

# NCA Handbook

2024-2025



Welcome to  
Preschool

Nacogdoches Christian Academy

Affiliated with The First Church of the Nazarene

211 S. E. Stallings Dr.

Nacogdoches, TX 75964

936-462-1021

[www.nacchristian.org](http://www.nacchristian.org)

# Nacogdoches Christian Academy

## Mission Statement

The mission of **Nacogdoches Christian Academy** is to provide a Christian environment in which faith can be integrated with learning. By providing the highest standards for intellectual and spiritual training, our goal is to equip each child with the necessary tools to effectively pursue the vocation to which the Lord will lead.

## Philosophy Statement

The philosophy of **Nacogdoches Christian Academy** is based on a Christian worldview in which God's truths are absolute, and that these truths spill from the Bible which is the inspired and authoritative Word of God.

We believe that the spiritual, intellectual, physical, social, and emotional are inseparable entities, and an insistent thread of Christianity should be integrated into all areas of being. Our aim is to provide the student with a Christian worldview from which will come a balanced personality and proper understanding of a person's role in life, at home, at work, at play, and at worship, all grounded in the Christian concept of love.

We believe that our energies should be used to promote exceptionally high academic standards while helping students achieve skills in creative and critical thinking using the best-integrated curriculum available. The objective of our instructional program is to enable all students to achieve their personal excellence by equipping them with a strong academic foundation based on their individual abilities and needs.

While the education of children is the responsibility of the parents, our school functions as an agent to assist parents as teachers cooperate closely with them in every phase of the student's development.

# Nacogdoches Christian Academy

Nacogdoches Christian Academy is a non-profit Christian school that admits students of any race, color, national and 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 administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs. Our goal is two-fold in nature:

1. To provide a Christian atmosphere which addresses all areas of development -- spiritual, intellectual, social, physical, and emotional;
2. To enable students to reach their full learning potential by providing an educational program based on strong fundamental teaching, individual instruction time, and carefully planned and developmentally appropriate activities.

Nacogdoches Christian Academy is staffed by experienced teachers who work with parents to promote the healthy development of the whole child. Each teacher devotes hours of planning and preparation for the teaching and nurturing of all the students entrusted to them.

## ADMISSION POLICY

### **Age requirements:**

**18 - 24 month Class** - Students must be 18 months old by September 1 of the current school year

**2-Year-Old Class** - Students must be two years old by September 1 of the current school year.

**3-Year-Old Class** - Students must be three years old by September 1 of the current school year and potty trained.

**4-Year-Old Class** - Students must be four years old by September 1 of the current school year.

**Kindergarten** - Students must be five years old by September 1 of the current school year.

# Nacogdoches Christian Academy

## 2024-2025

**REGISTRATION FEE FOR ALL STUDENTS: \$75 (non-refundable)**

**MONTHLY SUPPLY FEES (to be paid with monthly tuition) M-F \$30, MWF \$25, T/Th \$20**

<b>Class</b>	<b>Hours</b>	<b>10 month Tuition</b>
<b>18 Month - 2 Year Old PRE-K PROGRAM:</b>		
	7:30 - 3:00 (MWF)	\$385 (includes Early Bird)
	7:30 - 5:30 (MWF)	\$455 (includes Early Bird and After Care)
	8:30 - 3:00 (MWF)	\$355 (-10% multi-child \$320)
	8:30 - 5:30 (MWF)	\$425 (includes After Care)
	7:30 - 3:00 (T,TH)	\$285 (includes Early Bird)
	7:30 - 5:30 (T, TH)	\$335 (includes Early Bird and After Care)
	8:30 - 3:00(T, TH)	\$260 (-10% multi-child \$232)
	8:30 - 5:30 (T, TH)	\$310 (includes After Care)
	7:30 - 3:00 (M-F)	\$530 (includes Early Bird)
	7:30 - 5:30 (M-F)	\$655 (includes Early Bird and After Care)
	8:30 - 3:00 (M-F)	\$485 (-10% multi-child \$437)
	8:30 - 5:30 (M-F)	\$610 (includes After Care)

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### **3 Year - 4 Year Old Pre-K & Kindergarten Programs:**

	7:30 - 3:00 (MWF)	\$375 (includes Early Bird)
	7:30 - 5:30 (MWF)	\$445 (includes Early Bird and After Care)
	8:30 - 3:00 (MWF)	\$345 (-10% multi-child \$310)
	8:30 - 5:30 (MWF)	\$415 (includes After Care)
	7:30 - 3:00 (T,TH)	\$270 (includes Early Bird)
	7:30 - 5:30 (T, TH)	\$320 (includes Early Bird and After Care)
	8:30 - 3:00(T, TH)	\$245 (-10% multi-child \$222)
	8:30 - 5:30 (T, TH)	\$295 (includes After Care)
	7:30 - 3:00 (M-F)	\$510 (includes Early Bird)
	7:30 - 5:30 (M-F)	\$635 (includes Early Bird and After Care)
	8:30 - 3:00 (M-F)	\$465 (-10% multi-child \$419)
	8:30 - 5:30 (M-F)	\$590 (includes After Care)

**\*10 Month Tuition (August - May)**

**\*\* Registration fee of \$75/child (due at registration) and 1/2 of August tuition (due on June 16,2024) are NON-REFUNDABLE.**

**\*\*\*Families with more than 1 student attending Nacogdoches Christian Academy are entitled to a "Multiple Student Discount". In calculating discounts, children's tuitions will be ranked from highest to least with the lesser tuition(s) receiving the 10% discount. Discount is to be taken on the tuition only (not early bird, after care, or supply fees).**

### **Early Bird Class**

#### **Toddler I & II & Pre K 3, 4, and Kindergarten**

Before preschool child care is available beginning at 7:30 am. Children will be supervised by one of our teachers in the appropriate Early Bird classroom according to his/her age and encouraged to participate in quiet play with puzzles, blocks, playdough and reading of books. Please see director for sign-up and class availability.

M-F	\$45
M/W/F	\$30
T/Th	\$25
Drop In	\$ 6

### **AFTER CARE**

After school care is available for all students; however, children must be enrolled and participate in the class consistently in order to benefit from the discounted rate. A snack will need to be provided from home. The students schedule includes snack, indoor/outdoor play, crafts, etc. **Drop-ins are welcome!** However, please make pre-arrangements so we are able to accommodate you. There will be a \$12 fee/day for drop-ins.

MWF	3:00 - 5:30	\$70
Tu/Th	3:00 - 5:30	\$50
M - F	3:00 - 5:30	\$120
Drop-Ins	3:00 - 5:30	\$12.00/day

**(No pro-rating for earlier pick-up)**

**(A fee of \$1.00 will be added for each minute past 5:30 pm - this fee will be added to and will be drafted from the provided bank account at the end of the month.)**

## CLASS STRUCTURE

In order to maintain a low pupil-teacher ratio, classes are limited to the following number of students (although exceptions may apply):

18-24 Month Class	-	12 students : 2 teachers or 6 students: 1 teacher
2-Year-Old Class	-	15 students : 2 teachers or 10 students: 1 teacher
3-Year-Old Class	-	12 students *
4-Year-Old Class	-	14 students *
Kindergarten Class	-	15 students

\*with floating teacher assistants

## FEES

At registration, a non-refundable fee of \$75 is due. Returning students may be invoiced in the Brightwheel app. New enrollees will need to pay registration fee by cash, check, or money order with future payments being made in the Brightwheel app. Registration and tuition fees (early bird and after care fees, if applicable) are NON-REFUNDABLE after being deposited. 1/2 August tuition (early bird and after care fees, if applicable) will be paid on June 16, 2024. Remaining 1/2 of August tuition (early bird and after care fees, if applicable) will be paid on August 5<sup>th</sup>. The remainder of the yearly fees will be paid out in 9 equal payments (September - May).

Nacogdoches Christian Academy utilizes the Brightwheel App to collect monthly tuition and fees. NCA Parents are responsible for providing a bank account or credit card number in the app for automatic payments to be made on the 5<sup>th</sup> or 16<sup>th</sup> of each month. A 90 cent charge per bank account transaction or a 2.9% charge per credit card transaction will apply. A \$15 late fee will be charged for any delinquent accounts paid 10 days after the due date. **Failure to pay overdue tuition after two months will result in dismissal. Failure to pay overdue tuition after two months will result in dismissal.**

Nacogdoches Christian Academy plans its expenditures annually based on the summation of annual, individual student tuition. The vast majority of expenditures, are one-time or annual commitments (such as Curriculum materials or Teachers' salaries) and cannot be adjusted after the start of the school year. Therefore, by sending a student to Nacogdoches Christian Academy, Parents/Guardians are committing to pay the **full annual tuition, regardless of attendance**. Teacher in-service days and school holidays have already been taken into account for the school year. Make-up days or "day swapping" for absences is not available. We are unable to hold a child's space in school for extended absence or vacation without payment of tuition in full. Parents/ Guardians may petition the School Board for reimbursement due to unique and/or unforeseen circumstances.

In the event of a temporary emergency school closure due to hurricane, flood, fire, illness outbreak including pandemic, or other incident beyond our control, tuition will not be refunded; however, the school board will make appropriate decisions based upon the circumstances.

## **DONATIONS**

Nacogdoches Christian Academy collects unrestricted donations to support our mission.

If you believe an error has been made in connection with your donation, contact us at 936-462-1021. We will endeavor to work with you to correct any such error, and if necessary, make any correction that is appropriate.

If you change your mind about donating to Nacogdoches Christian Academy for any reason, NCA is happy to honor your decision as long as you present a written request for a refund (return of donation) within 7 calendar days of the date on which you made the contribution.

## **POLICY AND PROCEDURES**

Parents are welcome to review and discuss with the Director any questions or concerns about the policies and procedures of the school.

Parents will be notified of policy changes by email, the school app, and/or school note.

Most policy and procedure changes occur before the beginning of the school year and are documented in the Student Handbook and reviewed at the Parent Orientation meeting in August.

Parents are welcome to contact the Director to make an appointment to review or discuss any questions or concerns about policy and procedures, to observe your child, to ask questions about NCA's operation or program activities. Parents may come to observe their child or have lunch with their child at any time without prior approval. Parents must sign in on the Visitors' Sign In Sheet which is just inside the office door.

Parents are welcome to review our copy of the minimum standards and NCA's most recent licensing inspection reports.

## **GANG-FREE ZONE**

Nacogdoches Christian Academy is a Gang-Free Zone. The Texas Penal Code states that any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

## EMERGENCY PREPAREDNESS PLAN

### Evacuation:

- A. The first responsibility of staff in an emergency is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, and volunteers.

The safe and alternate shelter is:

1. Nacogdoches First Church of the Nazarene  
211 S. E. Stallings Drive  
Nacogdoches, TX 75964  
(936) 305-5351
- B. Children will walk to the parking lot in the front of the church or the upper parking lot located on the west side of the church, if NCA is uninhabitable.
- C. Emergency evacuation and relocation diagrams are available in the office and are posted on the bulletin board in the main hallway.
- D. Staff will take Emergency Cards with them, as well as a Class Roster. The Roll will be taken as the students are leaving the building and again when safely located at the evacuation center. Each teacher will be responsible to assure the attendance of the students entrusted to her. Emergency Contact Cards include parental emergency contact telephone numbers and authorization for emergency care, the child's doctor's name and telephone number and hospital preference.

### Communication:

In the event of a relocation emergency the emergency number is (936) 585-3232 (Director's mobile number)

The NCA emergency contact number is (936) 305-5351 (First Church of the Nazarene) or (936) 585-3232 (Melissa Hughes, Director's cell number).

If available, cell phones or the school app will be used to contact parents, emergency personnel, health departments and Child Care Licensing.

### Essential Documentation:

The parent and emergency contact numbers for each student will be documented on an Emergency Card that the teacher will take with her to the relocation shelter.

Emergency medical authorizations are included on the Emergency Card



## HOURS OF OPERATION

Nacogdoches Christian Academy students may arrive at school at 7:30 am for the Early Bird Class. Preschool Classes begin promptly at 8:30 am. Full day students will dismiss at 2:45 pm. We offer After Care each day, 2:45- 5:30 pm, for those families who need additional child care.

### Important Times to Remember:

7:30 am	Door Codes begin working to allow building access
7:30 am - 8:15 am	Early Bird Class begins (Must be enrolled or a drop in can be requested for \$6/day)
8:15 am - 8:30 am	Regular Preschool Day Drop Off/Teachers are ready to begin at 8:30 am
8:45 am	Door Codes stop allowing access/Must ring the office doorbell for entry
9:00 am	Students arriving after 9 am must have a doctors excuse/Parent called ahead for special consideration. Special consideration should be a rare occasion. Tardiness causes disruption to the entire class.
2:45 pm	After Care begins for those who are enrolled. If your child is not staying as usual, please call ahead or let us know in the Brightwheel App so that we can have your child in the hallway for easy pick up.
2:45-3:10 pm	Car Line starts/Staff begins loading cars from the main hallway
3:15 pm	Any students not picked up by the time that we are done loading cars will be taken to After Care and a \$12 drop in After Care Fee will be assessed to the student's account. Parents/Guardians will need to park and walk inside to locate the student.
3:15-5:30 pm	Door Codes begin working again for parent entry
5:30 pm	After Care ends If you are running late, as a courtesy, please call ahead or message in the Brightwheel App. A staff member will complete a form adding a late charge of \$1/minute every minute after 5:30 pm. A signature will be requested at pick up and the fee will be invoiced on the student's Brightwheel account. Please note: If you are habitually late, NCA may refuse to provide After Care for your child. Just like our parents, NCA staff members have families and other obligations. Please be courteous by being punctual.

## **PARENTS' ROLE**

As parents, you play an important role in our school. Please become familiar with the policies and procedures in this handbook. Additional notes and news items will be sent home to keep you informed. You are encouraged to offer your talents, suggestions, and comments, as well as provide the financial and moral support, which contribute to a quality program. Field trips and parties depend on parental involvement. There are two scheduled Parent/Teacher Conferences per year (beginning and end of year). Of course, both parents and teachers are encouraged to schedule other conferences as needed.

### **Understanding Your Child's Growth and Development**

The director will take the opportunity from time to time to share research or pertinent information through email or printed information with parents regarding the growth and development of young children.

## **VISION AND HEARING SCREENINGS**

Children that are 4 years of age by September 1<sup>st</sup> of the current school year will be required to have vision and hearing screenings. These may be conducted by your child's physician or the director will schedule a time for a licensed professional to come and conduct screenings on those children who meet this requirement.

## **IMMUNIZATIONS**

Prior to the first day of classes, new students must provide verification of a physical exam by a physician within the previous year. All students must meet the immunization requirements by the State of Texas. Please be sure that you provide a current immunization record each year. Exceptions to this policy must meet the standards established for state licensing.

## **Absences**

We ask that parents notify the school office or message in the app, as soon as possible, if a child will not be attending and the anticipated length of absence. In cases of illness, it may be necessary to provide a doctor's authorization to return to school for certain illnesses. As tuition is charged on a monthly basis, and the payment ensures your child's continued enrollment, no credits will be given for missed days.

## **ILLNESS**

Students who are ill belong at home. Please use the following guidelines to determine if your child is well enough to attend school:

1. Your child has been free of fever for twenty-four hours.
2. Your child does not have a green or yellow nasal discharge.
3. Your child has not had vomiting or diarrhea for twenty-four hours.
4. Your child does not exhibit other behavior that might indicate illness.

If you send your child to school with any of these symptoms, we will call you to come and take your child back home. If your child becomes ill during the day, we will isolate him/her from the other children to the best of our ability and then notify you. Please keep the school office informed of changes in phone numbers or of changes in your daytime location so that our information will always be current. In the case of an extreme emergency or illness, we will immediately call 911.

## **MEDICATIONS**

We will not administer any medications, mosquito repellent, or sunscreen to students. If your child needs any of these, you may come and administer it. Please do not send any medication to school with your child in their pocket, backpack or lunch kit. Cough drops and throat lozenges are considered medication. Please contact the office for more information.

## **Daily Health Check**

Upon arrival to school, your child's teacher will conduct a brief health check. "A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health in response to changes in the child's behavior since the last date of attendance." Your child's teacher may ask you questions regarding your child's sleep, eating and drinking, toileting habits, and mood/behavior at home. If for some reason the child exhibits illness or unusual behavior, the teacher/director may recommend that the child not stay for the day's activities.

## **Breastfeeding**

Our school welcomes and supports all parents, including breastfeeding mothers. Our school provides a private, quiet, and soothing room with comfortable seating for use when breastfeeding your child. Should you need, breastfeeding education and local community support resources are available in the office upon request.

## **SCHEDULES AND IMPORTANT NOTICES**

Classroom Daily Schedules can be found posted in the child center's office, as well as, right outside your child's classroom door. Other important notices to parents will be sent out in a Brightwheel message or sent home in your child's take-home folder.

### **RELEASE OF STUDENTS**

Students will be released only to their parents or to such persons who have been designated by the parents and listed on the Registration and Emergency forms. Parents must send a note or contact the director by phone or through the Brightwheel app if there is a last minute change of plans or emergency. The authorized person for pick up must be prepared to show a driver's license as identification.

### **ARRIVALS AND DEPARTURES**

Students may be dropped off in the Early Bird Room as early as 7:30 am where they will remain until the classroom teacher is ready for her class at 8:25 am. Those arriving after 8:25 will take their child directly to the classroom. Please do your best to have your child here on time. Tardiness affects the entire class.

Parents will park in the upper or lower parking lot east of the school building entering through the glass doors on the south side of the building. A 4 digit pin code will be assigned to each family at the beginning of the school year.

A parent/authorized person is responsible for using the Brightwheel app for his/her child's daily sign in and out. The exception to this rule is during the 3:00 pm pick up line. A staff member will use the app to sign those children out.

### **SCHOOL CLOSINGS**

Please be familiar with the dates on the Nacogdoches Christian Academy calendar. We do not always run concurrently with local school districts. However, in case of bad weather, please follow instructions given by NISD on local media stations for the first day. After the first day of school cancellation, listen for our school's specific instructions. Also, visit the Nacogdoches Christian Academy Facebook page and check the school app for further updates and closings.

### **HOLIDAY CELEBRATIONS**

We celebrate many holidays with special parties. Parties are planned by room mothers and carried out according to the guidelines set by the teacher and the school. We ask that all parents sign up to help with one or more parties.

## **PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN**

NCA staff is required to do an annual training on child abuse and neglect. Training includes methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including the warning signs that a child may be a victim of abuse or neglect, and methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect. Training also includes strategies for coordination between our school and the appropriate community organizations and what actions to encourage parents to take if a child who is a victim of abuse or neglect should need to obtain assistance and intervention.

### **DISCIPLINE**

At Nacogdoches Christian Academy, we believe that discipline is something we do for a student, not a punishment administered to a student. We use a positive approach to achieve acceptable behavior by a student and to help him/her work well within a group. Our policy does not include spanking. If a student cannot cooperate within a group and follow the classroom rules, he/she will be removed from the group. He/she will be supervised by a staff member during this time. If that student continues to be uncooperative, a parent will be called to come to the school.

Each teacher has an individual classroom discipline plan filed in the office and approved by the director. These discipline plans are presented at Parent Orientation in each classroom and available upon request from the teacher or office staff.

When necessary, In-School Suspension may be assigned. ISS will be held in the small office in the workroom. The student will be isolated to the ISS room for the duration of the time deemed necessary by the Director. The student will be required to complete all work assigned in the classroom without the aid of the teacher. The Director will oversee this disciplinary measure.

The student will only be allowed to leave the ISS room for a drink or to go to the restroom when allowed. The student will eat their lunch there. The student and their parents should consider ISS a drastic attempt to change an unacceptable behavior. If In-School Suspension is not effective, or is not carried out, the result will be expulsion from Nacogdoches Christian Academy. Once a student is expelled, they will not be reconsidered for enrollment at any time in their academic career.

The Student Code of Conduct should be read and signed by the student and their parents. This will be filed in the student's permanent file and is considered an agreement between Nacogdoches Christian Academy, the student, and parents regarding the expected conduct of the student.

## **ITEMS FROM HOME**

**Please do not allow your child to bring toys or electronic equipment to school without prior permission from the teacher.**

We reserve the right to search all backpacks, book bags, desks, and other personal items. Please understand that this policy is in place for the safety and protection of the entire student body.

## **SCREEN TIME/TECHNOLOGY**

There is minimal opportunity for screen time at NCA due to the curriculum and structure of the day. Teachers may show age appropriate videos or use the internet on occasion; however, this is done on an approval basis and must be related to the curriculum for the week. All students, including students under the age of two, will participate in Chapel on Wednesdays where technology is used 8:45-9:15 am.

## **BIRTHDAYS**

Parents should contact their child's teacher before making any birthday plans concerning your child's class. Usually, a simple cookie or cupcake for the class is welcome; however, birthday favors are not allowed. Party invitations may be passed out at school, if the entire class is being invited. Balloons and flowers will be kept in the office until the end of the day.

## **PET VISITS**

We are required to notify parents when animals are present at school. Please clear it with your child's teacher before bringing pets to school. We must post a notice on the front door 48 hours in advance of the pet's visit.

## DRESS CODE

Nacogdoches Christian Academy t-shirts may be purchased at the beginning of the school year or any time in the school office. **Shoes should be tennis shoes which are lace or Velcro-closed shoes.** *Please avoid sandals or boots.* The students are involved in a variety of learning experiences that involve jumping, climbing, skipping, running and hopping; and therefore, good-fitting, comfortable, light-weight shoes are a must. If a student does not have appropriate footwear they will not participate in recess due to safety issues.

## OUTDOOR PARTICIPATION

Outdoor activities are a part of each day's schedule unless it is raining or uncomfortably hot or cold. All students will participate in outdoor activity time unless we have a written note from you explaining why your child is to be kept indoors and for what length of time. Students excused from outdoor participation will need to stay in the office area where they can be supervised by staff.

## FIELD TRIPS

Field trips are planned during the year to stimulate awareness and to extend the classroom experiences. A note will be sent home and an announcement will be posted by the classroom door and on the front door to notify parents about trips. Parental participation is essential for excursions. Every student must have a signed parental permission slip and must wear a seat belt. If you volunteer, as a parent, to join the class on any field trip, please do not bring any other siblings on the field trip. As a parent volunteer, you have the very important role of helping to supervise the students in that class. Siblings are usually younger and sometimes distract the parent volunteer and the class. If your child cannot participate in a field trip, you will need to make other arrangements for your child during the time the class is away from school.

The Texas Department of Public Safety requires all children younger than 8 years of age unless taller than 4 feet 9 inches to be secured in the appropriate child safety seat system. It is the Parent's responsibility to provide an appropriate child safety seat for all school field trips. If an appropriate seat is not provided, the student will not be allowed to ride in the designated field trip driver's vehicle.

## CHAPEL

Every class attends Chapel one morning per week. Chapel is taught by the Director of the school and the lesson is presented in an age-appropriate manner. In Chapel we sing, pray, and discuss practical biblical concepts. There is no denominational doctrine taught during Chapel. Lessons focus on biblical truths that can be put immediately into use by the students. Some of these lessons include God's love, God's forgiveness, kindness, love for one another, and other important life lessons. Parents are always welcome to come and visit Chapel services.

## LUNCH AND SNACKS

Students need to bring a lunch from home every day. There is a microwave for reheating food. Please follow these guidelines when sending microwave-able food:

- \*Send food in microwave-able containers if it is to be heated.
- \*Send a plastic spoon/fork if it is needed.
- \*Send a napkin to cover the item in the microwave.
- \*Limit the number of times per week that microwave-able food is sent. Only teachers are allowed to operate the microwave, and most teachers also need to eat their own lunch during this time.

**WE ARE A PEANUT FREE FACILITY!** Please DO NOT send any food that contains peanuts due to the fact that we have several students that have severe peanut allergies.

All items in the lunch should be ready-made and easy for your child to handle. Teachers are available to assist with lunches, but students should learn to open most containers independently. Send items that your child will eat, but keep your child's health in mind. In order to keep your child's food safe, please consider sending your child's lunch in an insulated lunch kit along with a re-freezable ice pack to keep it cool.

There is an official snack time for all classes. Please include a small, simple-to-eat, healthy snack with your child's lunch each day. Students will drink water with snack. Do not include a drink for snack time. Teachers will provide individual classroom instructions on this subject.

All students are encouraged to bring a water bottle to school. Please be sure that the bottle has a tight fitting, non-leaking lid or top. **MUST BE LABELED WITH CHILD'S NAME.**

Wednesdays will be "Pizza Day" at NCA! Students will have the opportunity to order cheese pizza from an inspected restaurant along with a fruit/vegetable, and milk for a specific cost. More details to come.

In the case that a child does not have a snack, we will provide a healthy snack for your child.



In the case of a forgotten lunch, we will do our best to contact you; however, if that attempt is unsuccessful, then we will create a healthy lunch from the supplies that we have on hand.

In creating your child's lunch and snacks, please keep in mind that 1/3 or more of your child's daily dietary intake will be consumed while in school. If you need ideas for healthy snack or lunch options, please feel free to talk to your child's teacher or the director.

### **Safe and Healthy Sleep**

The State requires that preschools have a supervised sleep/rest time after the noon meal for all children 18 months of age or older who are in our care for 5 or more consecutive hours. Children are not required to sleep during this time; however, they are expected to remain quiet and not disturb others who are resting. An alternative activity will be provided for those children not falling asleep after one hour. Please provide appropriate bedding for your child to be used during rest time. Toddlers: crib sheet, small blanket, and pillow or a bedroll. Pre K 3 and Pre K 4: Kindermat, Small blanket, and Small pillow or a bedroll. All linens, blankets, pillows, etc., will be sent home each Friday (or Thursday for Tuesday/Thursday students). Please wash the items and return them on Monday (or Tuesday) with your child. This procedure is, also, required by the State to prevent the spread of communicable diseases and infestations.

### **CONTACT INFORMATION**

Parents may visit the school at any time during the school's hours of operation. If at any time you have questions or concerns about policies and procedures at Nacogdoches Christian Academy, please follow this procedure:

1. Speak to the teacher about the question/concern.
2. If the situation is not resolved, speak to the director.
3. If the situation is still not resolved, speak to a current Parent Representative. The Parent Representative will try to resolve the situation. If it cannot be resolved, the Parent Representative will bring the matter before the school board. The staff at Nacogdoches Christian Academy will do its best to hold each particular situation in confidence. Please do your best to follow the proper procedure when trying to resolve questions, concerns, or conflict.

We are licensed by the Texas Department of Protective and Regulatory Services. All current licensing certificates, inspections and standards are available for inspection on a bulletin board in the main hallway of the school and in the office. If you have a concern regarding licensing policies, procedures, or standards, you may contact:

Local Licensing Agent - 936-676-0146

Abuse and Neglect Hotline - 1-800-252-5400

Website - [www.txchildsearch.org](http://www.txchildsearch.org)

## **UPDATING PARENT CONTACT INFORMATION**

It is, also, very important that the school has the most up-to-date contact information for you in the event that an issue arises or that there is an emergency where we need to contact you. The best way to update your information is to send an email or note to your child's teacher or to the school office reporting the changes to be made. Information that may need to be updated would include cell phone number, home address or emergency contact name and number.

## **SCHOOL CANCELLATION PROCEDURE**

The procedure for school cancellation due to weather is as follows:

- \*Listen to the local radio/tv stations for school closings.

(KSWP radio, KFOX 95 radio; KTRE TV, KETK TV, etc.)

- \*If NISD will close, our school will close too.

- \*If NISD will begin late, we may begin late too.

- \*I will send a message through the school app informing you about the delay or closure.

- \*Check our school's Facebook page for weather updates.

## **Community Resources**

We have a parent information board located in the main hallway by the office door where we post a community calendar and fliers for community agencies that can provide assistance with food, medical care, WIC, financial assistance and other needed services. We also have a resource list available in the office upon request should a family find themselves in need of outside assistance to meet the needs of their family.

## INTEGRATED PEST MANAGEMENT POLICY STATEMENT

Pest Management Policy - Structural and landscape pests and the pesticides used to control them can pose significant problems for people, property and the environment. NCA shall incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

IPM focuses on preventing or suppressing pests using tactics that minimize the impact of control activities on the health of humans and other non-target organisms. The Director of NCA will serve as the IPM coordinator. Objectives of the IPM program will include:

1. Elimination of threats by pest to the health and safety of students, staff or the public.
2. Prevention of loss or damage by pests to school structures or property.
3. Protection of environmental quality inside and outside school buildings.
4. Enhancement of the quality of life for students, staff and the public.

### Integrated Pest Management Procedures:

IPM procedures shall determine when to control pests and whether to use mechanical, physical, chemical, sanitation, horticultural or biological controls. IPM practitioners depend on current, comprehensive information about the pest, its environment and pest control methods. The intended goal of IPM principles is control of unacceptable levels of pest activity and damage using the most economical means while creating the fewest possible hazards for people, property and the environment. Pesticides will be used only after determining that no other control option is acceptable or reasonable. This school will use IPM principles to manage pest populations, in every case consider the full range of alternatives including taking no action. IF pesticides must be used to meet pest management goals, NCA will choose the least toxic material available and will comply with all federal, state and local laws and regulations governing pesticide storage, transportation and use.

Notification - NCA will notify the school staff and students of upcoming pesticide treatments by notices posted at the school and sent via e-mail to parents who wish to be informed in advance of pesticide applications.

NCA will maintain a Products Usage Record, Labels and MSDS Sheets on every pesticide used.