



Parent Handbook

2019 – 2020 Preschool Year

Welcome to our Families:

We are thrilled to welcome you to our preschool family for the 2019-2020 season and we look forward to partnering with you in the beginning stages of your child’s education. Preschool is an exciting time filled with wonder and exploration. Experience show that a dynamic, comprehensive, positive preschool experience promotes a lifetime love of reading and learning, a primary mission of The Nest.

Our Bible centric curriculum “Cramming for Kindergarten” incorporates God’s Word at every level and for every subject. Each day in every classroom and age category, children are taught from a strategic, objective-oriented daily lesson plan. There are specific learning objectives for each age group; as well as for the Bluejay Bridge program specifically designed for enhanced kindergarten readiness. Our teachers are specially trained on our Cramming for Kindergarten curriculum for classroom days filled instruction, worksheets, thematic and dramatic playtime, singing and worship, arts and crafts, and a variety of both fiction and nonfiction books.

Our Cramming for Kindergarten curriculum is divided into nine units that begin with the story of God’s creation and important Old Testament truths and stories. The Unit Five semester culminates in a celebration of Christ the Redeemer’s momentous arrival at Christmas. Our second semester (units six through nine) curriculum unfolds the parables and miracles of Jesus, inviting children to personally know Jesus as their Friend and Savior. We encourage them to share the best news ever told with their friends and family, even teaching them about missionary endeavors. We share the true meaning of Christmas and Easter, with two dynamic, much-loved programs. To promote your involvement, you are invited to review the Unit booklets sent home monthly, reviewing the stories and principles taught in the classroom.

It is our intention and promise to regularly communicate with parents in a variety of ways (such as Class DoJo and daily/monthly reports). You are given monthly reports to chart your student’s academic and developmental progress.

Our Parent Handbook is designed to answer questions and inform you about our day-to-day operating policies and procedures. Once you have read and agreed to the policies outlined in the handbook, please “docu-sign” the copy sent to your email. You may sign a hard copy if you prefer to print and return to The Nest. The signed acknowledgement must be on file by August 30th, or before the first day of school (9/10/2019). You are welcome to contact us for any questions or if you need clarification. We invite you to join us in prayer for a successful and impactful year for each little child. We pray for each of our family members to know the One who loves them best . . . Jesus.

Thank you,

*The Nest Team*

(940) 765-6647

[thenestpreschoolargyle@gmail.com](mailto:thenestpreschoolargyle@gmail.com)

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18. **Office Hours and Contact Information**

The Nest Christian Academy is a two (2) day per week (Tuesday and Thursday) preschool program for children ages two (2) years through Pre-Kindergarten.

We strongly support regular and timely parent communication with the teaching and administrative staff; and invite you to address concerns regularly. We commit to assisting you with questions, clarifications, or concerns during our regular hours of operation on Tuesday and Thursday during the school year. (See hours and contact info).

**Office Hours:**

Tuesdays and Thursdays 8:45a to 3p

Phone Number: (940) 765 – 6647

Email: [thenestpreschoolargyle@gmail.com](mailto:thenestpreschoolargyle@gmail.com)

Website: [www.thenestargyle.com](http://www.thenestargyle.com)



1. **Tuition and Fees**

**Payment & Fee Policy:**

***Tuition:***

Our tuition is based on a nine-month program. Actual attendance per month varies. The monthly tuition rate is **$210.00** per month, regardless of days in attendance. Tuition is due by the **3rd of the month**, every month that school is in session from September to May. Any tuition not paid by the 5th will be subject to late fees.

Beginning with our 2019 – 2020 school year, we **only** accept Autopay for tuition payment. To sign up for Autopay, please follow the steps below:

1. Visit our website at [www.thenestargyle.com](http://www.thenestargyle.com)
2. Click on the “Classes and Fees” tab
3. On the left-hand side of the page you will see a yellow box that invites you to sign up for our Autopay system. From there you can set up your autopay account.

Please be sure to initial the tuition policy on the acknowledgement page of this agreement. Remember deductions from your account occur on the date set up in Autopay. If your child is withdrawn from the program, you are able to cancel the autopay online or request our help in cancellation.

Refunds/changes may take up to fourteen (14) days to process (the normal banking timeframe). If you experience a problem or need assistance, please contact someone in office.

***Registration Fees:***

Every year, a non-refundable registration fee of $100.00 per child is required to secure final placement for the new school year. Once you have registered your child, you will receive an invoice for registration payment. Failure to pay the registration fee by the deadline given in the email may result in cancellation of enrollment.

***Supply/Curriculum Fees:***

A **$110.00** Supply Fee is due for each semester (Fall & Spring). The Fall 2019 Supply Fee is due by August 15, 2019. The Spring Supply Fee is due by December 15, 2019. Notices will be sent out prior to each due date. Failure to pay supply fees could result in your child not being able to attend preschool, and cancellation of enrollment in our program.

Important Note: Supply Fees are **not** set up in our Autopay system and are billed separately.

***Late Fees & NSF Fees:***

A **Late Fee** of $10.00 per day (not to exceed $100.00 per month) will be charged for late tuition payments. Late Notices will be emailed to the email on record for your child on the 4th of the month providing you with 24 hours to make a payment. Late fees begin accruing on the **5th** **of the month**. A second late notice with an accrued late fee balance will be emailed to the email of record for you child no later than the **10th** of the month. Failure to pay tuition could result in your child being removed from our program effective the **15th of the month**.

Note: If there is a reason for a missed payment (such as a stolen credit card or family situation, etc.) we ask that you notify us as soon as possible and apply a new payment method to keep your account current.

An **NSF** or **Insufficient Funds/Returned Payment Fee** of $25.00 will be charged for all payments that are returned. Once we receive notice of the returned payment, a notice will be emailed (to the email on record for your child) so that arrangements can be made to keep your account current.

1. **Enrollment Confirmation/Registration**

Enrollment is offered to current Nest families first. Our goal is to allow our current children and their siblings the first enrollment opportunity, and then open enrollment to the general public. You are requested to complete the registration process on a timely basis as soon as notified of open enrollment. An assessment to establish academic levels and learning readiness may be requested by our Director of Education. Please see below for our enrollment process:

***Enrollment Process:***

1. You will receive an email in February that enrollment is open.
2. Visit our website, [www.thenestargyle.com](http://www.thenestargyle.com) and complete the online registration form. (Payment is not required until you receive an invoice).
3. Upon receipt of a placement letter for your child(ren), you will be billed a $100.00 Registration Fee by emailed invoice. If you have not already paid the registration fee, please pay within ten (10) days. Payment of the registration fee confirms your child’s placement.
4. You will receive an e-copy New Student packet that must be signed no later than August 30th.
5. On August 1st you will be billed for the Fall Supply Fee of $110.00. It must be paid no later than **August 15th**.
6. Tuition for the 2019 Fall semester is **due** by **August 30th. Autopay** must be set up by A**ugust 30th**.
7. On December 1st you will be billed for the Spring Supply Fee of $110.00. It must be paid no later than **December 15th.** Nonpayment may be grounds for enrollment cancellation.
8. **Drop Off & Pick Up**

Both drop-off and pick-up of children are handled in the entrance lobby area. Printed nametags and sign-in sheets are available there. For the new school year, we will utilize the drop-off, pick-up plan as stated below. Once school has begun, **we may change** the procedure to utilize the portico and will send out instructions at that time.

***Drop Off:***

We will open lobby doors at 8:50a to allow for plenty of time to drop your child off for school. When you come into the lobby, wait there with your child until a staff member escorts them to the classroom. A teacher will arrive to take children for three’s and up classes to theirr classroom in a group. Do not go into the children’s area. For children age two and under, you may go to the classroom when the inner doors open at 9a. Drop off supplies and equipment in the designated bins. You can leave your child with the teacher at the classroom door. Place backpacks, lunches, and drinks in the designated area for your class. A Nest team member will be on-hand in the lobby to help with directions and support. We ask that you make every effort to be on time to help avoid disruptions once class has begun.

***Pick Up:***

We will open lobby doors at 1:50p to allow for you to come into the lobby. For children two and under, you may go to the classroom for pick-up once the inner doors are opened. For children ages three and up, classes will be brought to the lobby with their belongings. Please pick up your child from the lobby area and do not enter the children’s area. If you need to drop off or pick up early, please call The Nest phone or your teacher to prepare to early release.

***Late Pick Up:***

Our teachers are required to clean their classrooms and the common areas once class has finished, so the children need to be picked up no later than 2:00 pm. As some of our team members have school-aged children, they by necessity must leave preschool at 2:30 for their own scheduled pick up times and are unable to stay late.

We understand that occasionally being late to pick up your child is unavoidable. However, consistently being more than ten (10) minutes late to pick up your child will result in a $20.00 late charge per incident. We may add additional childcare options for after-hours care. You will be notified all the details about extended care.

In the event of an emergency situation that will cause you to be late, please contact our office and/or your teacher as soon as possible. We will arrange for your child to be taken to the office until you are able to pick them up.

1. **The Nest Curriculum**

Our philosophy at The Nest is to have a child-centered classroom focusing on the individual learner endowed with unique God-given interests and abilities. Our Cramming for Kindergarten curriculum promotes strong social and emotional self-control. We view preschool as an opportunity to grow in a structured environment; to learn both sharing and following directions; and to begin a healthy and happy foundation for learning. Each age group has appropriate age/capability learning objectives (available for your review). That support our Cramming for Kindergarten curriculum through daily lesson plans. Our curriculum supports our academic, spiritual and developmental goals.

We help with motor skills by allowing the child to explore the environment and physically challenge themselves. Our cutting-edge playground equipment (“Snug Play”) is one of the approaches used to offer a play space where children grow and develop. It is a family of large-scale, manipulative loose play elements that children can use separately or together in endless configurations. Our investment in top of the line equipment is an example of our commitment to making playtime fun and to support the mental, social and emotional development of our children. We may also offer tumbling classes throughout the day, and an option for Pre-ballet classes after school. You will be notified separately about these curriculum options as they become available.

Our most important challenge and focus is the spiritual one. Our curriculum supports our commitment to raising little Bible scholars. The children attend chapel daily with three components: praise and worship time; scripture memorization; and stories from God’s word. Our schoolyear is divided into nine units, and for each unit, Bible lessons and principles are presented through our daily lesson plans. Your child will come home with a Bible story booklet at the end of each month, and we invite you to ask questions and listen as they share their knowledge of God’s word.

1. **Toilet/Potty-Training Policy**

Children age three (3) and above must be fully potty trained by the start date of preschool. A fully potty-trained child can do the following: 1) Be able to tell the teacher they have to go to the potty before they have to go. 2) Be able to pull down their underwear and pants on their own and get them back up without assistance. We also feel that children of this age deserve privacy. We realize “accidents” will happen. Accidents, by definition, are unusual incidents and should only happen infrequently. Potty-trained children no longer wear diapers or disposable underwear, can tell the leader they need to go to the bathroom, and can attend to their own hygiene. You will be called to pick up your child early on days where they have multiple accidents. A teacher will always assist when needed and be present in the bathroom.

1. **Illness/Sickness Policies**

We work hard to maintain a healthy and safe environment for all of our little ones. We need your help and cooperation in preventing and containing contagious illnesses. Your child must be completely fever and other symptom free from 6a of the prior day (this includes, but is not limited to, nausea/vomiting and/or diarrhea; rashes or skin outbreaks; **any** fever above 98.6F; cough or respiratory symptoms; runny nose; illness of other family members and child simply not feeling well by time school starts). *Do not bring a sick child into the preschool when you are dropping off a sibling. Notify either your teacher or other staff member by phone so we can help you with drop-off and pick-up. We will meet you at the front portico and bring the preschooler into class for you.*

A child may not attend preschool unless they have been completely symptom free for a minimum of 24-36 hours (depends on the severity of the illness). Specifically, your child may not attend preschool if they have: any elevated fever, loose stools or diarrhea, rash and skin infection, any signs/symptoms or lice infestation, or had nausea/vomiting with in the last 24 hours. When you sign your child in at the beginning of the day, **you are acknowledging they meet the sickness/illness standards**. An exception to this policy requires a doctor’s note stating the child is not contagious and is safe to attend preschool.

If your little one becomes febrile or complains of or exhibits any signs or symptoms of illness during their school day, we will isolate them from other children and immediately notify you for pick-up. Should a life-threatening emergency develop, we will call 911 and then notify you as per your emergency contact information. Our teachers are CPR and first aid certified and attend a blood borne pathogen class either online or in person. We follow recommended CDC guidelines for handling contaminants.

1. **Preschool Schedule/Calendar**

We send an electronic calendar for the entire school year by August. Each month we will also place a calendar in your child’s folder. These calendars will show school days, events, activities, holidays and breaks that are school-wide. Individual classes may schedule special class parties or events, and your teacher will communicate that to you. If you wish to celebrate your child’s birthday, you may bring snacks at the beginning of the school day. Please send healthy, unfrosted muffins or fruit snacks, or other individually packaged treats for each child in the classroom.

***Inclement Weather:***

In the event of inclement weather, our school will follow Argyle ISD announced scheduled closures. That information can be found on their website: [www.argyleisd.com](http://www.argyleisd.com) **We do not otherwise follow the calendar of any local school district, so refer to The Nest calendar for school days.**

1. **Child Assessment Policy**

A **Child Assessment Form** from the Texas Department of Family and Protective Services (Form #7293) will be included in your student information packet and must be completed and returned to The Nest office by August 15th . Our goal is to begin a relationship of trust and respect leading to a strong cooperative partnership between parents and our preschool staff. This information is confidential and will not be shared without the parent’s permission. The questions are designed to help us provide the safest, most appropriate care for our children.

1. **Nuts and Allergens Policy**

Our goal at The Nest is to **reduce** a true sense of danger to anyone with allergies, while acknowledging that a “nut free” school cannot be policed and insured with 100% certainty. We work to **limit** the allergen proximity to your allergic child, thus creating an environment that is safer and is manageable for students, teaching staff and families. **It is your responsibility to inform us of your child’s allergies and the proper protocol.** It is also your responsibility to send snacks/drinks when a special event is scheduled.

We will help reinforce your child saying “no” to accepting food from others and watch carefully to ensure children do not share their food. If your child has a severe food allergy, they are **required to wear a medical identification bracelet** or shoe tag always. We will provide an identifying nametag and colorful bracelet to be used at preschool. The child’s lunchbox and drink must be labeled with specially designed stickers identifying the allergy to caregivers. The Nest has a general allergy sticker you should apply daily to the back of clothing at drop-off.

Children with allergies may sit at a specially designated table whenever possible. We require a written, signed plan of action from your child’s physician if your child has a prescribed protocol of Epinephrine (Epi-Pen) administration. You will be required to submit a detailed plan of action, including administration of any drugs. You should inform the school in writing of the history of your child’s allergy and are also responsible for **training** the teaching and administrative staff of any special actions needed to keep your child safe. In any event of an allergic reaction it is our policy to render first aid, and immediately call emergency service. We then make every attempt to reach the parent or guardian as noted on your registration form.

1. **Photography Policy**

We reserve the right to publish photographs or videos taken at the preschool on our website, Facebook page, service illustration bulletins, and on our blog, unless otherwise indicated by you in writing. We use photographs and videos to illustrate our service and curriculum, helping other parents make decisions about The Nest Christian Academy for their child; and as a way for our families to share in their child’s excitement at school. At no time will a child’s personal information (including their name) appear alongside their picture. You will be provided with a photography release form with the acknowledgement form at the end of this booklet.

1. **Replacement Clothing Policy**

Accidents with preschoolers can occur so please place a complete set of clothing inside their backpack. Clearly label each item of clothing (including their jacket) with their first and last name. If soiled clothing is sent home, you need to replace the labeled clothing in their backpack for the next school day.

1. **Beverage and Food Policy**

We share your goal of proper nutrition and ask you to generally limit sugary or unhealthy items in lunches. Your child should have his/her own lunch with easy-to-open packaging each day. Clearly label lunch and beverage carriers and any reusable packaging including ice devices with your child’s first and last name. **Follow classroom restrictions** on allowable food items as requested by teachers. It is important to reduce the risk for people with allergies by following good restriction guidelines in your child’s classroom.

A daily snack is provided. Occasionally teachers may request help from parents in creating a special occasion snack and you are invited to participate. For children with food allergies, **please send clearly labeled, appropriate food for special events.**

Please send beverages (water preferred) for both lunch and snack time. Beverage cups must be clearly labeled and be spill-proof with a lid.

1. **Abuse and/or Neglect Policy**

Staff members of The Nest are mandated reporters of suspected child abuse and neglect and will follow all government and ethical requirements for reporting. If in our official capacity as a preschool, we suspect or have reason to believe that a child has been abused or neglected, we will notify Texas Child Protective Services by phone, as per state mandate. We report anytime we have reason to believe a child is being subjected to conditions that would reasonably harm a child. We confidentially report facts and circumstances that lead us to suspect abuse or neglect, and *do not have the burden of providing proof nor of investigation*. All staff members are trained in Texas State law reporting mandates and follow the law that states: “a person who has cause to believe that a child has been adversely affected by abuse or neglect shall immediately make a report”.

1. **Classroom and Behavior Management Policies**

The staff at The Nest understands there is no one strategy that works for all teachers and students. Our policies are by no means comprehensive but reflect our attitude and philosophy toward operating our preschool with a Christ-honoring, compassionate and loving approach. We have developed guidelines and objectives to help recognize and meet the unique and special needs of each child including:

1. **Develop the ability to self-regulate**
2. **Learn how to problem solve**
3. **Learn positive alternative behaviors to replace negative behaviors**
4. **Learn to succeed in the classroom and preschool setting**

***General Behavior Strategies:***

The teachers at The Nest utilize age-appropriate behavior guidelines encouraging self-control, self-direction, accepting responsibility, and cooperative behavior. Positive expectations are communicated, such as, “we walk in a line and keep our hands to ourselves” or “let's walk instead of running”. We avoid subjecting children to humiliation, being frightened or verbally abused or physical punishment of any kind. Any violation of the school’s disciplinary policy should be brought to the attention of one of the directors immediately.

The staff occasionally uses a “think about it” time for your child to reflect on behavior and take some moments for calming and separation from a problematic situation. We are committed to finding the reason behind the behavioral issue and helping your child work through it.

We work hard together with our parents to construct and implement a successful day for each child and seek to keep each child happily engaged and constructively participating in our daily activities. It is our goal to meet the needs of our children throughout their preschool day, while attaining the overall goal of maintaining an academically rigorous and spiritually focused preschool. In the event negative or unusual behavior manifests and continues in a child that is outside the expected norms, and when and if the other children in the class are affected by one child’s behavior, we will address a strategy for correction.

The first step in parent communication is the teacher directly communicating with the parent when there is a strong area of concern. Parents may request a meeting with teaching and/or administrative staff at any time. It is the intent of the program to provide a safe environment for all children.

If a child cannot adhere to the program rules and threatens the safety of others, they may be removed and/or suspended. A child may be sent home if they physically assault another child and/or their behavior cannot be managed. In the unlikely event our preschool is just not a good match for your child, we will help you in any way we can to find appropriate resources and facilities that are a suitable solution for your family. In the event a child is terminated from the program, tuition will be reimbursed on a prorated basis from last date of attendance. The **Nest reserves the right** to cancel enrollment and/or permanently suspend a student at any time if the management and teaching staff do not believe our preschool meets the child’s needs; and/or is unwilling or unable to keep your child enrolled in our preschool due to behavior or performance.

We are blessed to have a consultative relationship with a licensed Speech and Language Pathologist who is can perform consultations and therapy sessions within our facilities. We require a signed consent form for permission to make appropriate consultative notes available to Nest staff, and are involved in establishing further plans and recommendations

There are many ways children can disrupt the learning experience in the classroom. They may complain, tattle, blurt out, chatter, get into fights and insist on having what they want, when they want it. Each type of disruption needs separate strategies and skills and we have developed guidelines for our staff. It is helpful if you review and understand these strategies, and, whenever possible, use similar tactics at home if you wish.

***Tattling:***

Tattling is a very disruptive behavior disrupting the routine and consistency of the classroom and is detrimental to promoting harmony and cooperation between children. We encourage children to focus on the positives about each other, thus minimizing tattling. We teach the difference between “tattling” (trying to get someone in trouble) and “reporting” (when a child gets help for someone). We help children understand the differences by a variety of methods including role play. We promote saying nice things about each other offering no real sympathy or attention to tattling. We acknowledge their emotions but do not reinforce the behavior.

***Complaining:***

Complaining is when a child forms a pattern of making negative statements to get attention. It may not be about other people but about situations. We work on diminishing constant negative behavior with the expectation of helping the child to consciously work to stop this behavior themselves. Children need to develop a sense of confidence learning from their experience and understanding and maximizing their strengths.

***Connection Strategies:***

One of the most important strategies for all children is to connect. We strive to let every child feel a sense of belonging and take time to connect and develop a strong relationship with the other children. We believe it changes the dynamics of working with even the toughest child when you develop the time-intensive model of power listening. We try to listen in a way so that children want to talk and grow to build an enduring bond with class members and staff.

***Power Struggles:***

Power struggles occur when children want their way, and they hold out until they get what they want. It is a learned behavior and we work to teach that power struggles will not be positively reinforced and will not work in the classroom. Typically, when there is a power struggle, the teacher can offer choices between positive options. An example of two positive choices would be “you may go to the reading center or you can work at the art easel. Which do you prefer?” We also may offer the child a distraction as a way of handling power struggles. This frequently results in the child being distracted from the power struggle and breaks the cycle.

***Conflicts Between Children:***

Conflict in early childhood is inevitable and occurs when two or more children have different views on a similar topic, and not only disagree but also try to convince the other child their views are the correct ones. We strive to replace a confrontation with a “carefrontation” where they disagree but agree to discuss the problem in a caring way with each other. We let children talk about feelings to keep angry feelings from escalating. Children can learn to develop caring skills and make “I” statements instead of “you did” statements. We teach our children to express their own needs, and then ask for what they want by modeling the behavior. We guide children through the process of discovering things they like about each other and giving big hugs.

1. **Communication**

We appreciate your efforts in effective communication within our preschool where we work hard to meet the needs of **all** of our children. We welcome you and your family into our preschool and invite you to schedule time to discuss any areas of concern or questions with either of our directors and your child’s teacher(s). The teaching staff also welcomes the opportunity to give you important feedback about your child’s progress and invites you to discuss feedback or progress/behavioral concerns directly.

To promote effective communication, we regularly send home a class folder for projects and other preschool communication. When the folder is sent home, please return it on the following school day. Please remove all items from the folder each time it is sent home with your child so that you are returning an empty folder each time.

*Thank you for choosing The Nest and we look forward to an awesome school year teaching and celebrating*

*your little one*

Agreement/Acknowledgement: The Nest Policies

**Please initial and sign the appropriate lines below:**

\_\_\_\_\_\_\_ I give permission for my child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Picture(s) to be used by “The Nest Christian Academy LLC” (AKA The Nest Preschool Argyle). Photos may be used The Nest Christian Academy LLC for their posted photos, website, Facebook page and/or blog. I acknowledge there may be times inadvertent pictures may be taken of my child and release The Nest from liability. I further agree to pictures being in the “All About Me” book prepared for each child at year-end.

\_\_\_\_\_\_\_ I have **read and agree** to the policies regarding **Auto-Pay**, tuition and fees..

**\_\_\_\_\_\_\_I acknowledge that I have received The Nest Parent Handbook and agree to abide by and operate under the stated policies (must be signed (e-copy preferred) and returned prior to the first day of school either docu-signed or hard copy delivered to office)..**

**\_\_\_\_\_\_\_ I agree to abide by the sick policies as stated in this handbook**

**PRINT AND SIGN BELOW**

**CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENTS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE:**

**RETURN SIGNED COPY TO: The Nest Christian Academy**

**101 Frenchtown Road, Argyle, TX 76226**