

**ADMISSION:** Parents of a K3 student may register for their class as early as a year before the next school year. However, K4 registration for new students should begin on March 1<sup>st</sup>.

**Late Admission:** New students that wish to enroll in the K4 classes after October 1<sup>st</sup> may be tested. Special consideration will be given to students transferring in from an ABeka school.

**ARRIVAL:** Parents shall follow ***Morning Drop-off Procedures*** recommended to parents at teacher / director orientation. The earliest arrival time is 7:30 unless your student is in ***Before School Care***. Please make every effort to have your student at school when daily routines begin. When students arrive before daily routines begin, they will either be supervised on the playground or in the classroom. If your student arrives after that time, please take them to the office so that the receptionist may deliver them to their room. Attendance records are kept in the office and with the teacher.

**BACKPACKS/BOOKBAGS:** Backpacks/bookbags large enough to hold 9 X 11 papers without being folded are required each day to carry students' speckled books, lunchboxes, jackets, and folders. No rolling backpacks are allowed in preschool. Because the teachers of NBS are partners with parents in educating their children, we ask that **parents should check their student's backpack each day after school and sign their speckled book/folder each night to show they are informed about the day's conduct and upcoming activities.**

Speckled books/folder must be returned each day. Verbal messages brought by your student CANNOT be accepted by the teacher. **Please send written correspondence only.** Teachers check the speckled books/folder each day for money and notes from the parents. Teachers **do not** check the book bags for money and notes.

**CLOTHING:** *The school uniform is required for Preschoolers. See the Preschool dress code.* Students that have soiled their clothes will be changed promptly. **Important: Children must be able to cleanse themselves independently.** Teachers are not able to assist with bathroom cleansing.

## **CORRECTIVE DISCIPLINE**

**GREEN LIGHT:** Warnings: Teachers give a stern look, call name, remind rule, walk to the child, and/or use a low voice.

**YELLOW LIGHT:** Time out with head down or time out away from others, remove rewards.

**RED LIGHT:** Deprive privilege, remove from class, or call the parent.

**Repeated offenses:** Parent/principal/teacher conference

**Automatic Red Light Behaviors:** harmful, aggressive behaviors such as tantrums, defiance, kicking, punching, biting, or in any way hurting another child.

**DAILY SCHEDULE:** NBS offers a 5 day weekly program only. Our schedule is consistent to give the young student a sense of security. Every day in Preschool is a special and important day. Please help your student attend regularly except in cases of illness. Students must be fever-free for 24 hours before returning to school. (A fever is a temperature above 100 degrees.) We will make an effort but may not be able to send missed work home, as some of our work is hands-on.

**(Approx. Schedule) Half Day 8:00-11:30 Full Day 8:00-pick-up (K3 2:30, K4 2:40)**

Students complete all academics and lunch by 12:00. Half-day students will be dismissed to their pick-up ride around 11:30. Following lunch, students will play outside, participate in enrichment activities, play in centers, and take a nap. Printed below is an approximate schedule of their morning academics.

8:00-8:10	Skills	10:00-10:10	Story time
8:10-8:20	Routines	10:10-10:30	Numbers
8:20-8:50	Bible	10:30-10:45	Activity
8:50-9:10	Phonics	10:45-11:00	Language
9:10-9:30	Writing	11:00-11:30	Lunch
9:30-10:00	Snack, recess	11:30-12:00	Centers

**DISMISSAL:** Follow specific *Afternoon Pick-up Procedures* given to parents at orientation. Unless the office is notified, a student may only be picked up by the people whose names are listed on the emergency card.

**ENRICHMENT ACTIVITIES:** *Physical Education Games, computer lab, vocal music and instrumental music* may be offered at various times throughout the week for 20 minutes each. Our school librarian has a *story time* once a week. Parents are welcome to schedule a time to read or do a special art project.

**FIELD TRIPS:** For class field trips, any guests of a parent must be approved by the teacher a day before the trip. When parent transportation is utilized for a field trip, teacher will make student assignments to cars. Siblings are not allowed to accompany the parent on the field trip.

**FINANCIAL:** Students that are not picked up within 15 minutes of their mid-day pick-up time will, after three times, be charged an additional \$5 per day for late pick-up.

**LUNCH:** Lunches may be purchased from the school lunch program or students may bring a lunch from home. When you pack your student's lunch, please be sure that a nutritious lunch is sent. No candy, please. The lunchroom helpers and teachers will open and prepare lunches for the students. Students will **not** be allowed to share or swap lunches with others. Please label all containers that need to be sent back home with the student. Milk is available for 50 cents to be purchased on a daily or weekly basis. Money will be turned in to the teacher. **Note: Fast Food lunches may be brought only on Fridays.** Students that do not have a lunch on Monday - Thursday delivered by 9:00 will be fed an emergency lunch which parents will be expected to pay for the next day. On Friday if you are planning to bring a Fast Food lunch, there needs to be a note in the speckled book so that we do not prepare an emergency lunch. Please read **LUNCH Procedures** on page 21 of this handbook.

**MEDICATION:** All medication is to be given directly to the office receptionist with written instructions. Do not put medication in the backpack.

**MONEY:** Any money that is sent to the school should always be put in a sealed envelope and labeled with the student's name, grade, and the purpose of the money. Please do not send loose money. Money for separate purposes should be attached to the front of the speckled book/folder and placed in separate, labeled envelopes. Lunch, snack, tuition, After/Before School Care, and field trip money are all separate accounts.

**NAP MATS:** Nap Mats must be purchased in the school office. No substitutes are accepted. Nap mats will be sent home every other week to be washed. Please return them the following school day.

**ROOM MOTHER:** Room mothers will assist in organizing all parties and field trips, including contacting volunteers and drivers, etc. She will need to work with the teacher and be available to make phone calls when there is any change of plans.

### **SAFETY AND SECURITY PROCEDURES:**

1. Preschoolers will not be left unattended.
2. Preschoolers will not be sent on errands or perform duties outside the preschool building without adult supervision.
3. A teacher will be on duty beginning at 7:30 a.m.
4. Tables and doorknobs are wiped with Lysol daily.

**SHOW AND TELL:** Please do not send toys to school with your student unless it is "show and tell" day. Toys can get broken, are difficult to share, and may get misplaced. For some teachers, Friday is "Show and Tell" Day. On this day **only**, toys may be brought to school. Toys will be left in their backpacks until the teacher gives them permission to show them.

**SNACK:** A snack will be provided each morning. The cost of the snack (\$40) is included in the class fee which is paid with the Book/Supply fee. If your student has any allergies, please let the teacher know.

### **STUDENT ACADEMIC PROGRESS**

At the beginning of the school year, a scope and sequence will be sent home with the parents. Each day the student's work will be sent home in the backpacks. Monthly Calendars or Weekly Calendars will be sent home with the student. Report cards will be sent home every quarter.

**The grading scale used for K3, and K4 is:**

Excellent	E
Satisfactory	S
Needs Improvement	N
Improvement Shown	I
Unsatisfactory	U

## **Policies on Handling Academic Difficulties**

1. In K3 and K4 the teacher indicates to the parents when struggles are evident.
2. Because we want to give the student plenty of time to mature before any diagnosis is made, we continue on a normal advancement track through K5.
3. If the student continues to struggle, hearing and vision tests are recommended.
4. Sometimes it is recommended that the student repeat K4 or advance to K5 with the option to repeat K5. If the student continues to have academic difficulty, the Ouachita Parish Student Appraisal educators are called to assist with diagnosis.

