



NTCA

PARENT HANDBOOK

2016-2017



STATEMENT OF PHILOSOPHY

New Tampa Christian Academy is committed to educating the children of Tampa Bay Presbyterian Church (TBPC) and the children from the surrounding community, regardless of race, color or national origin. It strives to provide a curriculum that is faithful to the Holy Scriptures as interpreted in the Westminster Confession of Faith and the Larger and Shorter Catechisms. Children of TBPC are given priority for enrollment.

The family unit is of foremost importance to NTCA because it is the foundational human institution ordained by God. Believing that parents have the responsibility for educating and nurturing their children, NTCA also recognizes that church and school must work together with the family to provide a unified world and life view. The school is not to take the place of the home or the church but is tasked to support both in fulfilling their Christian responsibilities.

We consider this passage of Scripture on education to be foundational to NTCA:

Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates (Deuteronomy 6:4-9).

Accordingly, the Academy provides a distinctly Christian, God-centered education. This is in sharp contrast to modern secular education that is imbued with a man-centered view of the world, and teaches every subject from this point of view, resulting, in many instances, in hostility to the Christian message.

A distinctly Christian education is an education that will do the following:

- Place Holy Scripture at the center of all learning – The Bible is used to evaluate all of life
- Teach the Gospel and encourage each child to recognize his/her own sinfulness, and his/her need of salvation in Christ Jesus
- Model clearly the Christian life.

New Tampa Christian Academy is a nurturing community in which all children are respected as unique individuals created in the image of God, each with special abilities and needs. The students are taught by skilled and knowledgeable teachers who love children and are dedicated to helping them realize their highest potential – spiritually, intellectually, physically, socially and emotionally. Class sizes are kept small so that each student receives individual attention with abundant opportunities to participate and lead, and practice the joy of trusting, sharing, and giving and receiving love.



STATEMENT OF FAITH

New Tampa Christian Academy believes that the one, only, living, and true God – Father, Son and Holy Spirit – reveals Himself in creation and savingly in Holy Scripture, which is His inerrant and infallible Word contained in the sixty-six books of the Bible. His Word is Truth and is the rule of life and the only authoritative basis for faith and practice.

God, the great Creator of all things, upholds, directs, disposes, and governs all creatures, actions and things, from the greatest to the least, by His most wise and holy providence, according to His infallible foreknowledge, and the free and immutable counsel of His own will, to the praise of the glory of His wisdom, power, justice, goodness and mercy.

Because of sin of Adam, human kind is blinded to the truth and is incapable of truly understanding or obeying God's truth. Left to himself, man is inclined from birth to reject God and to seek truth apart from His Holy Scripture.

Only through faith in the redemptive work of Jesus Christ can mankind find freedom from the bondage of sin. Christ alone has taken upon himself the penalty for sin, and offers sinners life and salvation by Jesus Christ, requiring of them faith in Him, that they may be saved; and promising to give to all those that are ordained unto eternal life His Holy Spirit, to make them willing, and able to believe. The Holy Spirit also bears witness within the heart of the Christian that he or she is redeemed by the blood of Christ.

“The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding”. (Proverbs 9:10)

For a fuller statement of our beliefs, please see the Westminster Confession of Faith, and its Larger and Shorter Catechisms.



PRESCHOOL POLICIES

Purpose

The purpose of New Tampa Christian Academy is to provide a God centered, joyful, caring, clean and safe learning environment where children grow to love learning and understand a Christian worldview while being respected as individuals. We are an extension of the family and encourage your involvement in your child's education.

Administration

New Tampa Christian Academy is an incorporated auxiliary of Tampa Bay Presbyterian Church. The School Board oversees the policies and programs the school offers. The Director reports to the School Board.

License

New Tampa Christian Academy is licensed by Hillsborough County Childcare Licensing and meets all Florida regulations.

Admission

Children who are two to four years of age by September 1, 2016 are eligible to be enrolled in our school with the following limitations:

- (1) We are able to make reasonable accommodations to care for children with disabilities.
- (2) All students who are in the 3-year-old program or older must be toilet trained.

Withdrawal

Please give 30 days notice before withdrawing a child. Tuition is not refunded unless a 30-day written notice is given to the Director. After written notice, only tuition for subsequent days after the 30 days expired will be refunded.

Absences

Please notify the school if your child will be absent. Please also notify the school if you anticipate an extended absence. We would like to know why our students are not in attendance so we can pray for them and their families.

School Closings

In the event of severe weather or other emergencies, the school will be closed only if Hillsborough County public schools are closed. Please watch your local news station for this information.



SCHEDULE OF CLASSES

- Teachers will receive children in the classrooms at 9:00 a.m., parent pick-up is at 12:00 noon.
- School holidays are taken according to the published school calendar

TUITION AND FEES 2016-2017 SCHOOL YEAR

A \$160.00 registration fee is due at the time of registration for all preschool children. All registration fees are **non-refundable** and guarantee your child's place to be held until the first tuition payment is due.

The monthly tuition is as follows:

- All two day programs - \$185.00
- All three day programs - \$245.00
- All five day programs - \$355.00
- Four day program, Pre-K-4 ONLY - \$290.00

A full month's tuition is charged for any portion of a month's attendance. Tuition is charged in full in the months of holidays and vacations. Tuition is paid from August through April; students attend school from August 22 through May 19 in the 2016-17 school year. Tuition for the first month of the 2016 - 2017 school year will be billed by email statement by August 5 and will be due on or before August 15, 2016. **If tuition has not been received by August 20 and the parent has not contacted the Director, the student's seat in the class will be awarded to someone on the waiting list and the registration fee is forfeited.**

An email statement showing receipts and charges is sent by the 5th of each month. Tuition payments are due on or before the 15th of each month. Checks should be made payable to New Tampa Christian Academy (NTCA) and placed in the black tuition mailbox which is on the wall in the preschool hallway. Automated tuition payments may be set up through your bank and we happily provide the information necessary to do so.

Tuition will be considered past due on the 20th of the month. A late charge of \$20.00 will be added to payments made after the 20th day of the month. If unusual financial circumstances arise, parents should talk with the Director before the 20th of the month. Please bring any questions concerning the payment of tuition to the attention of the Director.



HEALTH AND SAFETY

Immunization and Records

Students must have all required immunizations (HRS Form 680, Certificate of Immunization) before the first day of school. HRS Form 3040, Student Health Examinations must also be provided before the first day of school. These forms may be secured from your doctor and must be kept on file at the school. This policy is required by Hillsborough County Ordinance 90-38 and 92-20. Immunizations must be kept up to date in order for the child to continue attending the school.

Allergies

Be certain you notify both the director and the teacher of any allergies your child may have, particularly food allergies. We serve snack every day and it is critical we know what your child should not eat.

Illness

Children who are ill should not be brought to school, for their own good as well as for the good of the other children. No child will be permitted to attend school if he/she has any illness associated with a fever or any other communicable condition such as diarrhea, ringworm, impetigo, head lice, pink eye and scabies.

A child should not attend school if he has experienced a fever, vomiting, diarrhea, skin rash, or other serious symptoms within the last 24 hours. **A child who has been ill may return to school when free from a fever for 24 hours with no other symptoms.** Symptoms such as a cold, coughing, sneezing, sore throat, earache, headache, fever, chills or red eyes are cause for keeping him/her home. If a teacher notices any of these symptoms on arrival or the child becomes ill during the day, the parents will be notified and the child must be picked up. Please refer to the infection control policy for more complete information regarding illness.

Injuries

We immediately call the parent in case of a serious injury. If medical attention is required and we cannot reach you, we will call your designated emergency contact. If necessary we will call an ambulance or the paramedics. **Please inform us of any changes in your emergency numbers.** When there is an accidental injury, it will be necessary for you to read and sign a written report, which will remain on file for one year.

Medications

Due to the short school day, school personnel, except in extreme cases, will not administer medications. Should it be necessary to have medication administered, the Director will need a written request from the parents. All medication must be in original container with the name of the doctor, child, medication and directions for administration written on the label.



Toilet Training

Children who are in the three-year-old program or older must be toilet-trained before they are admitted to school. Should a child three or older have repeated problems, the parent will be called to make the necessary change of clothing.

Dress Code

Please dress your child in comfortable play clothes. The children do many hands-on activities which can be messy. Also, they play on our playground every day. Please send your child to school in closed-in shoes such as tennis shoes. Please no sandals, clogs or backless shoes. They are not safe when the children run and climb.

Snacks

A morning snack will be provided for the children and a weekly menu will be posted on the preschool bulletin board. Per Florida Health Department regulations, the children may only bring food items for snack to school with them if the parent is providing an alternate meal plan.

Birthdays

With prior notice, children may bring a special birthday treat to the school to share with their class **providing the treat has been commercially prepared.** Due to Florida Health Department regulations, no home baked foods may be consumed at a licensed school. Please notify the teacher two days prior to the birthday. **The birthday celebration will take place during normal snack time and must be kept simple.** Parents are welcome to join the class.

Bringing Things to School

The teachers are eager for the children to occasionally share special discoveries, which they make at home, or on trips with their families. However, the teacher will schedule sharing time and the children should refrain from bringing such items until the scheduled event. **No toys should be brought to school, unless the teacher makes a special request. Absolutely no forms of toy weapons are allowed in school.**

Field Trips and Special Events

Due to the liability of transporting children, all field trips will either be brought to the school or parents will be asked to meet at a specific place transporting their own child.



ARRIVAL AND DEPARTURE

In order to insure your child's safety, please park your car in the parking lot and **walk your child into the school through the front double doors of the church and to the classroom. Please do not enter the building before 8:50 a.m. The staff will be in prayer from 8:30 - 8:55 a. m.** No one is available to receive a child at that time. Parents must remain in the hallway with their child until a teacher arrives to open the classroom door and assume responsibility for the children. **The teacher will be in the classroom at 8:55 a.m.**

Preschool is over at 12:00 noon. Please call if you are delayed and you will be later than 12:10 p.m. **Your child will be with the Director if you have not arrived by 12:15. Please do not make it a habit to be late, as you will be charged for late childcare (\$1.00 per minute after 12:15).** Also, it is very upsetting to the child when everyone else has been picked up but them. **This policy also applies for any after-school classes your child is involved in. If you are more than 15 minutes late, your child will be with the Director and you will be charged at the rate of \$1.00 per minute.**

Parents must specify in writing all persons who are authorized to pick-up their child. No child will be dismissed to an individual who has not been previously authorized by the parent. Children are to be picked up at the classroom door at 12:00 noon. **You must sign out your child and specify the time of departure in the sign-out book.** Once the child has been dismissed, it is the parent's responsibility to remain with the child and supervise him/her at all times until you have left the premises. If a child needs to re-enter the building after dismissal to use the restroom or water fountain, **he/she must be accompanied by an adult.** This policy also applies to younger siblings not enrolled in our school. **Please make sure they remain with a parent and are supervised at all times.**

If a parent is not permitted to pick up a child due to a court order, a copy of the document must be given to the Director to have on file. In the event the said parent tries to retrieve the child, the police will be called. No exceptions to this policy will be permitted. We cannot deny a parent access to his/her child without a court order so specifying.



DISCIPLINE

Classroom Expectations

Discipline is a necessary ingredient in a classroom conducive to learning and spiritual growth. Discipline develops disciples. Outlined here is what is expected from students in our classrooms and school. Due to the age and developmental differences, classroom expectations may vary somewhat.

1. Use walking feet inside the building.
2. Keep hands and feet to self. Stay in your own space.
3. Raise hand to talk at circle time.
4. Listen when others are speaking.
5. Remember your manners - cover your mouth when coughing, chew with your mouth closed, say, "please", "thank-you", etc.
6. Speak with quiet voices while inside.
7. Take care of toys, books and equipment.
8. Use playground equipment properly.
9. Take turns speaking, sharing, and playing.

Classroom Discipline Policy

Teachers have the freedom to establish their own classroom rules, in accordance with the policy set forth in the "Classroom Expectations" above. The following rules will be enforced when a child is misbehaving or disruptive.

There are five levels of discipline to follow:

- 1) First, an attempt will be made to redirect the child to another area of the room or activity.
- 2) If that fails, the child will be given a gentle but authoritative verbal correction.
- 3) Next, the child is placed in a "time out" chair for a brief time frame (one minute per year of the child's age). The child may then be returned to classroom activities after a short discussion and prayer.
- 4) At this level, the child loses privileges (outside time, music, etc.) for a set number of minutes deemed appropriate. Older children may receive additional consequences in conjunction with the loss of privileges if needed and appropriate.
- 5) The Director is brought into the situation and takes over the responsibility of discipline. If necessary, the parents will be notified and requested to help the child resolve their problems with the teacher and the class.

Should we determine, after parental consultation and every effort has been made to keep the child within the school community that an individual child cannot function within the discipline restrictions of the classroom, we will ask the parents to withdraw the child in order to protect the secure and loving environment we all desire for our children at NTCA.



Dismissal from School

A child may be dismissed from the school for one of the following reasons:

1. Incomplete toilet training. Although an occasional accident can happen to any child, consistent or repetitive accidents on the part of any child are grounds for dismissal. (This requirement does not apply to the 2 year-old program.)
2. Socially unacceptable behavior. Consistent disruptive behavior on the part of one child denies other children a peaceful environment in which to learn.
3. Habitual lateness on the part of a parent in picking up a child after school.
4. Failure to make tuition payments by the 20th day of each month.

Every effort will be made by the Director to avoid dismissing a child. Should you be concerned about any of the above items, please see the Director immediately. The staff will work closely with any family genuinely trying to correct a difficult situation be it behavior or finances.

Parent Participation

Teachers may request volunteers in the classroom from time to time to help with special activities. Your participation is greatly appreciated. Care arrangements should be made for any younger children when you are volunteering.

Please attend programs, parent teacher conference nights, and other school functions if at all possible. Working parents are encouraged to attend whatever functions their work schedules allow. Your presence at school is very important to your child.

Smoking

Smoking is prohibited on the school premises and on any school field trips.



Parental Contact

Please provide our teaching staff with any information that would give insight into your child's behavior, such as changes at home, a parent's absence, guests, a newborn in the family, the inability of the child to sleep at night, etc.

If there are changes in your contact information, please notify the teacher or Director. Such changes include address, email address, telephone numbers, and emergency contact. It is important that we have accurate and current information for your child.

Please arrange for a conference with the teacher or Director to discuss any problems regarding your child at school or at home. The better we understand your child, the better we will be able to teach and help him or her. We are also a praying staff who would like to include your prayer requests in our petitions to the Lord.

Parents may visit the school at any time. Visiting parents are encouraged to participate and assist in the class activities.

Parent teacher conferences are your option and you may request such a meeting whenever you feel it necessary. The teacher will be glad to speak with you. Teachers do have scheduled conferences, but you need not wait until such scheduling is offered to request a meeting.



Tentative NTCA School Calendar 2016-17

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| August 18 & 19 | Meet the Teacher Parties |
| August 22 & 23 | First days of School |
| Monday, September 5 | Labor Day Holiday |
| Friday, November 11 | Veteran's Day |
| M-F, November 21-25 | Thanksgiving Holidays |
| December 14-16 | Christmas Programs |
| December 19 – January 2 | Christmas Holidays |
| January 3 & 4, 2017 | Return to School |
| Monday, January 16 | Martin Luther King Holiday |
| Monday, February 20 | President's Day Holiday |
| March 13-17 | Spring Break Holidays |
| March 20 & 21 | Return to School |
| Friday, April 14 | Good Friday |
| May 17-19 | Graduation and Spring Programs |
| May 19 | Last Day of School |

*Non student days are in bold

*“Train up a child in
the way he should
go and when he is
old, he will not
depart from it”*

Proverbs 22:6



New Tampa Christian Academy
2016-17

