

NCC PARENT GUIDEBOOK



“A Natural Place to Play”



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WELCOME NOTE FROM OUR EXECUTIVE STAFF

Welcome to the NCC Family!

It is a great privilege to have you at NCC this school year. As the old proverb says, “It takes a village to raise a child,” we are honored that you chose NCC to be a part of your village. NCC has been of service to families and God for since 1981, and it is a blessing to be able to love your child and watch them thrive in our care.

Big hugs and welcome to all new and continuing students and staff! We are excited to be making beautiful memories with your children as they reach their milestones this year. Here at NCC, your children will have the opportunity to explore the outdoor classrooms, play with mud and water, take care of the garden, and eat from the garden! With God at our center and parents as our partners, our goal is to nurture our students to grow in physical, social, cognitive, and spiritual areas of development in a safe, loving, and rich environment.

Our prayers are for a growth-filled year at NCC where we are safe, happy, and healthy. We look forward to hearing from you and your precious children. Feel free to let us know how we could pray for you. We are here to serve you.

“Train up a child in the way he should go, and when he is old he will not depart from it.”
Proverbs 22:6

In Christ,

Ms. Medy Clemente
Director

Ms. Grace Baek
Program Director

NCC's EXECUTIVE STAFF



Medy Clemente
Director

msmedy@mybcc.net

As someone with great passion, patience, and love for the youngest learners, Ms. Medy grew in leadership in the Early Childhood Education setting at NCC. She is an advocate in setting up children to thrive with their unique God-given abilities, and families to grow in their partnership with the great team of staff members in the founding years of the children's love for learning.

Being with NCC since 2005, she shares the same values and vision with NCC in spreading the love of Jesus, one child at a time.



Grace Baek
**Program Director
Spiritual Leader**

msgace@mybcc.net

As a firm believer that each child is beautifully and wonderfully made by God. Ms. Grace is devoted to nurturing young minds and guiding them to discover their unique talents. Since children learn best through play, Grace provides them with a play-based curriculum and environment to promote exploration, creativity, and self-confidence. Grace also strives to help each child develop positive relationships with themselves and their community so that they can reach their greatest potential.

Grace received her teaching credentials in early childhood education and Christian education. She is an ordained Pastor and has served as a Director at Neighborhood Christian Center since 2003.

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WHO WE ARE AS NCC

MISSION STATEMENT

Our mission at Neighborhood Christian Center is to embrace individuality in a natural, developmentally appropriate play-based environment which fosters a love of learning. It is our mission to nurture the whole child through wonder and discovery.

We teach children that God loves everyone, and Jesus is their friend and Savior. We practice good stewardship of ourselves, relationships with others, and the world. We welcome all children regardless of race, sex, color, religion, nationality, or ethnicity.

ABOUT US

Neighborhood Christian Center was established in 1981 as a non-profit service to the families and children of our community. Neighborhood Christian Schools are operated by Agape Schools, Inc., a 501(c)(3) Non-Profit Religious Corporation. To this day, NCC's purpose remains steadfast, to nurture the whole child, support families, partner with our community, show good stewardship of our world while loving, honoring, and serving God. Our sister school, Neighborhood Christian Preschool, is located in San Jose (www.myncp.net).

PHILOSOPHY OF LEARNING

NCC's primary principle is to promote participation in developmentally-appropriate activities which are child and teacher-led, taking place in both indoor and outdoor learning environments. Children are encouraged to learn through play. NCC's play-based philosophy draws from early childhood theories of how children learn best and current research stating how to best prepare 21st century learners.

- **Cognitive** - Cognitive development leads to "knowing." Children develop and grow as they acquire, apply, adapt, integrate, and evaluate knowledge while constructing new and expanding old concepts. The developmental focus is physical, logical, mathematical, and social conventional knowledge. This includes scientific understanding and critical thinking.
- **Language** - The developmental focus of the language area is receptive and expressive language, listening, reading and writing. The purpose is for children to communicate their ideas and feelings.
- **Physically** - As children progress physically, they will develop confidence and competence in the control and movement of their body. They will develop the attitudes, knowledge, skills, and practices that lead to maintaining respect and protection of their bodies. The developmental focus is health, improved fine and gross motor skills, and body awareness.
- **Socially** - The developmental focus is on social skills and relating to the world around them. This focus allows children to play, socialize, learn appropriate behavior, build empathy, and develop impulse control.

- **Spiritually** - The developmental focus is learning that Jesus is God and that He loves everybody. Children learn that the Bible is God’s Word, how and why we pray, how to serve others, to be good stewards and to be Christ-like in all we do.

APPROACHES

NCC’s curriculum is aligned with Valley Christian School’s Exemplary Preschool standard, The California Preschool Learning Foundations and Science, Technology, Engineering and Math, (STEM) learning. NCC’s mission is to foster in each child the understanding that they are loved, uniquely created by God, and to instill in each student a lifelong love for learning.

NCC’s curriculum is designed to allow children to learn in their own unique way. As children grow and experience each program offered at NCC, they will build upon previously mastered skills as they participate with familiar curriculum such as Hands Around the World, Handwriting Without Tears or Zoo Phonics. NCC uses a combination of purchased and in-house developed curriculum, to provide programs that are driven by exceptional research-based curriculum, setting up each child to achieve personal success. While NCC’s teaching staff introduce concepts and projects as a way of delivering the foundational learning skills, both students and teachers have a hand in determining the direction it will go based on the interest of the students and the observations by the teachers.

NCC places a high value on large blocks of time for children to explore and engage with the environment and materials. Our teaching staff prepares the environment with intentional materials that are open ended and encourages the children to make decisions, socialize, and be hands-on. While children are inquiring about the world around them, NCC’s loving staff are there, not to tell the children how to learn, but to build-up the children’s confidence and competence as they have “ah-ha” moments. Ample time, a rich environment and a purposeful staff are the core values of the learning that has taken place at NCC since the opening of the doors in 1981.

“If it hasn’t been in the hand...and the Body... It can’t be in the Brain!”

-Bev Bos
(ECE educator, advocate and author. One of NCC’s inspirations)

NCC’s EXECUTIVE ADMINISTRATION

- Director: Ms. Medy Clemente
- Program Director: Ms. Grace Baek (Spiritual Mentor & Professional Development)

NCC’s STAFF

All Neighborhood Christian Center administrators, teachers, and caregivers are selected to serve as nurturing Christian role models. They are trained and certified as early childhood educators. Staff are required to meet and maintain all early childhood education courses as mandated by the state and NCC requirements. Our culturally diverse staff help create an enriching environment representing most cultures around the world.

Our Staff are Health & Safety, CPR, and First Aid certified. They are required to keep credentials current including maintaining their California Child Development Permit. Our Directors work directly to mentor and guide our staff to

“People talk about reading, writing and arithmetic being the basics. Those are very complex processes and have to be based on the basics, you have to have the basics first, then you can do what people call the basics. The number one basic for everyone on this planet is wonder. Children are born with it. You have to protect the toddler from themselves. They’re so filled with wonder, wanting to know everything on this planet. It’s here. It’s a thing that we have to keep alive that we don’t. I’m stunned when I travel, when I watch people, not to be curious about everything that there is.”

Bev Bos
Founder of Roseville Community Preschool and outstanding proponent of child-centered preschool education

achieve their personal caregiving, facilitating and teaching goals. This is an ongoing process as individuals and as building teams. Team-teaching provides great support and exposes children to a variety of teaching styles. NCC is blessed to have many teachers who have served for over ten years.

Investing in Staff has been a proven record at NCC to directly contribute to the positive and challenging learning of every child. Parents may contribute to NCC's "**Staff Enrichment Fund**" which helps our staff pay for ongoing professional development and any special treats in some occasion. All cash donations are 100% tax deductible. Please make checks payable to NCC and add "**Staff Enrichment Fund**" in the memo.

NCC AS A GREEN CAMPUS

NCC is a green campus which makes healthy choices for ourselves and our planet. Our goal is to reduce our carbon footprint* and to show children, staff, families, community and the world how we can live responsibly on Earth.

*A carbon footprint is the total amount of greenhouse gases produced by human activity.

NCC is a re-certified "**Bay Area Green Business**" since 2012 and has received an "**Acterra Award for Sustainability.**" That means that NCC has been recognized for **our leadership in achieving all three pillars of sustainability: people, planet and profit.** A special category was created for this little preschool and closed with the granting of the award: **NCC Acterra Award Winner 2014.**

The following steps are daily practices that are incorporated by NCC as good stewards of our God given precious resources:

- We eat fruits and vegetables and drink 1% milk twice a day with snack (**People**).
- We teach healthy eating habits with a focus on local and organic produce while teaching others locally and around the world to do the same. (**People/Planet**).
- We raise funds for and support educational programs in remote places to make sustainable choices. (**People/Planet**)
- We accept donations to support green education locally and around the world (**Planet/Profit**).
- We compost all green kitchen scraps along with coffee grinds from the local coffee shop. This compost, along with our worm droppings, is used in our Edible Yard (**Planet**).
- We grow and harvest organic fruit, herbs, and vegetables from our own Edible Yard (**Planet**).
- We collect and re-use our grey water from handwashing for watering our trees and ornamental bushes (**Planet/Profit**).
- We utilize discarded fruit tree clippings to grow our own fruit orchard (**Planet**).
- NCC does use green certified pesticides in our Edible Yard. However, pest control is required on occasion and we notify parents and staff whenever this is necessary, even if they are green certified. An MSDS (Material Safety Data Sheet) file is maintained on campus (**Planet**).
- We reduce, reuse and recycle (**Planet/Profit**).
- We use cleaning supplies that are safe for animals and people (**People/Planet**).
- We purchase wind and solar power from the City of Santa Clara (**Planet**).
- We require all lunches to be green. Parents provide a daily healthy lunch in **100% reusable** containers and must include a cloth napkin/washcloth, reusable utensils, and a thermos filled with water. All non-compostable trash is sent home (**People/Planet/Profit**).

NCC is an Eco-Healthy Child Care Program and remains committed to provide a healthy, safe, and green child care setting for the children and families that we serve. www.cehn.org/ehcc

"Every day is Earth Day at NCC!"
Ms. Graciela Marques-Hahn
NCC Co-Founder

NEXT STEPS FLOW CHART

WHICH PROGRAM WILL MY CHILD GO TO NEXT?

Students will be placed in their next class based upon their age & developmental ability combined with the recommendation of their current Master Teacher, Program Director, and availability of space. Please see the chart below to see where your child might go next.

| CURRENTLY ENROLLED IN: | OPTIONS: | REQUIREMENTS: |
|---|---|---|
| CATERPILLARS (RATIO 1:6) PRE-SCHOOL (FLEXIBLE SCHEDULE) | CONTINUE IN CATERPILLARS | YOUNGER 2 YEAR OLD POTTY-TRAINING OK |
| | GO TO ROLY POLIES | OLDER 2 YEAR OLD – YOUNGER 3 YEAR OLD POTTY-TRAINING OK |
| | GO TO DRAGONFLIES | YOUNGER 3 YEAR OLD – OLDER 3 YEAR OLD FINAL STAGES IN POTTY-TRAINING OK |
| ROLY POLIES (RATIO 1:6) PRE-SCHOOL (FLEXIBLE SCHEDULE) | CONTINUE IN ROLY POLIES | OLDER 2 YEAR OLD – YOUNGER 3 YEAR OLD POTTY-TRAINING OK |
| | GO TO DRAGONFLIES | YOUNGER 3 YEAR OLD – OLDER 3 YEAR OLD FINAL STAGES IN POTTY-TRAINING OK |
| | GO TO BUTTERFLIES | OLDER 3 YEAR OLD – YOUNGER 4 YEAR OLD CHILD MUST BE FULLY POTTY-TRAINED AND SELF-SUFFICIENT |
| DRAGONFLIES (RATIO 1:8) PRE-SCHOOL/PRE-K (FLEXIBLE SCHEDULE) | CONTINUE IN DRAGONFLIES | YOUNGER 3 YEAR OLD – OLDER 3 YEAR OLD FINAL STAGES IN POTTY-TRAINING OK |
| | GO TO BUTTERFLIES | OLDER 3 YEAR OLD – YOUNGER 4 YEAR OLD CHILD MUST BE FULLY POTTY-TRAINED AND SELF-SUFFICIENT |
| | GO TO FIREFLIES | (PRE-K) YOUNGER 4 YEAR OLD (TK) OLDER 4 YEAR OLD (K) 5 YEAR OLD & NOT YET ENTERING 1 ST GRADE BY 9/1; CHILD MUST BE FULLY POTTY-TRAINED AND SELF-SUFFICIENT |
| BUTTERFLIES (RATIO 1:10) PRE-KINDERGARTEN | CONTINUE IN BUTTERFLIES | OLDER 3 YEAR OLD – YOUNGER 4 YEAR OLD CHILD MUST BE FULLY POTTY-TRAINED AND SELF-SUFFICIENT |
| | GO TO FIREFLIES | (PRE-K) YOUNGER 4 YEAR OLD (TK) OLDER 4 YEAR OLD (K) 5 YEAR OLD & NOT YET ENTERING 1 ST GRADE BY 9/1; CHILD MUST BE FULLY POTTY-TRAINED AND SELF-SUFFICIENT |
| FIREFLIES (RATIO 1:12) PRE-K, TK & KINDERGARTEN | CONTINUE IN FIREFLIES | ALL STUDENTS MUST BE POTTY-TRAINED AND ABLE TO HELP THEMSELVES. (PRE-K) YOUNGER 4 YEAR OLD (TK) OLDER 4 YEAR OLD (K) 5 YEAR OLD & NOT YET ENTERING 1 ST GRADE BY 9/1; CHILD MUST BE FULLY POTTY-TRAINED AND SELF-SUFFICIENT |
| | GRADUATE FROM NCC AND GO TO “BIG SCHOOL” | READY TO ENTER KINDERGARTEN OR FIRST GRADE FULLY TESTED AND VERIFIED FOR READINESS |

*All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center. A napping space and a cot or mat shall be available for each child under the age of five.

*There shall be a ratio of one teacher visually observing and supervising no more than 12 children in attendance

NCC reserves the right to fluctuate the teacher-child ratio within Licensing guidelines as needed to maintain safety and quality care.

NCC PROGRAMS

Please visit our website and read full descriptions of each program, sample daily schedules and goals of each class. If you have any further questions about where your child fits into these programs, please contact the office who will direct you to the correct person to talk with. For insight into the philosophy of NCC, please read “Why they are ‘Just Playing’?” Article on Page 36

PLAY-BASED PRE-SCHOOL PROGRAMS

CATERPILLARS Class (B1): Ratio – 1:6

Pre-School Program: *Younger 2’s (Must be Age 2.0 (Y/M) by Start Date)



Available Schedules:

Half-Day, Monday through Friday, 9:00 am to 12:00 pm

Part-Time, Monday through Friday, 9:00 am to 3:00 pm

Full-Time, Monday through Friday, 7:30 am to 5:30 pm

The Caterpillars Program provides our youngest learners with a warm and safe environment in which they can experience a loving first impression of “school.” For many, this will be their first introduction to the concept of “school,” and for most children, this will be their first time away from their immediate family. For this reason, our loving and nurturing team makes every child’s comfort their highest priority. We believe that children are only able to truly learn in an environment where they feel cared for and nurtured. This approach also informs NCC’s dedication to providing every Caterpillar with a supportive environment that encourages imaginative play, social skill development, independence, and basic self-help skills. Children in this stage of development learn through all 5 of their senses; therefore, we offer every Caterpillar the gift of experiencing open-ended outdoor play in safe and natural spaces.

GOALS OF THE CATERPILLARS PROGRAM

Every child grows in their own way and in their own time, yet by the time a child completes the Caterpillar class, they should demonstrate significant growth in the following areas:

Your Caterpillar learner will...

- understand the love God has for them and that they can pray anytime and anywhere.
- separate from family at drop-off in a healthy manner
- are able to self-soothe
- know how to seek help from an adult when needed
- successfully share space and material
- seek positive interaction from adults and peers
- feed themselves successfully
- complete some self-help tasks with little assistance
- show some empathy toward others
- allow their curiosity to drive their interest and inquiries
- demonstrate some connection to peers
- experience the joy of attending school

*Exceptions are Considered According to Developmental Readiness

ROLY POLIES Class (B2): Ratio – 1:6

Pre-School Program: *Older 2’s to Younger 3’s



Available Schedules:

Half-Day, Monday through Friday, 9:00 am to 12:00 pm

Part-Time, Monday through Friday, 9:00 am to 3:00 pm

Full-Time, Monday through Friday, 7:30 am to 5:30 pm

Roly Poly students have a growing sense of self. They are forming their own opinions and beginning to grasp the power of language. This is why the Roly Polies program has been specifically designed to be a nurturing environment created for children to develop autonomy, confidence, and collaboration. Their day has been structured around ample time dedicated to child choice and social-emotional competency. The teachers make a targeted effort to promote collaborative play skills and emotional self-regulation. Their learning centers emphasize music, group discussions, art, and lots of outdoor time. These are just some of the unique aspects of the Roly Polies program that make it a unique and wonderful experience for every child.

GOALS OF THE ROLY POLIES PROGRAM

Every child grows in their own way and in their own time, yet by the time a child completes the Roly Poly class, they should demonstrate significant growth in the following areas:

Your Roly Poly learner will...

- understand the love God has for them and that they can pray anytime and anywhere.
- be able to arrive at school confident and ready for the day
- enjoy engaging in the experience of learning
- start to show interest in cooperative play with peers
- begin to participate in group discussions, sharing their thoughts and ideas
- demonstrate age-appropriate social-emotional development
- begin to organically express interest in literacy, math, science, and other cognitive domains
- create projects independently or with peers that express their individuality, confidence, and curiosity
- develop their pre-writing fine motor skills
- feel connected to their class and a part of a community of peers

DRAGONFLIES Class (B5): Ratio – 1:8

Pre-School Program: *Younger 3’s to Older 3’s



Available Schedules:

Half-Day, Monday through Friday, 9:00 am to 12:00 pm

Part-Time, Monday through Friday, 9:00 am to 3:00 pm

Full-Time, Monday through Friday, 7:30 am to 5:30 pm

The Dragonflies program is the last preschool class before they go to the Pre-K class. Throughout their school day, these students will receive the benefit of increased quality of individualized attention. As these students begin to shift their socialization from parallel play to more cooperative, the teachers in this classroom support this growth with ample open-ended play options. These students build on their existing social skills through small group discussions and creative group design projects and additional opportunities for messy play. These activities offer students the chance to practice exchanging ideas, empathizing with others, and designing their play environment together. Additionally, the teachers

who lead this group of learners take an adaptive approach to regularly redesigning the Dragonfly play spaces to support every student in reaching their next developmental milestones.

GOALS OF THE DRAGONFLIES PROGRAM

Every child grows in their own way and in their own time, yet by the time a child completes the Dragonfly class, they should demonstrate significant growth in the following areas:

Your Dragonfly learner will...

- understand the love God has for them and that they can pray anytime and anywhere.
- be able to arrive at school confident and ready for the day
- show appropriate approaches to learning and self-regulation
- demonstrate their developed social-emotional understanding
- constructively participate in small group work
- understand how to explain, compare, discuss and predict while working in literacy, math, and science activities
- begin to identify environmental text, shapes, and numbers
- show persistence in inquiring to understand new concepts
- create projects independently or with peers that express their individuality
- show confidence in verbally expressing their imagination
- engage with fine and gross motor skills with ease and safety
- feel connected to their class community

PRE-KINDERGARTEN, TRANSITIONAL KINDERGARTEN, AND KINDERGARTEN PROGRAMS

BUTTERFLIES Class (B4): Ratio = 1:10

Pre-Kindergarten Program (Pre-K): *Older 3's to Younger 4's



Available Schedules:

Part-Time, Monday through Friday, 8:30 am to 2:30 pm

Full-Time, Monday through Friday, 7:30 am to 5:30 pm

The Butterfly is NCC's Pre-K program. Most children will move on from this class to either Transitional Kindergarten or Kindergarten. The Butterfly program has a play-based curriculum that focuses on a more project-based learning and design-thinking philosophy. In this classroom, the children spend portions of their day in small group discussions, providing opportunities for children to practice exchanging their thoughts and engaging in self-directed collaboration. This includes developing their skills of listening to the thoughts and options of their peers and learning to take turns talking. The schedule also provides large blocks of time for uninterrupted play as children work in the centers of their choice. The class layout, structure, and routine reflect a strength-based learning model. The aim of this unique classroom is to look beyond merely preparing Pre-K students for Kindergarten but rather preparing them to be effective lifelong learners.

GOALS OF THE BUTTERFLIES PROGRAM

Every child grows in their own way and in their own time, yet by the time a child completes the Butterfly class, they should demonstrate significant growth in the following areas:

Your Butterfly learner will...

- understand the love God has for them and that they can pray anytime and anywhere.
- develop a healthy relationship with the structure of “school”
- will have confidence in their self-help skills
- demonstrate healthy emotional regulation
- demonstrate their developed collaborative play skills, including communicating and collaborating with peers
- demonstrate understanding and application of literacy, math, and science concepts by explaining, comparing, discussing, and predicting in small and large group conversations
- will show growth in their ability to use language as a tool of communication
- show persistence in inquiring to understand new concepts
- will gain confidence engaging in creative expression through various artistic medium
- use age-appropriate fine and gross motor skills

*Exceptions are Considered According to Developmental Readiness

FIREFLIES Class (B3): Ratio = 1:12 (Younger 4’s to Entering 1st Grade)



- **Pre-Kindergarten Program** (Pre-K) Younger 4’s
- **Transitional Kindergarten (TK)** Older 4’s
- **Kindergarten (K) Programs** (5 year olds not yet entering 1st Grade by 9/1 of current year)

Available Schedules:

Part-Time, Monday through Friday, 8:30 am to 2:30 pm

Full-Time, Monday through Friday, 7:30 am to 5:30 pm

The Fireflies program is a combination of Pre-Kindergarten, Transitional-Kindergarten, and Kindergarten class. Most children will move on from this class to either Kindergarten or First grade. The Firefly program has a balance of small group discussions, large blocks of uninterrupted play, hands-on enrichment activities, and teacher-led time. Our small ability groups provide one-on-one attention and flexibility for a differentiated curriculum to help meet the needs of the students.

Every child grows in their own way and in their own time, yet by the time a child completes the Firefly-class they should demonstrate significant growth in the following areas:

Your Firefly learner will...

- understand the love God has for them and that they can pray anytime and anywhere
- arrive to school with a healthy attitude, confident and ready for the day
- show appropriate approaches to learning and self-regulation
- demonstrate their developed social-emotional understanding by respecting, engaging, communicating, and collaborating with peers
- show persistence in inquiring to understand new concepts
- think creatively and show their thinking in their creations
- learn to appreciate and take care of the resources of the earth God provided
- engage with fine and gross motor skills with ease
- feel connected to their class
- love coming to school!

PRE-K STUDENTS:

- Children demonstrate understanding and application of literacy, math, and science concepts by explaining, comparing, discussing, and predicting in small and large groups
- Children incorporate literacy in their play and projects
- Children show persistence in inquiring to understand new concepts
- Children think creatively and show their thinking in their creations
- Children show comprehension of literature through their conversations, ideas, and play

TRANSITIONAL KINDERGARTEN STUDENTS:

- Extend literacy activities by retelling a story, drawing pictures about a story, or acting out a story
- Demonstrate understanding of how to follow print on a page of text
- Blend and segment larger units of language
- Demonstrate knowledge of all of the letters of the alphabet (upper and lower case) and corresponding sounds and uses letters or clearly recognizable approximations of letters to write their own name
- Show understanding of simple math operations, measurement concepts, the complexity of patterning, and characteristics of shapes
- Contribute to planning and carries out detailed observations and complex investigations to answer questions of interest
- Understand the concepts in scientific inquiry, physical science, life science, and earth science

KINDERGARTEN STUDENTS:

- Engage in independent and shared book reading and demonstrates an understanding of a detailed informational and narrative text by asking or answering questions to monitor own comprehension
- Demonstrate understanding of print material and simple concepts of grammar.
- Isolate the initial sound, middle vowel, and final sound in three-phoneme words
- Assemble or split apart words to make new words and identifies both short vowel sounds and long vowel sounds for most vowels.
- Write and compose brief paragraphs that describe an experience
- Sort objects to gather and organize information compares the groups of objects and interprets the information
- Master basic concepts of simple math operations, measurement concepts, the complexity of patterning, and characteristics of shapes
- Conduct systematic observations and investigations to collect data that provide evidence to answer specific questions on scientific topics
- Apply the concepts in scientific inquiry, physical science, life science, and earth science

“It is not our job to get children ready for school, but to get schools ready for children.”

Docia Zavitkovsky
(ECE Author & Advocate)

NCC ADMISSIONS POLICY

Notice of Non-Discriminatory Policy as to Students

Neighborhood Christian Center/Agape Schools, Inc. admits students of any age, 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, and athletic and other school-administered programs.

Admission Forms

All students accepted for admission to NCC will receive an “NCC Enrollment Confirmation” email from the Registrar with the required paperwork attached and instructions for completing these forms. Parents must print, complete, and sign all forms and documents and submit them in person in the NCC Office **at least 7 DAYS BEFORE their start date**. NCC’s Student Medical Exam and TB Risk Assessment and/or TB Test Forms can be accepted electronically **ONLY** under these circumstances:

- Medical Provider emails the documents in an encrypted file directly to the parents who then forward that email to info@mybcc.net without deleting any of the original email message. Parents provide the passcode to open the file to the Registrar. All documents are completed as required including the medical provider’s office stamp and Licensing info.

Parents/Guardians are responsible for keeping the office administration informed of any changes to these records, including Emergency Contacts, Pick-Up Authorization List, medical information, allergies, etc. (Identification with regard to students on the basis of race, color, sex, religion, nationality, or ethnicity is required to be kept on file by the state of California.)

NEW Students are required to take a COVID Test 1-3 days prior to starting at NCC. If using a home antigen test kit, please write the child’s name and date test is taken directly on the test itself. Take a picture of the completed test results and email to:

- msmedy@mybcc.net
- frontdesk@mybcc.net

Please follow the latest COVID-19 guidelines as posted on the NCC website on the Parents page at <https://www.mybcc.net/parents>

Tuition and Fees

The Registration Fee, Monthly Tuition, and Summer Camp Fees are NOT REFUNDABLE nor NOT TRANSFERRABLE to a LATER month for any reason. Tuition is based on an annual rate and then divided into 12-month basis, not on the number of days in a month, including months such as December with a longer break.

For the waiting list fee, Agape Schools, Inc. does not accept checks without parent’s name and address pre-printed on the check. The child’s full name must be listed in the memo line on ALL PAYMENTS. \$45 will be charged for all returned payments. No cash accepted.

NCC utilizes the services of Procure Online for processing tuition and other school related fees. All parents are required to accept the invitation to join, download the Procure Online App, enter a valid payment account, and enable the auto-pay feature prior to child’s start date. There is a nominal transaction fee of \$1.95 for ACH Debits. There is an additional fee of 2.95% on payments made by Credit or Debit Card. NCC does not receive any portion of these fees. Payments are processed in advance on the 3rd last day of each prior month. When the 3rd last day falls on a weekend or holiday, payments are processed on the prior school day.

Center Closures

From time to time, forces beyond our control may necessitate cancelling school for a day or more, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the Center's control. As a not-for-profit Center, we all share the expense and responsibility to maintain the Center's operation throughout the year. So in the case of Center closures, no refunds will be given.

Absences

- **Report ANY absences on the FIRST DAY**
- Send an email to the following:
 - frontdesk@myncc.net
 - msmedy@myncc.net
- State the reason for the absence:
 - **If the absence is NOT illness related**, such as a Family Day, Vacation, or Dentist or Doctor appointment for a routine check-up, you may return to NCC the following day without any further emails, as long as NO ILLNESS SYMPTOMS are present.
 - **If the absence is illness related**, include all symptoms and when they started in the email.
- **Ms. Medy will email you back with clearance to return as long as NO ILLNESS SYMPTOMS are present.** Please remember, even if the Doctor clears your child to return, if they still have a runny nose, cough, or any other symptoms, they are not cleared to come to NCC yet per our NO SICKNESS POLICY.
 - **Only AFTER** you have received the clearance email from Ms. Medy your child can return to NCC even if you have emailed the doctor's note and COVID test results and are waiting for her reply.
 - Once you have email clearance, then you can bring your child to NCC.
- **No tuition credits or refunds are given for absences for any reason, including COVID.**

Promotion to the Next Class

Children will be placed in the age and developmentally appropriate class and typically remains in the same class throughout the school year. Exceptions are made when the move is approved as in the best interest of the child.

Change of Status

If a change in attendance or schedule is necessary, a "Change of Status Request" form must be submitted to the office for approval. Although, in most circumstances, a change of status/schedule is approved, it is not always guaranteed upon request. All spaces are set to specific schedules and cannot be converted to other schedules. This is to maintain our ability to meet the schools' expenses because we must also consider factors of availability, waiting list, ratio, etc. While we strive to meet the requests of all families, you will be notified whether that change has been approved, denied, or if we have to add you to the waiting list for a future available space. Please plan ahead.

PROCESS FOR REQUESTING A CHANGE OF STATUS

RECOMMENDATION: Master Teachers will meet with Program Directors to discuss the request.

AVAILABILITY: Office Admin will confirm space when is available.

PARENT MEETING: Parents, Master Teachers, and Program Directors Will meet to discuss change.

APPROVAL: A Change of Status Form will be completed and signed by Parents, Master Teachers, and Program Directors and then filed in the office.

MEET & GREET: Meeting via Zoom will be scheduled with the new Master Teacher.

VISIT: Time will be scheduled to introduce the student to the new class.

MT MEETING: Master Teachers will meet to talk about the strengths and weaknesses of the student.

MOVING: Master Teacher will move the student's belongings from the old class to the new classroom.

Vacations

NCC does not offer any vacation credit. Tuition is due in full each month, which guarantees your child's space. The ONLY exception is a Temporary Withdrawal and Re-Enrollment for the summer session (June & July only). Please read the next section for Temporary Withdrawals for further details.

Any student who withdraws for traveling or vacation reasons, forfeits their priority status as a current student and must be placed on the waiting list for a future space. Returning students who have been traveling outside of the U.S. must submit a new TB Risk Assessment and/or TB Test dated after their return to the U.S. before being allowed to return.

Withdrawals: Temporary

NCC allows students to temporarily withdraw for the summer session, **June and July only**, and Re-Enroll for the start of the next school year beginning in August. Parents should submit this form to the NCC Office as soon as you know you are planning to leave for the summer session but no later than the last business day in the month of April (*One calendar month notice).

- **SCHEDULE AUGUST TUITION PAYMENT:** Choose the date you would like your child's August tuition to be processed via auto-debit (No later than the normal processing date for your May tuition payment).
- **SUBMIT NCC TEMPORARY WITHDRAWAL & RE-ENROLLMENT NOTICE Form** (Available in the office, or via email)

Only original signed forms are accepted in the NCC Office. Emailed and scanned versions are NOT accepted for meeting the deadline. There are NO exceptions to the deadline and tuition is not pro-rated nor refundable.

Withdrawals: Permanent

Parents permanently withdrawing their child from NCC should submit this form to the NCC Office as soon as you know your child's last day but no later than the last business day in the month BEFORE your last month (*One calendar month notice).

- **SUBMIT NCC LAST MONTH NOTICE Form** (Available in the office, or via email)
- **SCHEDULE LAST MONTH PAYMENT:** Choose date you would like your child's last month's tuition to be processed via auto-debit. This date can be no later than the normal processing date for your last month to attend;

*For example, if your child's last day is the end of May, the form and payment are due in the office before we close on the last school day in April. Only original signed forms are accepted in the NCC Office. Emailed and scanned versions are NOT accepted for meeting the deadline. There are NO exceptions to the deadline and tuition is not pro-rated.

Termination of Services

NCC reserves the right to deny enrollment and may terminate services or withdraw a child from continued enrollment for reasons including, but not limited to:

1. Falsifying information on admissions and enrollment paperwork.
2. Non-payment of services and/or non-compliance with the NCC Admissions and Financial Agreement.
3. Non-Compliance of parents/guardians to follow the policies as listed in the NCC Admissions and Financial Agreement and the NCC Parent Guidebook.
4. The continued enrollment of the child poses a risk to the health and/or safety of other students, parents, and NCC Staff.
5. Continued enrollment of the child constitutes an undue hardship or burden on NCC.

Visits and Conferences

Although each family has the explicit right to see their student any time of the day, we ask for your cooperation to protect the integrity of our program. This helps all students to focus on their normal tasks. General communication should be sent via Procure. Confidential notes/messages may be emailed or dropped off in the office.



A consultation meeting with your child's Master Teacher, Program Director, or the Executive Director, requires an appointment be arranged. Inquiries regarding enrollment, management, policies, and procedures, or parent and public relations, should be addressed to the office administration.

Office Hours and Contact Information

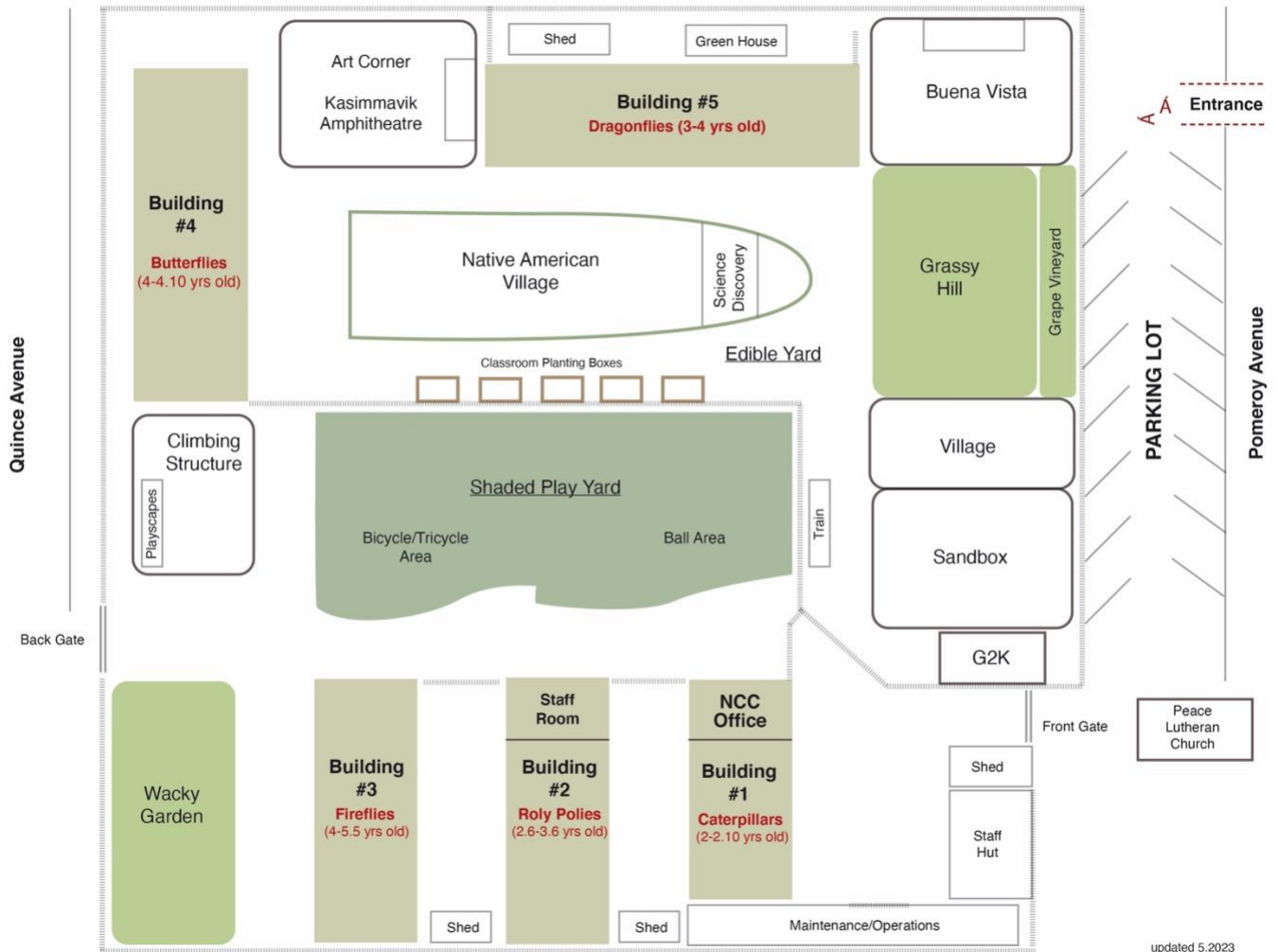
Office hours are from 7:30 am - 5:30 pm, Monday through Friday.

- Physical Address:** 887 Pomeroy Avenue
Santa Clara, CA 95051
- Office Phone:** (408) 984-3418
- Fax:** (408) 246-5572
- Website:** www.myncc.net
- Email:** frontdesk@myncc.net
- Facility License #:** **Preschool:** 434407992

*Neighborhood Christian Center is a Ministry of Agape Schools Inc., dba: Neighborhood Christian Schools (NCS);
A 501(c)(3) Non-Profit Religious Corporation / Tax ID #: 94-275-2656*

NCC Campus Map

- NCC CAMPUS MAP-



updated 5.2023

DROP-OFF and PICK-UP POLICIES

Digital Sign In and Sign-Out is Required

The California Code of Regulations, Title 22, administered by CDSS, requires all children to be signed in and out every day. You may not drop off or pick up your child without signing them in or out each day. NCC charges a \$45 fee for each missed sign in or out for each child.

NCC uses the Procure App to record drop-offs and pick-ups using your smartphone and a PIN Code for contactless sign-in/out. It is extremely accurate and requires your undivided attention for approximately 10-15 seconds to sign in and out. Please focus on this process to avoid being charged a “Failed Sign-In/Out Fee”.

Failed Sign In/Out

Failure to sign your child in and out everyday results in a Failed Sign In/Out Fee of \$45 for each missed sign-in and/or sign-out being assessed to your account. It is imperative that you slow down and focus for the 10-15 seconds it takes to be sure that you are signing your child in and out properly. The two main causes for failing to sign in or out come from distraction. The system will time out and return to the main screen after a short period of inaction. If you are not sure, stop in the office and we’ll be happy to double check your child’s status. Please download the Procure Connect App to see your child’s sign-in status and receive a push notification when your child is signed in and out.

On-Time Arrival

Please set healthy drop-off habits to help your student develop daily routines.

- B3 & B4 programs start at 8:30 am.
- B1, B2 & B5 programs start at 9:00 am.
- **The front gate code will not work after 9:30 am until 11:59 am.**
- Arrivals after 9:30 am will need to wait until 12:00 – 12:10 pm to enter.
- NCC allows a 10-minute grace period prior to the scheduled start of all Part-Time and Half-Day programs.

| Classroom | Half Day Drop-Off | Half Day Pick-Up | Part Time Drop-Off | Part Time Pick-Up | Full-Time Drop-Off | Full Time Pick-Up |
|-------------------|-------------------|------------------|--------------------|-------------------|--------------------|-------------------|
| Caterpillars (B1) | 8:50 – | 12:00 – | 8:50 – | 3:00 – | 7:30 – | 3:00 – |
| Roly Polies (B2) | 9:30 AM | 12:10 PM | 9:30 AM | 3:10 PM | 9:30 AM | 5:30 PM |
| Dragonflies (B5) | | | | | | |
| Butterflies (B4) | | | 8:20 – | 2:30 – | 7:30 – | 2:30 – |
| Fireflies (B3) | | | 9:30 AM | 2:40 PM | 9:30 AM | 5:30 PM |

- If pick-up is later than the 10-minute grace period, then hourly Extended Child Care rates apply (not prorated).
 - **Late pick up fees apply after 5:30, no grace period is applicable after 5:30 PM.**

Early Pick-Up

Under no circumstances should a child leave the campus during the school day without proper permission. When it is necessary to pick up your child during the school day, please email msmedy@mybcc.net and frontdesk@mybcc.net or call the office at (408) 984-3418 to request an early pickup. Do not go directly to the classroom. The office staff will bring your child from class. In case of an emergency, we must be able to account for every child at all times. A child will not be released to anyone except those listed on the Authorized Pickup List.

Although NCC allows parents and guardians to access to your child at any time, we ask that you not pick-up and drop-off during rest time. All programs have a state mandated rest period (B1, B2 & B5 from 1:00 to 2:45 pm) (B4 & B3 from 12:30 to 2:00 pm). If you need to pick-up your child after lunch but before the rest period, you must arrive by 12:00 pm,

or wait until after the scheduled rest time so not to disturb other children who are napping. Please notify the office and your child's Master Teacher if you need to pick up your child early preferably the day before or sooner.

Daily Health and Wellness Check

The health and safety of our students and families is an accountability that we take seriously, and it is a partnership that starts from home.

ALL STAFF AND FAMILIES MUST COMPLETE DAILY HEALTH AND WELLNESS CHECK BEFORE COMING TO SCHOOL.

Hand and mouth are checked, and temperature is taken at the classroom door by the Master Teacher. Parents must email a note to the Master Teacher and Front Desk about ANY scrapes, bumps, and bruises BEFORE coming to school. Reminder: **COME ON TIME!**

DO NOT COME TO NCC IF YOU:

- **Have any symptoms of illness.**
- Have been exposed to anyone who has tested positive for Covid.
 - Follow the latest guidelines from Santa Clara County of Public Health Department posted on the parent section of our website: www.myncc.net and on <https://covid19.sccgov.org/covid19-guidelines>
 - Send an email to mscopy@myncc.net and frontdesk@myncc.net to report your health status and illness symptoms.

A daily inspection of each child's health will take place at the classroom door before they proceed to join the class whether they are indoors or outdoors. This procedure is to be done by the Master Teacher in accordance with the Title 22 CA State regulation. Please leave an extra 2 to 5 minutes for this process.

Drop-Off Inspection Includes:

- Asking child and/or parent/guardian of the child's well-being
- Checking the hands and mouth
- Checking for any cuts or scrapes
- Checking for appropriate clothing

If the morning greeting merits a further check the following may take place:

- Observing the child's eyes for dilation, redness, swelling, discharge, etc.
- Checking the child's scalp for head lice
- Making note of possible signs of neglect or abuse

An exemption is provided to those with pre-existing conditions such as seasonal allergies and asthma, as long as it is accompanied with a doctor's note provided to the office.

Late Pick-Up and Extended Child Care

Schedules are set to specific times and staffing is scheduled according to need. You must drop-off and pick-up your child on time according to their normal schedule to avoid Extended Child Care Fees of \$40 per hour.

- Half Day (9:00 am to 12:00 pm)
- Part Time B1, B2, B5 (9:00 am to 3:00 pm)
- Part Time B3 & B4 (8:30 am to 2:30 pm)

NCC allows a 10-minute grace period to allow for minor traffic and parking issues. Picking up your child **beyond this 10-minute grace period incurs Extended Child Care Fees of \$40 per hour** being assessed to your account in one-hour increments before and after your normal schedule ends. This charge is not prorated, and waivers are not available.

Late Pick-Up at Closing

NCC closes at 5:30 pm. The 10-minute grace period does not apply at closing. Parents/Guardians must arrive by 5:20 pm to allow time to pick-up the student, sign-out, and **leave campus by 5:30 pm.** A Late Pick-Up Fee of \$30 will be assessed to your account for picking up from 5:31 to 5:35 pm. An additional \$75.00 per 15-minute period will be added starting at 5:36 pm and continuing until you have picked up your child. Fees are not pro-rated. The official sign-out time is controlled by the time set on the iPad used for the Procure Online App. All children picked-up after 5:35 pm must be picked up and signed out in the office.

Pick-Up Authorization

Only parents/guardians and the previously authorized people whose names and information has been added to the "Pick-Up Authorization List" in your child's file will be able to pick up the child. **NO EXCEPTIONS** are made. A teacher in charge of your child during the time of pick-up must recognize the person who is picking up the child. Any person attempting to pick up your child who is not recognized will be directed to the NCC Office to show an approved photo ID (i.e. driver's license, passport, etc.) to identify themselves. Please consider and be prepared for this safety procedure if you know you are sending someone to pick up the child for the first time or if they are not the regular individual picking up your child. Authorized persons must be at least 14 years old. **No child will be released to anyone who cannot provide legal photo identification.**

SIGNING IN & OUT FAQ'S

1. Where do we sign in/out?

Parents/Guardians are able to utilize geo-location in the Procure App while in NCC campus. Authorized caregivers will use a unique PIN Number on an iPad located in the NCC Office.

2. Is everyone on my child's pick-up authorization list issued their own PIN Number?

Yes, the registrar has emailed each parent the PIN number for every person on their child's pick-up authorization list. Each authorized person must verify their identity with photo ID in the office prior to picking up your child. No exceptions are made to verify identity.

3. How many people can I authorize to pick up my child?

Each child will be able to utilize no more than 10 PIN Numbers. This includes 2 parents/guardians and up to 8 other people who the parents have authorized to pick up their child.

4. How do I authorize someone to pick up my child?

Complete the Pick-up Authorization Form in your child's file in the Office. The PIN Number for your newly added guardian will be emailed to you. **All newly added persons must come to the office with photo ID so that we may verify their identity. The Office will help them sign-in or out.**

5. What if I no longer want that person to pick-up my child?

As soon as you remove them from the Pick-up Authorization Form in the office with your signature and date, their information and PIN Number will be deleted from the system.

6. May I share my Pin Number with someone else?

NO! ALL individuals without a PIN Number must stop in the office. Your PIN Number is unique to you alone and may not be used by anyone else. We will block the use of any PIN Number that has been compromised. **Children may not sign in/out! DO NOT GIVE YOUR CHILD YOUR CODE!**

7. What if the iPad/App does not work properly?

If the iPad malfunctions, or if the Procure Online App isn't working, please proceed to the office to sign in or out BEFORE leaving the parking lot. In the event of an internet outage, we will have emergency sign in and sign out sheets for that

day located in our Office. **It is the responsibility of each parent/guardian dropping off or picking up your child to complete the sign in & out process.** A “Failed Sign In/Out Fee” of \$45 will be charged for each occurrence.

8. How long does the process take?

The entire sign in/out process takes about 10-15 seconds.

9. A message popped up, am I automatically signed in or out?

No. When you enter your PIN Number and see a pop-up message, you must take the time to read the message, and then press OK to dismiss the message. **You must then continue the normal process to sign your child in or out.** If you fail to complete the process, your child will NOT be automatically signed in or out and you will be charged a Failed Sign-In/Out Fee of \$45.

10. What to do when the screen changes?

Please notify a teacher and/or the NCC Office to ask for help.

11. Why do I have to pay \$45 if I forget to sign my child in or out?

The State of California requires all students to be signed in and out every day. When NCC records are audited, we are fined \$75 per failed sign in and out.

SAFETY POLICY

Safety and Security

Are you compromising the safety and security of our students and staff? NCC takes the safety and security of our students and staff VERY seriously. Parents are responsible for helping to create and provide a safe environment for all children at NCC and must agree to make safe choices inside and outside of NCC by following NCC’s Policies as written in the Parent Guidebook and NCC Admissions & Financial Agreement.

Parents and guardians may NOT allow children to:

- Open and close the interior gates throughout NCC
- Enter their parents PIN Number to sign in/out on the iPad in the office

Visitors and Volunteers

- Only parents, guardians, and siblings of current students are allowed on-campus at this time, and only while dropping off and picking up.
- No other visitors are allowed on-campus except for pre-authorized individuals with a legitimate reason.
- Drop-off and pick-up must be done at the classroom door – please **do not** enter the classroom
- Do not wander through the play and edible yards to find a student or teacher.
- **Masks are Optional** for all Parents, guardians and siblings while indoors/outdoors on campus

Parking Lot Safety

It is important that we all work together to create and maintain a safe environment for our children on campus, in our parking lot and outside of NCC. Drop-off/Pick-up may only be done so from Pomeroy Avenue. Quince Avenue is reserved only for NCC Staff. Do not use the parking lots of apartments and businesses surrounding NCC. **Tardiness does not take precedence over the safety of human beings! Everyone is responsible for each other’s safety.** The best precaution is to allow time to arrive early. Practice and prepare being on time, and simply **STOP and SLOW DOWN!** Walk your child to the gate. Make full use of the safe outer pathways provided for you and your child’s safety. **DO NOT CROSS THROUGH THE PARKING LOT.**

FOLLOW THESE SAFETY TIPS IN THE NCC PARKING LOT:

1. Drive under 5 mph in the NCC parking lot.
2. All school zones are 25 mph.
3. Drive cautiously! Follow the direction of traffic.
4. Do not tailgate other vehicles.
5. Do not enter parking spaces from the opposite side of traffic.
6. Hold your child's hand when walking on the sidewalk or crossing the street. Make children walk on the side of the adult which is furthest away from the street.
7. Do not park in the safety zones (red marked curbs or striped areas).
8. Park **ONLY** in the marked parking spaces.
9. Look for children **BEFORE** and while you are backing out of your parking space.

Gates and Codes

Our facility is secured by using locked external gates. **Only authorized adult parents/guardians stated in the child's file are given the gate code.** Any authorized individual who does not pick up the child on a regular basis should not be given the gate code. They may use the intercom button by the front gate and an office staff will allow them in. At that time, they will need to show a photo ID (i.e., driver's license, passport, etc.) that matches the child's file.

Do not prop open the gates at any time and always make sure the gates are securely closed behind you. **DO** not open the gate for anyone you do not recognize as a parent/guardian of our school. They must use the intercom and an office admin will allow them in. This will ensure the safety of all students and staff. Access to our campus is limited to parents of current students, and authorized caregivers or tours during school hours only. Any individual who is authorized to pick up a child will need to show photo ID (i.e., driver's license, passport, etc.) that matches the child's file.

Using Our Campus

NCC's campus is designed for the use of currently enrolled students during their assigned schedules. To ensure safety and proper usage, parents/guardians must supervise your children at all times. Children may not play or climb the trees in front of the NCC property. Once you sign your child out, you are asked to leave the campus within **10 minutes** at the end of their dismissal in consideration of the on-going programs and to ease congestion in the parking lot.

It is important for the benefit of the routines in the classroom, which includes the outdoor classrooms that parents do not linger on campus. You are always welcome to volunteer and participate with events, however, the routines in the classrooms, including the outdoor classrooms, must be respected. This is to ensure that all currently signed-in children are properly supervised by NCC Staff.

We highly encourage parents to get to know each other through playdates after school. There are several city parks nearby NCC that are great places for visiting and picnicking:

- Earl R. Carmichael Park @ 3445 Benton St
- Homeridge Park @ 2985 Stevenson St
- Maywood Park @ 3330 Pruneridge Ave
- Central Park @ 969 Kiely Blvd

The NCC campus closes at 5:30 pm. No families may remain on campus after 5:30 pm. This includes the benches in the play area, the picnic tables in front of the Caterpillars Classroom, the sitting area outside the gates, and parking lot. Parents/guardians are required to actively supervise your children at all times. All NCC rules are to be followed.

Photo / Video Sharing at NCC

We consent to and authorize NCC (and its affiliates), to use photographs, images, likenesses, or video or audio recordings of our child(ren) in publications, promotional materials, brochures, books, films, productions, and in other media, including, but not limited to, on websites, social media, films, or productions displayed on NCC's or its affiliates' or licensees websites or through other third party persons, entities or distribution channels without compensation or notice to Parent or our child(ren). We further agree NCC (and its affiliates or their licensees) have the right to edit these in their discretion and that NCC (and its affiliates) may sell, license or otherwise transfer to another third party these rights or make any of these available through third-party distribution channels, without compensation or notice to Parent or our child(ren).

Parents/Guardians who are uncomfortable with agreeing to photo sharing should make an appointment with Ms. Medy to discuss your concerns. Please send an email to mmedy@myncc.net to schedule a time with her.

FAQ'S OF PHOTO / VIDEO SHARING

NCC uses the Procure Online App to keep families connected throughout the day. Procure Online is used for:

- Digital Sign-In and Sign-Out (Attendance)
- Billing of Monthly Tuition and Fees
- Sharing student photos and Portfolio's
- Class communication and newsletters

1. Who or what is Procure?

Procure is an App which allows us to update you on your child's daily activities, milestones and more. We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

2. How does it work?

Teachers take photos with an iPad and tag children who are in the photo. Photos are emailed to the parents whose children are in that photo.

3. Who can take photos of child and send it to parents?

Only directors and teachers authorized by directors can take photos of your child and send them to you.

4. What are the options for photo sharing with Procure App?

Teachers can use the photos in the following way:

- a) Record child's progress through learning and behavioral milestones and keep it for the class records
- b) Send some pictures in an email to parents which shows the parents their child's activities in the school
- c) Share some pictures on Facebook page of NCC (e.g. graduation ceremony) and emails you simultaneously so that you can share those pictures with your family and friends

5. Does the school need parents' permission to email photos through Procure App?

Yes. All families are required to opt-in for photo sharing by initialing the photo release line item in the NCC Admissions Contract.

6. Can Procure post on NCC Facebook page?

Yes, Procure can optionally post on school Facebook page if the authorized teachers and directors want that photo to be on Facebook. Please see earlier question about your rights as a parent in terms of photo release of your child.

7. How much does it cost to a parent?

There is not a charge by Procure for Parents however, Procure may add optional services later (e.g. photo printing by parent) for which they may charge you.

8. How does the service benefit the school?

Procare results in a stronger community and sharing of your child's activities with you. It also saves time in documenting the progress of children and building their portfolios.

9. How secure is Procare?

Procare uses their own servers with high encryption levels of our data for communication over the internet. Procare was started by parents who care about the security and privacy of children.

10. How private is Procare?

Procare will never share and sell your information to third parties. All the communication is private between you and NCC.

11. How often will I receive photos and videos via Procare?

Your child's Master Teacher will typically share 1-2 photos/videos or more per week. They will share more during your child's first week as everyone adjusts to the new environment.

EMERGENCY & DISASTER PREPAREDNESS

We have no way of knowing when an emergency or disaster will take place and the only thing we can do is to prepare efficiently. NCC has taken steps to prepare our children and staff for the eventuality of an emergency or disaster.

Drills Procedure

Each year, the Center is required by the state to conduct a set number of drills in order to ensure our children and staff know what to do in an emergency. Children must treat each drill as if it were a real emergency. This ensures that in the event of an actual emergency the same procedures will be followed. Covered drills and procedures currently include but may not be limited to Fire, Earthquake, and Lockdown drills.

Non-Emergency Procedures

Non-emergency events such as power outages or inclement weather conditions are defined as when children are not at risk, but the event may disturb the normal schedule. In such cases, the Executive Director may close and/or adjust schedules, but in most cases, the Center will NOT be closed. All staff members will remain on campus to supervise children. Access to the Center during non-emergencies will be limited. If the need arises for a child(ren) to be picked up, the Center will directly contact the parents. Please avoid responding to the campus until you have received information from NCC. NCC will contact you via authorized phone, text, and/or email messaging systems, that the non-emergency has been cleared. Only information received via the messaging systems above should be recognized as official. Misinformation is common during events such as this, and we want to minimize the spread of any rumors.

Emergency Procedures

Emergencies are events that present an active threat on campus. These include, but are not limited to fire, earthquakes, intruders who pose a threat, or an emergency as defined by the Santa Clara police department. Events such as these may result in a lockdown, a shelter-in-place, or an evacuation depending upon the emergency. To the extent possible, NCC will use its authorized messaging system to apprise parents of the nature of the emergency and any decisions regarding Center closure.

In case of an emergency on campus, such as a fire or earthquake, the teachers will give directions on where to go and what to do. Children are to follow their instructions completely. During the school year, drills will be held to prepare for potential emergencies. If the fire alarm sounds during class, children are to evacuate with that class to the appropriate location.

Please avoid responding to the campus until you have received information from NCC via the authorized messaging systems that the emergency has been cleared. Please do not call the Center for further information. The Center will communicate any new information as soon as it is determined. Only information received via the authorized messaging systems should be recognized as official. Misinformation is common during events such as this and we want to minimize the spread of any rumors.

Power Outage Procedures

In the event of a power shutdown involving NCC, classes will not continue. The Center will relocate students as needed to provide light, air, and appropriate supervision until parents pick up their children. Parents should pick up their children as soon as possible once they have received information from NCC via the authorized messaging systems.

School Cancellation Notification Procedures

Should the need arise to cancel school prior to the start of the day, NCC will notify parents via the authorized messaging systems prior to 7:00 am where possible. When school is cancelled, it is closed to all personnel and no staff will be in attendance.

Earthquake Procedures

NCC has established general emergency procedures in the event of an earthquake. Following a major event, classes will not continue and children will be evacuated and relocated to the designated evacuation zones on campus. Children will remain there until parents are notified via the authorized messaging systems to pick up their children. In the event that roads are impassable or parents are unable to pick up their children, NCC maintains sufficient food, water, and shelter to support their children and staff for a minimum of three days.

Emergency Hospital

The closest hospital to NCC that we will use in any case of emergency will be Kaiser Permanente located at 700 Lawrence Expressway (Corner of Homestead Road and Lawrence Expressway).

Emergency Notification & Student Release

NCC uses the Procure Connect App to contact you by SMS (text) service in severe emergency circumstances. Parents will receive a SMS (text) message requesting you to opt-in. Opt-in is required for emergency notifications. Please keep up to date your email and cell phone information. We will test this system on a monthly basis. All tests will be indicated with "This is a test" included with the text.

NCC is requesting everyone to write an "Out-of-State" contact in case of an emergency. In the event of a major emergency, local phone lines typically are overwhelmed and may not be available for some time, however, lines reaching out-of-state can usually be accessed for emergency notifications.

Students will NOT be released to any individual not listed on the "Emergency Contact Form" stored in the child's file. They must show a valid photo ID (Driver's License, Passport, etc.) to identify themselves if they are not familiar with the staff. NCC Staff will always be the very last to leave the site in any state of emergency or disaster until each child is released.

Evacuation Procedures

In case of a major earthquake or other disaster, students may have to be evacuated from their classroom. Depending on the magnitude of the incident, the school may be closed until further notice and will be in constant communication with all NCC parents/guardians of the situation logistically permits. The following is NCC's Evacuation Route Plan which is posted in every building. **If you are on campus during an emergency, you MUST follow NCC Staff instructions.**

Primary Route

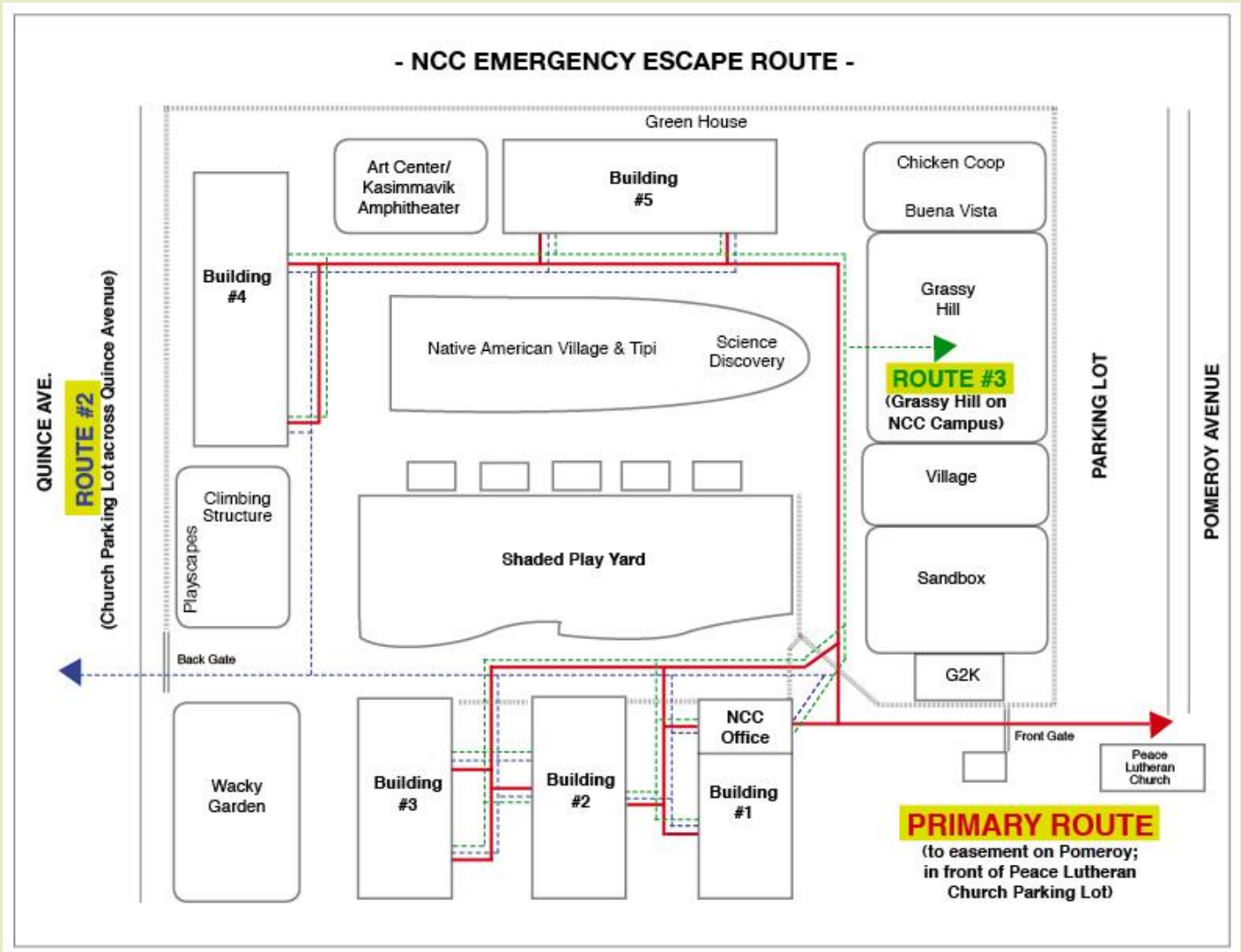
All students and staff will be evacuated to easement of Pomeroy (in front of The Peace Lutheran Church Parking Lot).

Route #2 (Alternate Route)

All students and staff will be evacuated out the back gate towards Quince Street and will proceed to the church parking lot across Quince Street.

Route #3 (Alternate Route)

All student and staff will be evacuated to the NCC Grassy Hill.



HEALTH & ILLNESS POLICY

Dealing with a Sick Child

As tedious as it seems to follow all the rules for attending NCC on a daily basis, it remains a vital part of helping to keep us all safe and we must ALL be diligent in following all steps every day. Let us not let our guard down as we continue to work hard to provide a safe and fun environment for us all. Please read and familiarize yourselves with this updated policy as we will not deviate from it.

“IF YOU ARE SICK, STAY HOME”

You may not bring your child to school if your child:

- Has ANY symptoms of illness
- Has fever with a temperature of 100+orally or 100 on the forehead or within the past 48 hours
- Has been vomiting in the past 24 hours
- Has had diarrhea in the past 24 hours
- Has congestion and/or a runny nose
- Is listless or showing signs of illness (frequent coughing, sneezing, etc.)
- Is having a difficult time comprehending their surroundings
- Has an ear infection
- Has meningitis or any forms of it
- Has a sore throat
- Head lice is found - Child must be treated with ALL lice and eggs removed – Child will be inspected prior to return to school (Please allow an extra 15 minutes at drop-off for this inspection).

Children showing any signs of illness (contagious or not) while under NCC care, will be taken out of the classroom to rest in the office. Parents will be notified immediately by phone of their child’s health. You need to pick your child up within one hour of being notified.

Contagious / Communicable Diseases

Health regulations require that you notify NCC immediately of any contagious diseases or serious illness in the family. If you have been traveling in a region where an outbreak of a contagious disease has occurred, please inform before returning to NCC so that we can evaluate what specific precautions we will need to make at that time. Depending on the disease, your child’s symptoms, and the risk of exposure while traveling, it may require a Doctor’s note stating that your child is healthy and not ill or, if ill, what is the diagnosis and treatment plan and the date when the child is considered no longer contagious. NCC reserves the right to apply this policy when anyone in the home may have been exposed.

DO NOT Bring Your Child to School if They Have the Following Contagious Diseases:

- COVID Symptoms and/or a Positive COVID Test
- H1N1 (Influenza, also commonly known as the flu)
- Dysentery (Severe Diarrhea)
- Hand, Foot and Mouth Disease
- Pink Eye (mucus discharge from the eye) (Viral or Bacterial)
- Fifth’s Disease
- Chicken Pox
- Measles
- Mumps
- Head lice/nits

Exposure Notices

Parents/Guardians are required to notify NCC immediately if their child is diagnosed with a contagious illness or disease (as above). NCC notifies parents through email with an “Exposure Notice” if a child may have been exposed to a contagious disease and an exposure notice will also be posted in each of the classrooms in the parent communication area. Children exhibiting symptoms of having had the illness may be sent home and may not return without a Physician’s note stating the diagnosis, treatment plan, and the date when the child is considered no longer contagious.

Absences

- **Report ANY absence on the FIRST DAY**
- Send an email to all of the following:
 - frontdesk@myncc.net
 - msmedy@myncc.net
- State the reason for the absence
 - **If the absence is NOT illness related**, such as a family day, Vacation, or dentist or doctor appointment for a routine check-up, you may return to NCC the following day without any further emails, as long as NO ILLNESS SYMPTOMS are present.
 - **If the absence is illness related**, email the symptoms and when they started, to the following:
 - msmedy@myncc.net
 - frontdesk@myncc.net
- **Please remember, no tuition credits or refunds are given for absences for any reason, including COVID.**

Returning to School

Children who have missed school due to the following cannot return to school until:

- **Fever:** Must be fever free for at least 24 hours without the use of fever-reducing medication
- **Vomiting:** No vomiting in the past 24 hours and has no other symptoms
- **Diarrhea:** Must have had no diarrhea in the past 24 hours and has had a normal bowel movement

Ms. Medy will email you a clearance to return if NO ILLNESS SYMPTOMS are present. Please remember, even if the doctor clears your child to return, if they still have a runny nose, cough, or any other symptoms, they are not cleared to come to NCC yet per our NO SICKNESS POLICY.

- ONCE you have received the clearance email from Ms. Medy, your child can return to NCC.
- You may NOT return to campus unless you have received the clearance email back from Ms. Medy, even if you have emailed her the doctor's note and COVID test results and are waiting for her reply. Once she emails your clearance, then you can bring your child to NCC.
- Please remember, our front gate code will not work after 9:30 until 11:59 am.
 - No children may be brought between those times unless given prior approval for a late arrival.

Sick Leave:

NCC does not offer any credit or discount for illness/sickness. Tuition is due in full each month in order to guarantee your child’s space.

Medications

All children with Food Allergies or Asthma require a Physician’s written Plan of Action (see NCC Incidental Medical Services (IMS) Plan for details). Any child with an allergy requiring medication for treatment may not attend until the prescribed medications (e.g. Epi-Pen, Inhalers, etc.), and written plan of action has been reviewed and approved by our staff in the office. There are NO exceptions allowed. All expired medications must be replaced immediately prior to the expiration date and disposed of by the parent.

All medications relating to Food Allergies and Asthma must be provided exactly as prescribed and have a prescription label attached to the box, clearly stating the child's name. This includes over-the-counter medications (OTC), such as Benadryl. All medications will be stored in the office "Medication Box". Parents/guardians MUST complete and submit NCC's Medication Authorization Form for EACH medication. All forms and medications may only be received and approved by NCC Office personnel. **Under NO circumstances are medications of any kind allowed to be kept in a child's backpack or pockets.**

Over-the-counter (OTC) topical medications for medical conditions, such as eczema and diaper rash, will be dispensed at NCC with a pre-authorized OTC Parent Consent form from the office. Lip balm, ointment, and cream are treated as medication and must be stored in zip lock bags clearly labeled with the child's name and kept with the Master Teacher in the classroom.

Sunscreen Policy

NCC's Sun-Smart Policy is in place to ensure that all children and staff participating in this program are protected from skin damage caused by the harmful UVB and UVA rays of the sun. This policy is implemented throughout the year, but with particular emphasis from March through October.

SUN-SMART STRATEGIES:

1. Encourage staff and children to wear hats with wide brims that protect their face, neck and ears whenever they are outside.
2. Encourage staff and children to wear sun-protective clothing (i.e., tightly woven, loose-fitting, full length, light-colored and light-weight) when temperatures are reasonable.
3. Encourage staff to wear sunglasses that block 100 percent of UVA and UVB rays (broad spectrum) whenever they are outside.
4. Provide sufficient areas of shelter and/or trees providing shade on the play yard.
5. Encourage children to seek and use available areas of shade for outdoor play activities.
6. Schedule all outdoor activities before 10 a.m. and after 4 p.m. (10 a.m. to 3 p.m. during the winter months) whenever possible. The availability of shade will be considered when planning outdoor activities during these times.
7. Children will be hydrated and encouraged to drink water before and during prolonged physical outdoor activities in warm weather.
8. Staff and parents/guardians will model sun safety behaviors by:
 - a. Wearing appropriate hats and clothing when outdoors.
 - b. Using broad spectrum SPF 30 or higher sunscreen for skin protection.
 - c. Seeking shade whenever possible.
9. Parents will provide broad spectrum SPF 15 or higher (and paba and alcohol free) sunscreen in stick form for their child to use on exposed skin, except eyelids.
10. Parents/guardians will complete and sign the Parent Consent for Application of Sunscreen to His/Her Child (see reverse) and it shall remain on file.
11. Include learning about the skin and ways to protect the skin from the UV rays of the sun into our program's curriculum and daily routines.
12. The Sun-Smart Policy will be reinforced in positive ways through parent newsletters, staff memos, bulletin boards and meetings. Signage shall be posted that reminds staff, parents and children to practice sun safety.
13. Staff and parents will be provided with educational materials and resources on sun safety and protection.

WHEN ENROLLING YOUR CHILD, PARENTS/GUARDIANS WILL BE:

1. Informed of NCC's Sun-Smart Policy.
2. Asked to provide a suitable hat for their child's use when outdoors in the care setting.
3. Required to provide permission for staff to apply sunscreen and a health care provider's signature included on consent form).
4. Required to provide a broad-spectrum SPF 30 or higher sunscreen in stick form for their child.
5. Encouraged to practice Sun-Smart behaviors themselves.

A separate Parent Consent for Application of Sunscreen is available in the Enrollment Packet for all students.

Head Lice Policy

In the event your child becomes infected with head lice, NCC enforces a "NO NIT" policy based on the recommendation from the Santa Clara County Public Health Department. Each case of reported head lice is checked by the office and an immediate general inspection of all children and staff is conducted. Children must be checked by the office before returning to NCC. Listed below are important facts about head lice:

- Head lice are contracted by head-to-head contact with an infested person or through contact with that person's belongings. Please remind your child not to share hats, brushes, combs, barrettes, clothing, etc., with other children.
- Take time to check all members of your family for head lice. Nits (lice eggs) are attached to one side of a hair shaft at an angle. Nits are usually white to light grey in color and do not come off the hair shaft easily. Tip – if it crumbles in your fingers, it is probably not a nit.
- Once laid, it takes 7-10 days for a nit to hatch. There is no way to tell if a nit is dead or alive. All nits must be removed from the hair.
- The following websites provide helpful information on head lice:
<http://kidshealth.org/parent/infections/common/lice.html>
<http://www.cdc.gov/lice/head/index.html>

Required Immunizations

Up to date immunizations are required to meet State of California requirements. All students must have taken a TB assessment and/or a TB skin test within 1 year prior to enrollment. Students who leave the United States and travel to a country with a high TB rate for more than one week must provide a NEW TB Risk Assessment and/or TB Test completed by a licensed Physician located here in the U.S. dated after your return to the U.S. Your child **cannot** attend until NCC has received and approved the new TB Risk Assessment and/or TB Test results. Proof is required prior to attendance including a stamp of authenticity from the doctor's office. All TB Test results MUST be negative.

CALIFORNIA IMMUNIZATION REQUIREMENTS FOR PRE-KINDERGARTON:

(Includes Transitional Kindergarten)

| AGE WHEN ADMITTED | TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION^{2,3} | | | | |
|---------------------------|--|---|---------|--------------------|-------------|
| 2 through 3 Months | 1 Polio | 1 DTaP | 1 Hep B | 1 Hib | |
| 4 through 5 Months | 2 Polio | 2 DTaP | 2 Hep B | 2 Hib | |
| 6 through 14 Months | 2 Polio | 3 DTaP | 2 Hep B | 2 Hib | |
| 15 through 17 Months | 3 Polio | 3 DTaP | 2 Hep B | | 1 Varicella |
| | | On or after the 1 st birthday: | | 1 Hib ⁴ | 1 MMR |
| 18 Months through 5 Years | 3 Polio | 4 DTaP | 3 Hep B | 1 Hib ⁴ | 1 MMR |

- Parents/Guardians must provide child’s proof of immunization within 30 days after child is subject to any of the additional requirements, based on age, as indicated in the table above.
- Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
- Any vaccine administered four or fewer days prior to the minimum required age is valid.
- One Hib dose must be given on or after the first birthday regardless of previous doses. Required for children who have not reached the age of five years.

DTaP = diphtheria toxoid, tetanus toxoid, and cellular pertussis vaccine
Hib = Haemophilus influenzae, type B vaccine
Hep B – hepatitis B vaccine
MMR = measles, mumps, and rubella vaccine
Varicella = chickenpox vaccine

CALIFORNIA IMMUNIZATION REQUIREMENTS FOR K – 12th GRADE:

Doses required by age when admitted and at each age checkpoint after entry 1:

| GRADE | NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION^{1,2,3} | | | | | |
|--|--|---------------------|----------------------|--------------------|---------------------------|--|
| K-12 Admission | 4 Polio ⁴ | 5 DTaP ⁵ | 3 Hep B ⁶ | 2 MMR ⁷ | 2 Varicella | |
| (7 th – 12 th) ⁸ | K-12 doses | + 1 Tdap | | | | |
| 7 th Grade Advancement ^{9,10} | | 1 Tdap ⁸ | | | 2 Varicella ¹⁰ | |

- Requirements for K-12 admission also apply to transfer students.
- Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
- Any vaccine administered four or fewer days prior to the minimum required age is valid.
- Three doses of polio vaccine meet the requirement if at least one dose was given on or after the 4th birthday.
- Four doses of DTaP meet the requirement if at least one dose was given on or after the 4th birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday (also meets the 7th – 12th grade Tdap requirement. See fn. 8.)
- For 7th Grade admission, refer to Health and Safety Code section 120335, subdivision (c).
- Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the 1st birthday meet the requirement.
- For 7th-12th Graders, at least one dose of pertussis-containing vaccine is required on or after the 7th birthday.
- For children in ungraded schools, pupils 12 years and older are subject to the 7th Grade advancement requirements.
- The varicella requirement for seventh grade advancement expires after June 30, 2025.

DTaP = diphtheria toxoid, tetanus toxoid, and cellular pertussis vaccine

Hep B – hepatitis B vaccine

MMR = measles, mumps, and rubella vaccine

Varicella = chickenpox vaccine

See your child’s doctor to make sure your child’s immunization record has dates and provider’s stamp or signature for these shots. You will need to show your child’s yellow immunization record or a printout from your child’s Pediatrician to register your child for childcare and school.

DRESS CODE POLICY

**** PLEASE LABEL ALL YOUR CHILDREN'S PERSONAL BELONGINGS****

Children's Dress Code

- Modest and moderately loose-fitting clothing, safe for playing without restrictions.
- Appropriate positive messages and logos on shirts.
- Gang-related clothing is not allowed.
- No caps/hats are allowed to be worn indoors (including the office and chapel).
- The bill of baseball cap must be worn properly (forward facing, not backwards).
- During spring and summer seasons, hat use is encouraged outside.
- All shoes must have fastening straps.
- All shoes must be worn outdoors, unless approved by the staff.
- No flip-flops or slippers without backing/straps are allowed.
- No Crocs may be worn to NCC.
- Shoulder straps must be 2 inches or wider.
- No midriff showing.
- Shorts must be no shorter than 2 inches above the knee.



Example of "CROCS" shoes that are **NOT ALLOWED** to be worn at NCC.

Boys Dress Code

- Pants should not be sagging or worn below the hips.
- Shirts must cover the abdomen.
- Belts are to be held by pant belt loops.

Girls Dress Code

- Modest and moderately loose-fitting clothing is to be worn.
- Skirts and dresses must be no shorter than 2 inches above the knee and/or 8 inches from floor to hem when kneeling.
- Narrow straps, back-less and halter tops are not allowed.
- Tight fitting shirts are not allowed (including short shirts that show the stomach or back when arms are raised).
- Make-up is not acceptable.
- No two-piece or bikini swimwear is allowed when we have water play days during Summer Enrichment Camp (only one-piece suits are allowed).
- Accessories such as necklaces, bracelets, dangling earrings are discouraged to be worn to avoid being lost or damaged.

CHILD GUIDANCE PROCEDURES

Expectations for Classroom Behavior

NCC's behavior policy is simple: every child safe, every child respected and every child a learner. Through positive guidance, the "5R's" and partnership with families, NCC guides children in becoming competent & confident.

"5 R's"

The "5 R's" are used in each program at NCC. You can partner with NCC by implementing them at home as well. Each finger helps your child understand those in their lives they need to listen to and obey. We use the finger guidelines to help each child understand the choices we make are to help, not hurt, yourself and others.



Disciplinary Procedures

No form of corporal punishment or imprisonment is practiced at NCC nor is it permitted on our property by any person.

Positive, developmentally appropriate guidance will be the primary means of behavior management. Praise and encouragement are used to promote appropriate behavior among the children. NCC's Behavior Guidance policy is as follows:

1 - MINOR BEHAVIOR CHALLENGE:

Staff responds to behaviors with positive, developmental strategies such as praising the behavior that is appropriate, redirection or managing options.

2 – GROWING AND ONGOING MINOR BEHAVIOR CHALLENGE:

Observations are collected to understand the reason for the behavior, reports are sent home regarding specific behaviors and communication between the Master Teacher and parents/guardian is started.

3 - SERIOUS BEHAVIOR CHALLENGE:

A meeting takes place with parents to discuss the ongoing issues. A behavior plan is created by the Master Teacher, Program Director and parent/guardian. Timeline is discussed during meeting.

***"Nurture each child to be
honorable, respectful, and caring
citizens of this world."***

Graciela Marques-Hahn

Follow Up Correction

We are not able to provide care for children that require one-on-one supervision by one or more adults. We strive to guide each child in understanding of what consequences their choices have. For example, positive choices help and negative choices hurt others/ourselves and applying the “5 R’s” (please refer to the “5R’s” diagram). If it is determined that NCC is not the best fit for a child, possible withdraw may be required.

Students are observed and assessed throughout the school year with formal written progress of student’s development sent home twice a year. If at any time you wish to discuss concerns about your child, programs, NCC policies, etc. beyond the twice a year conference, please do not hesitate to set up a time with your child’s Master Teacher.

Accident and Incident Reports

ACCIDENT/ INCIDENT REPORTS - All accidents are reported daily, and the parent of the child will receive a thorough written report. First-aid is administered to the child if needed. Any incident which results in an injury will be recorded as an incident report.

In the event that your child has an injury to his/her head, it is NCC’s policy to notify you with a courtesy call about the incident and the extent of the injury. Therefore, do not be alarmed if we happen to call you. To help us carry out our policy, it is imperative to keep all contact numbers up to date.

”High Risk” Behavior Policy

Policy Statement:

The Neighborhood Christian Center is committed to fostering a safe and nurturing environment for all children attending our preschool program. In cases where a child displays “high-risk” behavior, causing injury to another child (i.e. causing bleeding, broken skin, head, neck or back injury, extreme emotional harm, etc.) on two separate occasions within a two-week period, the school will strongly consider and likely request the family to seek alternative school placement for the child. This also includes a child’s risk to themselves (i.e. self harm, fleeing supervision etc.) This policy is made with the utmost priority to ensure the safety and well-being of all students and to create an environment where every child can thrive academically, emotionally, and socially.

Policy Rationale: The decision to request alternative school placement for a child exhibiting “high-risk” behavior is based on the following principles:

- **Safety First:** The safety of every child attending the Neighborhood Christian Center is of paramount importance. By addressing high-risk behavior promptly and decisively, we aim to maintain a secure and supportive environment for all children.
- **Promoting a Nurturing Environment:** Every child deserves to learn and grow in an environment that encourages positive social interactions, emotional development, and academic progress. Addressing severe aggressive behavior proactively supports the creation of a conducive learning atmosphere.
- **Individualized Support:** Recognizing that each child's needs vary, we understand that some children may benefit from a more individualized educational setting that can cater to their specific behavioral needs more effectively.

Procedure:

- **Incident Report and Investigation:** The preschool staff will promptly complete an incident report upon any incident involving high-risk behavior resulting in injury.

- **Parent/Guardian Meeting:** The school will arrange a meeting with the child's parents/guardians. During this meeting, the director, relevant staff, and the parents/guardians will discuss the incidents, and their impact on the injured child and others, and explore potential strategies to address the child's behavior.
- **Consideration of Alternative School Placement:** The school administration will carefully evaluate the circumstances and the child's specific behavioral needs. Based on this assessment the decision to request alternative school placement will be made. This final determination will incorporate the input of all parties but will ultimately be made at the complete discretion of the NCC administrative team.

Conclusion:

By implementing this “High-Risk” Behavior Policy, the Neighborhood Christian Center strives to create an inclusive and safe environment that fosters the growth and development of every child in our care. This policy aligns with our mission to prioritize safety and to ensure that each child can thrive in a school environment that best meets their individual needs.

*A copy of NCC “High-Risk” Behavior Policy form signed by parents/guardians and NCC Director is required from each student upon enrollment.

“HAPPY HEALTHY ME” (NCC’s WELLNESS POLICY)

Description:

Happy Healthy Me is NCC’s original curriculum that uses fruits and vegetables to teach about the Fruit of the Spirit and how to live a healthy life. Happy Healthy Me is our Bible and wellness policy.

Goals:

- Memorize simple scripture
- Learn to respect others
- Learn to treat ourselves as the special creation God intended us to be
- Learn about seasonal fruits and vegetables
- Taste a variety of fruits and vegetables
- Learn the functions of colors of fruits and vegetables
- Remember to eat 5 a day
- Remember to have a rainbow on your plate

Happy Healthy Me is Interwoven Into Other Curriculum and Included in Daily Procedures in the Following Ways:

- We will choose a fruit or vegetable each month to help symbolize a fruit of the spirit. The Fruits of the Spirit are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:16-23).
- While in the Edible Yard or during snack, the children can learn to identify a variety of fruits and vegetables, learn to wash and prepare foods to be eaten.
- Learn to bring a lunch that is prepared with 100% reusable containers.
- Participate in creating compost for our own Edible Yard.

Controlling the Germs in Our Center

To keep NCC healthy for everyone and to keep it sanitary, these are the procedures we do daily or twice or more often, if necessary:

- Our staff disinfects the desks and chairs.
- Children are taught to cover their mouth with their upper arm or under their shirt while coughing or sneezing.
- Hand washing is a habit we practice after each bathroom use, before any food and after outdoor play. (A technique we use to teach children is to sing the “Happy Birthday Song” while washing hands, which is the same length of time it takes to wash off all the germs).
- NCC Office staff visits each class quarterly to review the healthy habits.

Hand Washing Policy

- Wet hands with running water, turn off the tap then apply soap
- Scrub hands by rubbing them together for 20 seconds
- Rinse hands well under running water
- Dry hands with paper towel

Wash Hands...

- When entering the classroom from outdoors
- After messy projects and/or messy hands
- After bathroom use
- Before and after meals

Stewardship is Integrated Throughout Our Day

- Caring for yourself
- Caring for others
- Caring for our world / environment

CLASSROOM POLICIES AND PROCEDURES

Potty-Training Assistance: (SPECIFIC TO CATERPILLARS, ROLY POLIES, AND DRAGONFLIES)

Potty-Trained is defined as:

- Being accident-free for 4 consecutive weeks
- Child is able to manage clothing before and after using the bathroom
- Child reminds themselves to go potty
- Child is able to fully take care of themselves without assistance in the bathroom.

Once a child is approved as potty-trained at NCC, the Master Teacher will notify the Registrar and the potty-training fee will be removed at the beginning the following month based on the date the child was officially approved. Any child who has been previously approved as potty-trained and begins having multiple accidents will be returned to potty-training status while we work with the child to return to potty-trained status.

Provisionally Approved: Student consistently meets ALL the above requirements for 4 weeks but has not had a bowel movement at NCC. At the time a student who has been provisionally approved has a bowel movement at NCC and needs assistance, the Potty-Training Assistance Fee will be applied from the current month (NOT retroactive) and will not be prorated.

Extra Clothing:

Three complete sets of clothes must always be kept in a plastic bag in the child's backpack. Please include 3 sets including tops (shirts/blouses), bottoms (shorts/pants), underwear, socks, 3 sets of masks in a plastic zip lock bag, and an extra pair of shoes.

Rest Time:

According to Title 22 Regulations for Child Care Centers:
101230

(b) "All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center.

(1) A napping space and a cot or mat shall be available for each child under the age of five."

An hour and a half rest time is scheduled every day. NCC will provide sleeping mats and parents will need to provide a roll-up hanging sleeping bag similar to the one linked below (pictured). These will be sent home at the end of each week to be laundered, then brought back on Monday each week. All sleeping bags must be clearly labeled with the student's name.



<https://a.co/d/OtXmFvg>

Labeling and Lost & Found (In Each Classroom):

Please help your child to recognize and be accountable for all his/her belongings. Labeling and uniformity can help prevent them from being lost. Ensure your child has extra clothes, sunblock (roll-on style preferred), and a plastic bag (zip-lock bag) for wet or soiled clothing. All students' possessions, including jackets, hats, bags, etc., MUST be labeled with their name. Many times, children have identical articles of clothing, so this will help distinguish what belongs to whom. All unidentified clothing/belongings will be collected and donated once per month.

What to Leave at Home:

We provide a wide variety of play activities at NCC, which are shared by all. Our Center is well supplied, which makes it unnecessary for children to bring toys/items from home as they may be easily lost and/or damaged. Exceptions are made on specific calendar days that may be relevant to the day's activities according to the Master Teacher's communications. In those cases, clearly label your child's name on each item. We are not responsible for lost or damaged items. No pacifiers please. Other exceptions may be a small stuffed toy for rest-time or a 'comfort blanket', both of which must be kept in the napping cubby until rest-time and parent pickup. No items may be kept in the pockets, backpacks, or cubbies. Due to health restrictions, bring rest-time items each Monday and they'll be sent home on Fridays along with their sleeping mats.

VIP's:

Each week, a different child is given a turn to be the VIP (Very Important Person). This turn usually falls on or close to their birthday month (Please check the monthly calendar for your child's turn). "Being in the spotlight" is a great way to overcome shyness and build self-esteem. Sharing during opening sessions is a great way to develop language and communication skills. Children love sharing and learning about their friends, and they look forward to their week of being the VIP!

On Monday of their VIP Week, they need to bring a home-made creative poster that shares your child's story. This poster may include pictures of family and friends, favorite places, hobbies, activities, cartoon character, food, etc. It can be anything your child feels they want to share with their friends. They will also:

- Talk about their VIP Poster during class time.
- Be the line-leader.
- Lead the class during prayer.

- Hold their classroom's offering bucket and pray at chapel time.

They may also bring a favorite book, song or toy (Please make sure all items are labeled. Items will be kept in the classroom's "share box" until it is time to share with the class and until parent/guardian pickup).

Birthdays:

On each child's actual birthday (or the school day closest to the day), they may bring and wear a special birthday hat provided by the teacher that the child will decorate at home. To stay true to our Happy Healthy Me curriculum, we do not allow sugary treats, nor any outside foods. NCC will provide a special fruit cup for each birthday student. Instead of goodie bags or gifts, we ask parents to donate a special book to the class on their child's birthday which will be shared and enjoyed by everyone. Please put a picture of your child and a written dedication inside the book.

Holidays and NCC Events:

There is something special about trying different foods from other cultures with our friends. However, we must restrict any outside foods which are intended to be shared with others. This does not apply to foods you pack for your own child's lunch each day. For any events or holiday parties, parents may bring **ONLY** store-bought foods which are unopened and remain sealed from the factory. Approved parent volunteers will be trained in proper handwashing, sanitizing of surfaces, and food handling/preparation. These parents may then stay, open and prepare these food items to share with the class after. Please note that parent volunteers will be supervised while cleaning surfaces, preparing and handling food.

Snacks:

NCC provides two snacks each day, one in the morning and one in the afternoon. All snacks consist of fruits & vegetables and 1% milk. NCC does not warm up milk products. We accommodate most medical food allergies by providing an alternative fruit or vegetable. Medical allergies must be indicated in your child's student file along with a Medical Plan of Action provided by the child's Physician and all prescribed medications.

Snack schedules are emailed with the monthly class calendar/newsletter. Any changes we make to the snacks due to supply or spoilage will be emailed to you and corrected on the class snack schedule in the parent communication binder. No alternative snack may be provided from home.

Meals:

Meals for the children are not provided at NCC.

- Breakfast should be eaten at home or before 8:00 AM drop-off.
- All children enrolled after 12:00 pm must bring their own well-balanced lunch to school and will eat during a scheduled 45-minute lunch time with the class.
 - Parents are required to prepare and provide a well-balanced lunch (including a main entrée, fruit/vegetables, protein, whole-grain, nuts, etc.).
 - When preparing your child's lunch, consider the portion size and avoid choking hazards (cut food into bite size).
 - Microwaves are available in each classroom for the staff caregivers to warm up lunches.
 - Glass containers are allowed for lunches only.

Please Note:

We will encourage and help your child during lunch time; however, we will not spoon feed or force your child to finish their lunch. If a child refuses to drink water, eat snack or lunch, we will notify you with a message or email.

Parents who wish for their child to have some honey with their lunch may place individual servings in a child's lunchbox each day. You may also pack a plastic container (No glass containers) of honey along with a spoon in the child's lunchbox and our staff will help with dispensing it. The bottle will be returned to the child's lunchbox to go home each

day. NCC cannot store the bottles of honey and dispense at other times.

100% Reusable Lunch Containers: (BPA, Lead, Cadmium Free)



To support the “Happy Healthy Me” policy and our green campus efforts, all meals are to be brought in 100% reusable containers. Please DO NOT bring pre-packaged food in your child’s lunch (such as Lunchables, snacks with wrappers, juice boxes, etc.). All meals should be in reusable containers (Tupperware, Gladware, etc.) which are microwave safe. **Glass containers are allowed for lunches only.** Every child must bring their own reusable BPA Free plastic or metal water bottle (NO Glass) filled with clean, fresh water only (No juice or milk that can spoil) and is clearly labeled with your child’s name. Cloth napkins should also be used. Classrooms show off their flag each day if they are 100% reusable.

Milk, Milk Alternatives, and Nutritional Supplements:

State regulations are very strict on milk, milk-based products, and nutritional supplements unless there is a physician’s order requiring a special diet due to a medical condition or an allergy. ALL milk products MUST be pasteurized unless there is an allergy or medical reason not to be pasteurized. NO powdered or RAW milk is allowed. A Physician’s order requiring the alternative milk must be provided which shall include a written plan stating how and when it is to be served.

Milk, milk alternatives, and nutritional supplements (PediaSure, Boost, etc.) may be stored in the classroom refrigerator according to the Physician’s written orders ONLY for those with a written medical plan. Parents are to provide an individual portion as prescribed each day. Larger cartons containing a one-week supply may be dropped off each Monday morning in a new, unopened container (NO Glass) which has been clearly labeled with the child’s name and date the carton was dropped off. Any remaining contents must be picked up and taken home at the end of the same week. No products may be stored over the weekend as our refrigerators are unplugged each Friday and disinfected.

Parents who prefer their children do not drink milk may provide an approved alternative to milk, such as almond, rice, or soy milk. A new unopened milk carton labeled with your child’s name should be brought to the class to be used for your child. This will be kept in the classroom refrigerator and will be served at snack times instead of the regular milk. The teachers will communicate to the parents when a new carton need to be brought again. All MILK-BASED products MUST be pasteurized unless there is a documented allergy or medical reason for the alternative. NO RAW MILK IS ALLOWED.

No glass containers for milk alternatives are allowed. All milk must be pasteurized, and no powdered milk is allowed. See the Regulation below.

State Regulations require us to comply with the following provisions:

- When milk is served, serve only low fat (1%) milk or non-fat milk to children two years of age or older.
- Limit juice to not more than one serving per day of 100 percent juice.
- Serve no beverages with added sweeteners, either natural or artificial. “Beverages with added sweeteners” does not include infant formula or complete balanced nutritional products designed for children.
- Make clean and safe drinking water readily available and accessible to children throughout the day.
- Powdered milk shall not be used as a beverage but shall be allowed in cooking and baking. Raw milk, as defined in Division 15 of the California Food and Agricultural Code, shall not be used. Milk shall be pasteurized.

Children with Allergies:

Children with food allergies MUST have a written plan of action from their Physician on file in NCC’s Office along with all medications exactly as prescribed. For the safety of your child, they will not be allowed to attend NCC until this critical step has been completed. Children with food allergies will sit at a designated table and are supervised by an NCC Staff

member during snack and mealtimes.

Teacher-Parent Communication Procedures:

At NCC, we use multiple ways to communicate with you! The chart below shows how we use these communications tools. Please make sure you download the following Apps from the App Store:

- Procure Solutions App
- To make sure you receive our emails, please add our NCC email addresses to your inbox address book.



Procure

Email

| | Procure | Email |
|-------------------------------------|---------|-------|
| Daily Sign In and Out | XX | |
| Monthly Tuition Billing | XX | |
| Photo Sharing (Child Engagement) | XX | |
| Photo Sharing (Injury Notification) | XX | |
| Weekly Updates | XX | |
| Daily Notes | XX | |
| Portfolios | XX | |
| Reminders | XX | XX |
| Emails to Master Teacher | | XX |
| Office Communication | XX | XX |
| Events Announcements | XX | XX |
| Notes and Reminders for Teachers | XX | XX |

- Please communicate directly with the Master Teacher any concerns about your child by Procure Solutions Messages or by email.
- Our preferred method of communication is by email.
- Emails are checked daily by 8:00 am and during rest time as the Master Teacher is available.
- Class communication & updates (Procure Solutions and Email).
- MONTHLY: Class calendar, snack calendar (Procure Solutions)
- WEEKLY: Weekly Highlight Newsletters & interest of children (Procure Solutions)

For any concerns regarding your classroom, you can email the class Master Teacher

For any concerns regarding issues not being resolved, you can email the Program Directors

For any concerns regarding enrollment, email Ms. Dori at: frontdesk@mync.net

For any concerns regarding NCC's overall program, email the Executive Director at: msmedy@mync.net

If the concern needs further attention, call the office at (408) 984-3418 to schedule an appointment with the Master Teacher and/or the Program Director, or the Executive Director.

*Please note that email is our primary method of communication. Refer to the latest version of the Parent Guidebook which can be found on the Parents Page at: http://www.myncc.net/?page_id=741

AIR QUALITY AT NCC

NCC proactively seeks to limit outdoor play during times of poor air quality by limiting time spent outdoors. Please see the chart below for restrictions that will be observed during times of poor air quality. All restrictions are subject to further restriction at the discretion of the Executive Director.

The U.S. EPA developed the Air Quality Index, or AQI scale, to make the public health impacts of air pollution concentrations easily understandable. The Air Quality Index, or AQI, much like an air quality "thermometer", translates daily air pollution concentrations into a number on a scale between 0 and 500. The numbers in this scale are divided into six color-coded ranges, with numbers 0-300 as seen below.

GOOD (0-50)

NO RESTRICTIONS

No health impacts are expected when air quality is in this range.

MODERATE (51-100)

NO RESTRICTIONS

Unusually sensitive people should consider limiting prolonged outdoor exertion.

UNHEALTHY FOR SENSITIVE GROUPS (101-150)

OUTDOOR PLAY IS LIMITED TO SHORT TIME PERIODS THROUGHOUT THE DAY

Active children and adults, and people with respiratory disease, such as asthma, should limit outdoor exertion.

UNHEALTHY (151-200)

OUTDOOR PLAY IS RESTRICTED THROUGHOUT THE DAY - ALL STUDENTS REMAIN INSIDE

Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit prolonged outdoor exertion.

VERY UNHEALTHY (201-300)

NCC WILL CLOSE AT THE DIRECTORS DISCRETION UNTIL CONDITIONS IMPROVE

Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.

HAZARDOUS (301-500)

NCC REMAINS CLOSED UNTIL CONDITIONS IMPROVE

Health warning of emergency conditions: everyone is more likely to be affected.

The AQI numbers refer to specific amounts of pollution in the air. It's based on the [federal air quality standards](#) for six major pollutants - ozone, carbon monoxide, nitrogen dioxide, sulfur dioxide, and two sizes of particulate matter

In most cases, the federal standard for these air pollutants corresponds to the number 100 on the AQI chart. If the concentration of any of these pollutants rises above its respective standard, it can be unhealthy for the public.

When the Air District prepares its daily AQI forecast, we take the anticipated concentration measurements for each of the major pollutants, convert them into AQI numbers, and post the highest AQI number for each reporting zone.

Readings below 100 on the AQI scale should not affect the health of the general public (although readings in the moderate range of 50 to 100 may affect unusually sensitive people). Levels above 300 rarely occur in the United States, and readings above 200 have not occurred in the Bay Area in decades.

NCC has placed HEPA Air Purifiers in each classroom to help improve air quality.

WHY THEY ARE “JUST PLAYING”

Taken from Grace Brethren Schools

When They Are Playing with Sand, They Are Learning...

MATH CONCEPTS: conservation, weight distribution, volume and mass, measuring, geometry, numbers.

SCIENCE: exploring, observing, discovering

LANGUAGE: comparative terms, requests for information, dialogue, name for things

SYMBOLIC SKILLS: sharing, cooperating, problem solving

When they are playing with Water, they are learning...

MATH CONCEPTS: fractions, volume, weight, equality differences, measurements

SCIENCE: water as a power source, water conservation, water pollution, water management, evaporation, water cycle, properties of water and objects in water

LANGUAGE: vocabulary, phrases

SOCIAL SKILLS: manners, sharing

ART: food, paint color in water, mixing colors

MOTOR SKILLS: pouring and coordinated movement

When they are playing with Manipulatives, they are learning...

MATH CONCEPTS: patterns, ordering and sequence, number, measurement, geometry, algebra, probability, logic

REPRESENTATION: using manipulatives to represent solutions and problems

SELF-DIRECTION: making choices, making a plan and implementing it

SCIENTIFIC METHOD: observing, making and testing predictions

SOCIAL STUDIES: using available resources for building, representing structures

When they are engaged in Dramatic Play, they are learning...

LANGUAGE: changing roles, creating a script

REPRESENTATION: using language and objects to represent situations in life

PROBLEM SOLVING: human interaction, causing others to play cooperatively

When they are playing with Blocks, they are learning...

MATH/SCIENCE: size, shapes, weight, sorting, patterning, cause and effect

REASONING SKILLS: problem solving, planning

SOCIAL SKILLS: cooperation, negotiation, conflict resolution

LITERACY: symbolic representation

OUR FOUNDATIONAL BELIEFS

STATEMENT OF FAITH:

1. We believe that the Bible is the only infallible, verbally inspired Word of God, inerrant in the original writings. It is, therefore, our final authority in matters of faith and practice. (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of forgiveness of sin and the regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Jesus Christ and that only by God’s grace and through faith alone are we saved; and that “there is no other name under heaven given among men by which we must be saved” other than the name of Jesus Christ (John 3:16-19; 5:24; 14:6; Acts 4:12; Romans 3:23; 5:8-9; 10:9-10; Ephesians 2:8-10; Titus 3:5; 1 John 1:9; Revelation 3:20).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

*Neighborhood Christian Center is a Ministry of Agape Schools Inc.,
dba: Neighborhood Christian Schools (NCS);
A 501(c)(3) Non-Profit Religious Corporation
Tax ID #: 94-275-2656 / License #: 434407992*

LEGAL POLICY

COMMUNITY CARE LICENSING

Community Care Licensing is the agency which licenses and oversees the policies and enforcement of its laws for all childcare centers. We are a licensed facility and we are subject to their random inspection and childcare protection interviews. We hold ourselves accountable to God, the community and the government agencies. Please note that we are required to report all suspicious physical and emotional abuse. You, the parent, and the child have your rights as indicated in your packet.

I understand that I have the right to see my child at any time while my child is under NCC care. As a matter of record all parents are asked to sign in/out in the office and wear a visitor badge during visitation time. I also understand that Community Care Licensing Agency has the right to conduct inspections consistent with Health and Safety Code Sections 1596.852 and 1596.853, which includes the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The agency shall also have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional examine the child(ren).

The Local Office of the Community Care Licensing (CCLD) is located at:

**Community Care Licensing
2580 North First Street, Suite 300
San Jose, CA 95131
(408) 324-2148
<http://www.cclid.ca.gov>**

The CCLD Facility Search website:

<https://secure.dss.ca.gov/CareFacilitySearch/home/selecttype/>

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing Division

Licensing Office Address: 2580 North First Street, Suite 300 San Jose, CA 95131

Licensing Office Telephone #: (408) 324-2148

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Neighborhood Christian Center
Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>.

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

Community Care Licensing

ADDRESS

2580 N. First St, Suite #300

CITY

San Jose, CA

ZIP CODE

95131

AREA CODE/TELEPHONE NUMBER

(408) 324-2148

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

Neighborhood Christian Center

(PRINT THE ADDRESS OF THE FACILITY)

887 Pomeroy Ave, Santa Clara, CA 95051

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

MEDIATION AND BINDING ARBITRATION

The parties to this agreement accept the Bible's command to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Cor. 6:1-8, Matt. 5:23-24, and Matt. 18:15- 20. Therefore, the parties agree that any claim or dispute arising out of, or related to this agreement or to any aspect of the School relationship, including any contract, tort or statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a single neutral arbitrator for binding arbitration. The selection of the arbitrator and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation ("Rules") of the "Institute for Christian Conciliation" ("ICC") as printed in the Guidelines for Christian Conciliation. (A reference copy of the Guideline for Christian Conciliation is available in each school office.), except to the extent that any such Rules are inconsistent with state law, in which case such state law shall control. Consistent with these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Conciliation a division of Peacemaker Ministries of Billings, Montana [(406) 256- 1583], shall be asked to provide the name of a qualified person who will serve in that capacity.

The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process NCC agrees to pay all fees and expenses, which may be required by the mediator, case administrator and/or arbitrator related to such proceeding. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree they will endeavor to exchange information with each other and present the same at any mediation or arbitration pursuant to the ICC Rules of Procedure with the intent to minimize costs and delays to the parties. They will seek to cooperate with one another and may request the mediator, case administrator and/or arbitrator to direct and guide the preparation process, to the extent permissible, so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other's issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and/or arbitrator.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the Center relationship or the NCC Admissions and Financial Agreement, and this Parent Guidebook and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The arbitration decision shall be based on applicable law. The arbitrator shall issue a written opinion within a reasonable time. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.