reenrollment form accompanied by the \$225 annual non-refundable registration fee, along with updated immunization chart and other required forms.

### **Application Procedures**

Once a child has been accepted into NSLC, the following paperwork must be on file and updated accordingly:

Registration papers—stating admission date

Signed Handbook Agreement Page

Immunization Record—up to date

Physicians Statement of Health/Medical Release Form—name, address and phone number of doctor

Any legal custody documents

### **Non-Discrimination Policy**

NSLC extends to all students of any race, color, national and ethnic origin the rights, privileges, programs and activities generally accorded or made available to students of the school. NSLC does not discriminate on the basis of race, color, or national and ethnic origin in administration of our educational and/or admission policies. If admitted, all students will be expected to participate fully in all Christian training. No exceptions or exclusions will be made for any student.

### **Assessment Policies**

North Star Learning Center is committed to meeting the needs of all students. The classroom curriculum and activities are designed to enhance the physical, academic, social, emotional, and spiritual growth of the children entrusted to our care. NSLC strives to make all decisions in the best interest of each individual student attending our school.

Assessment is a valuable part of a child's preschool experiences. We use multiple forms of assessments including but not limited to checklists and anecdotal records in order to identify each child's interests and needs, describing each child's developmental progress and learning.

During the course of a student's enrollment at NSLC, it may become apparent that the student may have physical, academic, language, and/or social/emotional needs that cannot be adequately met by our program. When necessary, assessments will be used to determine if children are in need of special services. A conference will be held with the parents and others to determine what referrals should be made.

Assessment will occur starting at the beginning of each year as each child's family will be given a Student Questionnaire to complete and return to the child's teacher. Teachers will use Developmental Goals Checklists and will share these results with the parents as needed. Parents in our twos, three and four year old classes will receive a written assessment in the Fall which will be repeated in Spring. At that time parents will have an opportunity to meet and discuss progress made. Families and teachers are encouraged to schedule a conference anytime there is a concern about a child's development, behavior or experiences at school.

For children with persistent, serious, and/or challenging behavior, teachers, families, and other professionals will meet to develop and implement an individualized plan that supports the child's inclusion and success. The following steps should be taken if a teacher, family member or administrator notices a behavior of concern:

- The teacher/s will complete an Addressing Behaviors of Concern form and return it to the director.
- The director or designee will observe the child and confer with the teacher about how to address the issues.
- If necessary, the teacher or director or designee will schedule a conference with the child's family.
- If necessary, the teacher or director or designee will refer the family to outside resources who can provide assistance.

Information about each child (including but not limited to enrollment forms, medical forms, assessments and reports) will be kept in a closed cabinet when not being used by the child's teacher or staff. All information will be kept confidential and only shared with NSLC staff in professional consultation or with those people indicated by the child's family.

NSLC assures that privacy and confidentiality of student records will be handled in an appropriate manner.

### **Attendance and Absence Policy**

In order to benefit fully from our school program, regular attendance is encouraged. We have a full day scheduled with various activities. Our Academic Program begins promptly at 9:00am with morning meetings in our classrooms. Children who arrive after 9:00am must be walked to their room by their parents. On-time arrival will ensure that your child feels included and prepared for what is ahead for the day. Repeated tardiness is strongly discouraged. If your child is going to be absent, please call the front desk so the teacher can be notified. Also, alert us of any communicable illnesses or diseases.

**\*Please note: There are no make-up days for any absences.**

## **Picking up of Students by Parent(s) and/or People other than Parent/Legal Guardian**

We do understand that there may be times when there is a need to have your child picked up by someone other than yourself. In these instances, the parent/guardian must call and inform the school prior to the desired pick-up time. Upon arrival, the designated person must present valid picture identification, such as a driver's license at the NSLC office.

## **Carpool**

Morning Carpool is for Preschool Threes through Preschool Fours only. Carpool is from 8:45am-9:00am. If you arrive after 9:00am, you must walk your child in to their classroom. Everyone comes into the building in the afternoon to pick up their students. All carpoolers will be dropped off at the south entrance of the building. All drivers are asked to follow the directions of staff carpool monitors to ensure the safety of each student. Please be mindful of children and adults crossing from the parked area into the building. Infants through Twos will need to be walked to their classroom by their parent. **Please refrain from the use of cell phones when driving in our parking lot and when entering the building to pick up your child.**

## **Celebrations and Invitations**

We will be happy to send invitations, thank you notes, or any other information through your child's folder, but we ask your cooperation in the following manner:

- a. Every child in the class must be invited (all girls, all boys or the entire class).
- b. It must be clear to the other parents that this is not a school function.
- c. The note must be sent early enough in the day to allow the teacher time to place them in the folder before the end of the school day.
- d. Let the teacher know if you plan to provide a treat at school for your child's birthday. Birthday celebrations at school will be kept simple. This is **NOT** a birthday party – just an acknowledgement that today we are celebrating your child's special day. **We request only cookies be sent.** Please **NO** cupcakes, cakes, pizza, balloons, party favors or candles. We will be happy to celebrate your child's summer birthday. Please speak with your child's teacher to schedule an appropriate day.

## **Christian Instruction**

**Morning Devotions** – All classes begin each day with a devotional time. The purpose of this activity is to develop students' skills in listening, understanding, and living God's Word, the Bible.

**Chapel** – Chapel is a very special time of our week. It is a time to honor God and be grateful for Him. Chapel symbolizes the school's commitment to Christian spiritual values and is a time of worship and an opportunity to foster spiritual and moral development. This is an integral part of our program and all designated classes are expected to attend.

## Communication

Folders/notes are sent home daily with important information on your child's day. Please return the folders daily. Your child's teacher will communicate with you on a daily or weekly basis depending on the age of the class. Weekly overviews are emailed to all parents on Mondays. **A weekly newsletter is emailed during the academic year on Wednesdays.** It is vital that every family be on our electronic contact list in order to be informed of all school information and updates. Please notify the school of any pertinent address or data changes so that you continually receive important school information.

## Discipline & Guidance

- ◆ Discipline must be:
  - (1) Individualized and consistent for each child;
  - (2) Appropriate to the child's level of understanding; and
  - (3) Directed toward teaching the child acceptable behavior and self-control.
  
- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements; and
  - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
  
- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child's mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Any form of physical aggression by a child is unacceptable and will be taken seriously. This includes hitting, kicking, biting and spitting. If a child is causing harm to self and/or others, he/she will be placed in a time out situation in the classroom or in the office. Depending upon the severity of the behavior, the Director will be notified and the child may be sent home for the remainder of the day. A conference will be called with the parents after the second occurrence. After the third incident of being sent home, NSLC reserves the right to expel the child from future attendance.

## **Dress Code**

Busy, creative, active play can be messy regardless of the age of the child. Please dress your child in play clothes that can get dirty and that are appropriate for weather conditions. Even when children wear smocks to cover clothing during messy activities we cannot guarantee that spills and stains will not occur. We suggest that parents dress children as if they are painting every day! Children should wear comfortable, functional shoes that allow them to run and climb. Closed toe shoes with rubber soles with laces or velcro closure are recommended. For children's safety, heeled shoes (particularly cowboy boots), dress shoes, Crocs, flip flops and sandals are not recommended. Please label all belongings with your child's name. Girls wearing dresses/skirts are encouraged to wear modesty shorts for times of physical activity. All children should keep a change of clothing in a clear zip lock bag at school.

Unless inclement weather is present, children MUST go outside each day. To protect against cold, heat, sun and injury, the following procedures are required:

- Children should wear clothing that is dry and layered for warmth in cold weather.
- Shade and sunscreen – shaded play areas are always available. However, parents are encouraged to dress children in sun-protective clothing and/or apply sunscreen with UVA and UVB protection of SPF 15 or higher. NSLC staff will not apply sunscreen. A signed medical form must be filed in the office for an exception to this policy.
- On occasion, students may have the opportunity to participate in water activities such as a water table and/or sprinklers.
- Insect repellent – based on recommendation from the Texas Department of State Health Services, parents are encouraged to apply insect repellent containing DEET on their children prior to arriving at preschool. NSLC staff will not apply insect repellent. A signed medical form must be filed in the office for an exception to this policy.

## **Emergency Procedures**

Emergency Procedures have been put in place to ensure the safety of your children. These procedures were developed by the NSLC and CCPC staff in conjunction with area police officers. The type of emergency determines the location of pick-up. If for some reason you are unable to retrieve your children in a timely manner, the school is prepared to care for your child until you arrive. If in the event students need to be evacuated from the school campus, the school will assume the responsibility of insuring safe transportation of all students utilizing all available strollers, evacuation cribs and any and all school and church staff to the evacuation site of Otto Middle School. In the extreme case of an evacuation to the off-site location and walking is not an option, children will be loaded and accompanied by a teacher and driven in teacher/staff cars, with or without car seats to get them to the safe location in a timely manner. As soon as children are safely relocated, parents will be emailed and called (if possible). The director or designee will contact local authorities and DFPS as soon as children are safely relocated.



### **Emergency Evacuation Site(s):**

Otto Middle School, 504 North Star Road, Richardson, TX 75082 469-752-8500

Meadows Baptist Church, 3001 Los Rios Blvd, Plano, TX 75074 972-423-5683

### **Homeland Security**

If this type of emergency takes place, the children will be moved to M117, in the main building on the 1<sup>st</sup> floor. The children will be released from the children's music room only to the persons listed on the Family Information Form.

### **Weather Emergency**

NSLC will follow the PISD inclement weather closing decisions. If inclement weather occurs during school hours, your children will be taken to M117 until the weather passes. In order to notify parents quickly, we will email parents through a mass email for any emergency. In most cases, the children will return to their classrooms and we will remain open until the regular school day ends. Parents/guardians may choose to pick up children before dismissal time. Only those persons designated on the Family Information Form may pick up your child/children.

### **Campus Emergency**

In the event that NSLC experiences an emergency in the geographical area of the school, we may elect to "lock down" the campus for the children's safety. Other emergency situations might include such events as power or water outages, natural gas leakage, fire, an intruder, etc. The staff will evaluate the event and may contact a person designated on the Emergency Form for pick up. Teachers will take all steps necessary to insure that the children are secure in the building, unless it is necessary to evacuate the building.

### **Gang-Free Zone**

In accordance with House Bill 2086, we are required to inform the families of NSLC that gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center/facility is a violation of the law, and are therefore subject to increased penalty under state law.

## Health and Safety Regulations

### Hearing and Vision Screenings

Hearing and vision tests are required by the State for all four-year-olds. This is most often completed at your four year old check up by your physician. Please provide this form to the office to be placed in your child's file.

### Immunizations

All students must have documentation of **constant up-to-date immunizations** reported on the Student Health Record Form. A current immunization record from your physician is required yearly. Please have your doctor fax us this record or leave it with the front desk staff.

North Star Learning Center encourages but does not require all employees to receive vaccine-preventable immunizations.

### Medications

Medication will be administered by the office staff only when absolutely necessary. Medications must be brought in the original container or prescription bottle, must have the child's first and last name written on it and be signed in on the daily medication log at the front desk. All medications must be given to the front desk. North Star Learning Center will not administer Tylenol/Advil or any other fever or pain reducing medication. If your child has a special health need, please discuss these needs with the Director and your child's teacher(s). All medication must be taken home daily with the exception of Epi-pens, inhalers, and Benadryl for severe allergies. You must complete an allergy/asthma form every six months (August and January). Check with the front desk staff for a form.

## Illness and Injury

A child who shows any sign of illness should be kept at home for the protection of that child and other children.

Common Cold (thick green or Yellow discharge)	Sore Throat
Fever of 100 degrees	Croup
Vomiting or diarrhea*	Any unexplained rash
Any symptom of childhood disease such as: Scarlet Fever, German measles, Mumps, Chicken Pox or Whooping Cough	Any skin irritation – rash, boils, Ringworm, Impetigo Pink eye or other eye infection Communicable diseases Lice (medicated shampoo/treatment is given – all nits removed)

\*diarrhea – defined as two or more watery stools in a 24 hour period

If you have any questions about whether or not to bring your child to school, please contact your pediatrician's office . . . even if it means you will be a little late. **Children must be symptom and fever free for at least 24 hours before returning to school. Fever free is defined as having a normal temperature without the use of fever-reducing medications. Children attending class are expected to participate fully in all activities. No one will be allowed to sit inside during outdoor play.**

When a child becomes ill during the day the parent(s) will be contacted. If we are not able to notify the parent in a timely fashion the emergency contact will be phoned. **Your child must be picked up within the hour of being notified.** Each child that is sent home will have a note stating when they may return to school issued by the NSLC office. Every NSLC faculty member is trained in basic first aid and in CPR. In the event of an injury, first aid will be administered and the parents will be notified by a written notice. Severe injuries will be treated by the first response team and emergency medical professionals will be called if necessary.

## Holiday Parties

We invite our parents of Preschool B, Preschool C and Preschool D to join us at three different events during the school year. Trunk or Treat in October near or on Halloween, Christmas Holiday Parties and the End of the Year celebrations. In an effort to keep our holiday parties age appropriate, Preschool A observances will be classroom only events. At times, parents may be asked to contribute food or other items. The only time that party favors may be appropriate would be at the end of the year celebrations.

## Late Pick Up

Academic students are dismissed between 1:45-2:00pm. Children that are staying as a part of our Stay All Day program must be picked up by 6:00pm. Our License from the State of Texas ends at 6:00pm. It is absolutely essential that you arrive before that time to pick up your child. After 2:00pm and again at 6:00pm a late pick up fee of \$1.00 a minute will be assessed.

## Nutrition/Lunch/Snacks

**BREAKFAST SNACK:** Stay all Day students are offered a breakfast snack between 7:00am-8:00am. **Please do not send donuts or flavored milk.**

**MID-MORNING SNACK:** Please send a “Energy Brain Boost” with your child each day. **Choose** from some of these ideas:

Cheese stick, granola bars, dried or fresh fruits, or multigrain bread item

**Avoid** these items:

Cookies, candy and other food items containing a high sugar content and/or high fructose corn syrup, or simple carbs

**LUNCHTIME:** This is a time when students may relax and enjoy visiting with their peers. It is an important part of the day in which students develop social skills and interact with each other, as well as develop an attitude of independence. Students are expected to use good manners while eating all meals. Everyone eating lunch at school must bring a lunch.

Preschool A and Preschool B classes eat in their classroom. For our infants, we will provide mothers a comfortable place to breastfeed or you may provide breast milk for your baby. Preschool C and Preschool D classes will eat lunch in the cafeteria, Tennent Hall. **We do not heat or refrigerate lunches.** Items that need to be kept cool should be sent in an insulated lunchbox with a cold pack. Items that should be served warm should be sent in an open mouth thermos.

Due to choking concerns, children should not bring hot dogs (whole or sliced into rounds), whole grapes, popcorn, raw peas, chunks of raw carrots, or meat larger than can be swallowed whole. Food should be cut into pieces no larger than ¼ inch square for infants and ½ inch square for toddlers/twos, according to each child’s chewing and swallowing capability. Items that require preparation, such as slicing apples or peeling oranges should be done in advance unless your child can peel the orange themselves.

Due to the high sugar content in juices and flavored waters-**we only allow plain water or plain milk** to be served at NSLC. Water bottles need to be sent daily containing only water. Water bottles and beverage containers with a straw or small flat nozzle are more developmentally appropriate and an open cup is the best. Due to the lack of nutritional value, we strongly recommend that “lunchables” not be sent particularly those that require the children to “make” their own pizza and nachos. We also discourage the sending of excessive “squeeze” pouches. It is more developmentally appropriate to send fruits and vegetables in a small container to be eaten with a utensil or fingers. Please do not send soda or candy.

Please send a nutritious lunch along with a napkin, any needed eating utensils and a

drink. Parents are solely responsible for the nutrition of their child's lunch. We recommend that each child's lunch include at least one serving of each of the following major food groups:

1. Dairy(milk, cheese, yogurt): ½ cup
2. Vegetable/Fruit: ¼ cup of each
3. Protein (meat, eggs, beans): 3 oz.
4. Grain: enriched bread, whole or multi-grain crackers

**No peanut butter or nuts allowed at NSLC-we are a nut-sensitive building.**

### **Parental Concerns/Responding to abuse and neglect**

If you have a concern with your child's progress or activities, that concern should first be discussed with your child's teacher. After this conference if the concern remains, it is then appropriate to seek an appointment with the Director.

North Star Learning Center employees are trained annually in the protection of children from abuse and neglect using resources available in our community. We will be vigilant in increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. To report and obtain further information please contact TXDFPS using the information provided.

Contact information for the Texas Department of Family and Protective Services:

<http://www.dfps.state.tx.us/>

1-800-252-5400

A copy of our most recent inspection is posted near the front entrance of the building.

### **Pets & Toys From Home**

Please do NOT allow your child to bring toys to school. We provide classroom activities and toys for our students. We would not want to see something valuable from home get broken, lost or stolen. For the safety of our children, North Star Learning Center has a NO pet policy.

### **Safe Sleep Policy**

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the

CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].

- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].

- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315]. • Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].

- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].

- Place only one infant in a crib to sleep [§746.2405 and §747.2305]. • Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].

- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].

- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes ecigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].

- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].

- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].

- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].

- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

## Toilet Training

As a developmentally based program, we believe that toilet training should be positive and individually initiated. After a degree of success has been accomplished at home with toilet training, it is appropriate for him/her to come to school in underwear. Teachers should always be informed of a child's toilet training progress. Teamwork between home and school is essential for a successful potty training experience. Children enrolled in our Preschool 3's through Preschool 4's program must be potty trained prior to the start of school. They should be able to manage themselves in the bathroom, **unassisted**, in order to be successful in these programs.

## Tuition

Tuition and fees are due on the first of the month. Accounts not paid in full by the 7th calendar day of the month in which they are due will be assessed a \$25 late payment fee. Students whose accounts are not paid in full by the end of the month will not be allowed to return to NSLC until account balances are settled. Families receive a 10% sibling discount off of the lowest tuition(s). Dependent care statements are available by emailing [office@northstarlearningcenter.org](mailto:office@northstarlearningcenter.org).

- \*Tuition rates are reviewed and set annually by the NSLC Committee and are approved by the CCPC Session.
- \*In the event of withdrawal prior to the end of school, all tuition and fees owed must be paid before any records will be released to other schools or organizations.
- \*All tuition and fees must be paid in full in order for end of the year memory books and school records to be released.
- \*All monthly tuition fees are charged and due, regardless of vacations, illnesses, other absences, holidays, inclement weather, etc. There is no substituting of days if your child misses their regularly scheduled day.
- \*There will be a \$25 administrative change fee for all enrollment changes.

## **There are three ways to make your tuition payments at NSLC:**

***Our preferred method: Electronic Check (ACH)*** – We are asking all parents to make their tuition payments via electronic check. All electronic payments will be set up as recurring and funds drawn on the third business day of each month. To request electronic payment of tuition, please complete an *Authorization Agreement for ACH Payment of Tuition* and submit to the NSLC office. This method is easy, fast and you do not have to remember to write a check each month! Please note that your withdrawal will be shown as Canyon Creek Presbyterian Church. A copy of this form can be downloaded from our website or picked up from the front desk.

**Check**—tuition checks can be left in the tuition box in the NSLC lobby. There will be a \$10 handling fee assessed for all payments made by check. Accounts with a returned check will be charged a \$25 administrative fee.

**Cash**—when paying your tuition with cash, please take your payment to the NSLC front desk. **Please bring exact cash.** Again, there will be a \$10 handling fee assessed for all payments made by cash.

## **Withdrawing from NSLC**

We request that the parents notify the NSLC school office at least two weeks in advance in the event that a student will be withdrawing from the school. A Withdrawal Form should be completed for each student and signed by the parent. Once the Withdrawal Form is on file and all fees are paid, student records will be released to the student's next school.

A request to parents to voluntarily withdraw their child(ren) is made when there is evidence of non-compliance on the part of the parents to meet their financial or moral support obligations to the school. A request to voluntarily withdraw a student may also be made when the student's conduct threatens the safety and integrity of others in the school community and is inconsistent with the academic, social and moral expectations of North Star Learning Center standards.

### **Expulsion**

In rare cases, the Director may choose to expel a student for egregious acts that harm students or adults in the community, that are morally reprehensible or that violate legal, health or safety standards. North Star Learning Center reserves the right to expel a child at any time if, in the judgment of the Director, conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the child's enrollment.

## **Ways Parents Can Help**

1. It is easier for your child if you leave him/her at the classroom door. Please do not go into the classroom. Feel free to call if you want to check on your child. Mark all of your child's belongings with his/her full name.
2. Notify the office of any contagious disease or other illness that occurs. We want to make all parents aware if a child has been exposed to Chicken Pox, Measles, or any other contagious illness.
3. Help your child look forward to attending class. Your attitude can help him/her anticipate happy experiences.
4. Look upon the teachers as your partners in education who want to know all about your child. Feel free to discuss anything that will help the teachers know your child better. Keep teachers informed of dramatic events or changes in his/her home life or routine such as: death of a close relative, arrival of a new baby, a move to a new home, etc.
5. Talk with your child about his/her day at NSLC by asking specific questions on the way home, during family mealtime, bath-time, etc. Let your child know that you want him/her to have a pleasant and productive time at school.



*(Please complete and return to NSLC)*  
**HANDBOOK & PHOTO AGREEMENT**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

I have received the Parent Handbook and agree to abide by the principles, requirements, and expectations set forth in this Handbook. I understand that to maintain enrollment at NSLC all students and parents must support the requirements of the NSLC Handbook and school policies.

I agree that I am responsible for the nutritional value of my child's meals and or snacks brought from home.

I understand that there will be a \$25 administrative fee for all enrollment changes.

I understand that if I choose to pay my tuition by check and/or cash that there will be a \$10 handling fee.

I authorize NSLC to apply anti-itch cream as needed for rash and bug bites.

I authorize NSLC to use non-identifiable photographs and class work of my child for church use and school publicity. Photographs taken at school may be used on social media networks. Children will not be identified in photos shared on social media. Please note: we cannot be responsible for what other parents post on their personal blogs and Facebook sites.

I give permission for my contact information to be shared on a class list with other parents in my child's class. Class rosters will be distributed shortly after the start of school. Information should only be used to contact other families in your child's class and may not be used for personal monetary gain, including but not limited to, adding these names to a business mailing list.

Would you like to learn more about Canyon Creek Presbyterian Church programs and ministries?

Yes

No

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Parent Signature

Printed Name