



Parent Handbook 2024

New Creation Learning Center
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www.newcreationlc.org

Dear Families,

I am delighted to welcome you to New Creation Learning Center! As a Christian childcare center, our mission is to provide children a nurturing environment grounded in God's love where they can grow in faith and knowledge.

At New Creation, we view each child as wonderfully made in God's image. Our staff strives to model Jesus' example of compassion and kindness in caring for your children. We want this to be a place where kids feel safe, respected and valued for their unique personalities and gifts.

Our curriculum incorporates biblical lessons and Christian values. Children will have opportunities to pray, worship, and practice service. We seek to lay a foundation helping them develop strong personal character and relationships with Jesus Christ.

However, our goal is not just to teach children about God, but to let them experience and share His grace. We want to partner with you by extending support beyond academics to the whole family. Please reach out if you have any needs - spiritual, emotional, or physical that we can assist with through our church and community resources.

At New Creation Learning Center, you are not just enrolling your child in a program, you are joining a family. We look forward to building relationships with you and your little ones! Our staff is here to listen, collaborate with, and support families in the sacred task of child-rearing. We invite open communication and feedback as we embark on this journey together with your children.

Please do not hesitate to contact me if you have any questions as you get started on this new adventure with us! Welcome again!

Blessings,

Lisa Jimmerson, Director

**New Creation Learning Center
Parent Handbook 2024**

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Philosophy and Curriculum Goals

At New Creation Learning Center, our philosophy is founded on the belief that children learn best when they are actively engaged through hands-on experiences, meaningful play, and nurturing interactions. Our teachers seek to inspire children's innate curiosity, creativity, and love for exploration.

Our curriculum is centered around developmental domains including social-emotional growth, cognitive development, language and literacy, physical motor skills, and spiritual formation. We utilize the Frog Street curriculum, which provides over 800 developmentally appropriate learning activities across these domains. The Frog Street approach aligns beautifully with our desire to support the whole child.

Our goals for the children at New Creation Learning Center are:

Social-Emotional Development

- Build confidence and strong self-image
- Foster social skills like cooperation, empathy, and conflict resolution
- Encourage independence and responsibility

Cognitive Development

- Develop early literacy and math concepts
- Promote creative problem solving and critical thinking
- Facilitate hands-on exploration, inquiry and discovery

Language and Literacy

- Establish foundation for reading and writing
- Expand vocabulary and expression

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- Inspire joy of storytelling

Physical Motor Skills

- Strengthen fine and gross motor abilities
- Practice coordination through movement, dance and active play

Spiritual Formation

- Cultivate personal relationship with Jesus Christ
- Introduce and reinforce Biblical values like kindness, honesty, service
- Encourage worship through song, prayer and modeling God's love

The Frog Street curriculum guides developmentally-appropriate activities across all domains through purposeful play. Our staff supplements with our own ideas to integrate biblical principles and cater to interests unique to our children. We evaluate and adjust plans based on children's needs. It is our joy to guide your children in realizing their full potential!

Enrollment Policy

New Creation Learning Center uses the ChildPilot management system to enroll students into our childcare program. Families can conveniently complete digital application forms and upload necessary documentation through their secure parent portal.

Required information collected at enrollment includes:

- Child's basic demographic details
- Primary parent/guardian contact info
- Medical history, conditions, medications

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- Physician well-exam record verifying up-to-date immunization status
- Developmental profile highlighting any special accommodations needed
- List of emergency contacts & adults authorized for pickup

Additional permissions gathered via ChildPilot cover areas like:

- Media releases for internal use of photos/video
- Field trip participation
- Water activity engagement
- Handbook policy agreement

The system allows seamless submission of updates if changes occur after initial registration. Enrollment eligibility priority factors in siblings already attending, staff familial status, and registration date for availability.

We aim to make the process as streamlined as possible. Please reach out to administrators with any enrollment questions or needs accessing your ChildPilot parent portal after placement confirmation!

Student Attendance Policy

Consistent attendance is important for children to fully benefit from the learning environment and curriculum continuity at our center. We ask that families commit to prompt, regular attendance within the operational hours of Monday-Friday from 7am to 6pm.

Parents should provide advance notice when possible for any planned absences. If unforeseen circumstances prevent attendance last minute, please notify the office by 8am so teachers can plan accordingly.

For illnesses, report symptoms and expected duration so proper exclusions can be applied. Children should be fever/symptom-free without medication for 24 hours before returning to reduce transmission risk. Multiple-day absences over 3 consecutive days require a doctor's clearance note to return.

Tuition is still due in instances of short 1-2 day absences as operating expenses remain fixed. For extended medical situations over 2 weeks where the child's spot must be temporarily vacated, a partial credit may be considered pending availability to re-enroll.

While occasional early pick-ups are unavoidable, we ask minimizing disruption during core learning activities between 9am-3pm. Call if you will arrive past closing time of 6pm so staff can reassure children and make arrangements.

Our attendance policies balance public health protections, learning continuity and predictable scheduling needs. We appreciate families' cooperation with open communication regarding any attendance changes! Daily Schedules and Routines

At New Creation Learning Center, we recognize that consistent routines support children's growth and development while allowing flexibility meets individual needs.

Each classroom posts a consistent daily schedule that provides a balance of:

- Child-directed activity and play
- Teacher-guided group activity
- Specials like art, music or story time
- Outdoor time
- Meals and snack times

- Nap/quiet time

We adhere to the posted schedules to ensure a sense of predictability for children. However, teachers may adjust the schedule as needed to adapt to children's moods, energy levels, or special events.

Routines like arrival and departure, meal times, clean up, and transitions are built into the schedules. These routines provide rhythm, prime opportunities for learning, and help develop responsibility and independence. Teachers thoughtfully prepare children for transitions between activities which helps maintain a sense of harmony.

Every classroom schedule allows for a minimum of 60 minutes of outdoor play and physical activity per day, weather permitting. Outdoor play encourages large motor development, social relationships, and engagement with nature. We utilize our playground as well as take walks in our community.

We welcome families to review the posted schedule in their child's classroom and discuss any questions with teachers. Children thrive when families reinforce learning routines established during school hours within their home environments as well. By working together, we set children up for lifetimes of healthy habits!

Tuition Policy

Tuition at New Creation Learning Center covers the operating expenses to facilitate a top-quality early childhood education program. Rates are developed based on careful budgeting of recurring costs and investments into materials/resources sustaining impactful curriculum.

Tuition fees are determined during initial enrollment based on age group and may involve an annual materials fee billing cycle adjustment by August. Reduced multi-child family rates

provided. Military, first responder and staff discounts also offered. Specific current pricing is accessible upon request. We are implementing accepting CCS for tuition.

Payments are automatic recurring charges run weekly each Monday covering the current week of care via: All alternate arrangements (Monthly, bi-weekly) must be put in writing and agreed upon at the time of student's enrollment.

- Bank account/ ACH
- Debit/credit card
- Money order

Account balances carrying an outstanding balance after Tuesday incur a \$20 late payment fee accumulating an additional \$10 daily until resolved or alternate arrangements made. Severely delinquent accounts place enrollment jeopardy requiring immediate resolution.

Families should provide 30 days written notice for early withdrawal triggering closure of the billing account. Temporary holds up 1 month reserving child's place may be requested in extenuating situations. We aim for reasonable flexibility accommodating hardships whenever feasible.

We desire to minimize exclusion while acknowledging operating solely on tuition revenue. Non-payments severely limit essential educational services staff provide for the benefit of all children. We appreciate each family's understanding cooperation with sustaining policies that maintain excellent care!

Family Partnerships and Engagement

At New Creation Learning Center, we highly value relationships with the families we serve. We believe that when teachers and parents collaborate effectively as partners, it directly correlates with positive outcomes for children.

We encourage open, ongoing two-way communication between staff and families. Teachers are available to discuss your child's development, interests, challenges, or home life on a daily basis at drop-off and pick-up. We know you have valuable insights that allow us to best support your child! Please schedule a time to talk in-depth.

We also rely on the following methods to share information:

- Email updates and newsletters
- Notices posted outside classrooms
- Updates provided in children's daily reports
- Text message alerts as needed

You are invited to schedule parent-teacher conferences twice yearly to discuss your child's growth and progress. We utilize child assessments and documentation to inform these conversations and set joint goals.

In addition, we continually seek family feedback on our policies, curriculum, and overall program via:

- Annual family surveys with published results
- Suggestion box located in our lobby
- Participation on a Family Advisory Council

Family members are warmly welcomed to engage in various volunteering activities such as:

- Sharing cultural traditions, careers, hobbies, etc.
- Helping with class parties, events or field trips
- Donating requested supplies
- Offering feedback on improvements

By continually collaborating, communicating, and building relationships as allies, we empower children to reach their full potential. Please know the door is always open - we appreciate you entrusting your little ones to our care!

Child Assessments and Development

At New Creation Learning Center, we emphasize meeting the individual needs of each unique child in our care. To achieve this goal, teachers regularly observe, document, and assess developmental progress across all domains - physical, cognitive, language, literacy, math, social skills, and spiritual formation.

We utilize the research-based Teaching Strategies GOLD assessment system. Teachers input observations to create a comprehensive developmental profile highlighting your child's strengths, needs, interests, and learning styles.

Teachers review the assessment results when planning curriculum and activities to ensure it caters appropriately to the specific needs of the children in the classroom. We welcome you to schedule a conference twice annually to discuss your child's GOLD development report and collaborate on appropriate goals.

In addition, daily reports or journals are sent home detailing your child's experiences including mood, activities, food intake, and developmental milestones observed. Teachers supplement these with photos, videos, artwork, and other documentation showcasing learning.

If any developmental flags or challenging behaviors ever arise with a child, teachers partner with families, specialists, and our director to quickly intervene with an appropriate plan tailored specially to the needs of that child. Resources will be provided listing services that offer developmental support assessments and next steps guidance in accessing additional help if requested.

Here at New Creation Learning Center, we value nurturing all children in reaching their full God-given potential. Our staff commits to working hand-in-hand with you through transparent, supportive, non-judgmental partnerships focused on your child's whole development. Please know we remain available to discuss how we can best achieve successful outcomes together!

Guidance and Discipline Approach

At New Creation Learning Center, our discipline philosophy centers on teaching rather than punishing. We take a nurturing approach that respects the dignity of each child and understands all behaviors communicate an unmet need.

We guide social and emotional growth by:

- Establishing clear, consistent expectations
- Role modeling desired conduct
- Practicing skills like regulating emotions, problem-solving, resolving conflicts appropriately

We redirect challenging behaviors using positive language focused on the desired behavior. For example, "please use walking feet and gentle hands" rather than "no running."

For recurring issues, we design an individualized guidance plan documenting triggers, alternative positive behaviors to teach, and strategies tailored to the child's temperament. Families are involved in creating and reinforcing these plans.

If a child ever poses an immediate danger to self or others, brief supervised separation may be utilized to calm the situation. Once composed, teachers process events with the child, highlighting acceptable alternatives. Time-outs are not used as punitive measure, rather an opportunity to regroup and gain control.

The following disciplinary techniques are strictly prohibited:

- Corporal punishment
- Threatening language
- Forcing unwanted food or activities
- Confinement, binding or isolation

- Ridicule, shaming or humiliation
- Denial of basic needs

Studies show positive reinforcement elicits better behavior outcomes long-term than consequences-based discipline. Our staff receives extensive training in childhood development, emotional intelligence, trauma-informed care and research-backed positive guidance strategies.

It is our shared goal to equip children with essential self-regulation and social skills needed for positive interactions with peers and adults alike. Please join us in this partnership!

Nutrition and Food

At New Creation Learning Center, we provide freshly prepared, nutritious meals and snacks each day. Our menus adhere to Child and Adult Care Food Program (CACFP) standards meeting children's dietary needs.

Meals are served family-style, allowing children to serve themselves as abilities allow. This encourages independence, motor skills mastery and conversational language development. Teachers join children at the table modeling healthy eating habits through their own intake.

We accommodate common food allergies and sensitivities to the best of our ability, within reason. For special diets prescribed medically or arising from religious customs, written instructions must be provided from a doctor or religious/cultural authority. We ask families to supply any necessary food substitutions if feasible.

Our weekly menus are posted for review. Here is a sample:

Breakfast - whole grain cereal, milk, banana, hard-boiled egg

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Lunch - turkey subs, carrot sticks, applesauce

PM Snack - whole wheat crackers, string cheese, water

In addition:

- Water is available for self-serve throughout the day
- Infant feedings follow individual written plans
- All food preparation surfaces and equipment are sanitized properly before and after use
- Staff are trained to practice safe food handling at all times

By promoting healthy nutrition and modeling positive eating environments, our goal is to influence lifelong healthy habits that honor God's gift of food and nourishment. Please provide input on menu items your child enjoys most so we can incorporate favorites!

Health and Safety

At New Creation Learning Center, we prioritize adhering to the highest standards when safeguarding children's health and wellbeing. Maintaining a nurturing environment supports optimal development.

We follow all state licensing regulations and best practices around illness prevention, management, and exclusion:

- Children must be symptom-free without medication for 24 hours before returning post-illness
- Staff are vigilant, sending children home at the first sign of contagion
- Required immunizations must be up to date
- Medication is securely stored and logged properly

Safety measures include:

- Only releasing children to pre-authorized adults
- Conducting monthly fire and emergency drills
- Providing first aid kits and assigned safety monitors
- Reporting any suspected maltreatment concerns properly

We customize emergency preparedness plans for children with special needs such as allergies, asthma, disabilities or medical issues. Please advise us of any individual considerations needed.

In group care, exposing children to common germs bolsters immune system functioning long-term. However, we balance this exposure with responsible protective steps.

Our staff embraces children with illness and injuries with Christ-centered compassion. We involve children in understanding safe behaviors and universal precautions as cognitive abilities allow. Please communicate any health-related updates so we can best care for your little one!

Emergency Procedures

New Creation Learning Center maintains thorough emergency preparedness plans protecting the safety of children, staff, and facilities in the event of natural disasters, security threats, or other environmental hazards.

Fire and severe weather evacuation routes are posted in each classroom. Drills practicing exit procedures and ensuring all occupants arrive at the designated onsite assembly point are conducted monthly.

Additional contingency plans outline:

- Lockdown protocols when unsafe to evacuate
- Relocation to emergency shelter if unable to remain onsite
- Continuity of essential operations to provide care
- Reunification procedures to discharge children safely
- Accommodations for children with disabilities/special needs

Emergency contact information, first aid supplies, medications, and provisions to sustain temporary shelter are kept readily available to "grab and go". Staff are trained to remain vigilant in identifying developing hazards that may require activation of protective actions.

We run through scenarios to "pressure test" responsiveness, but hope never to require implementation. Please help us continuously improve by bringing ideas or asking questions! Keeping children secure remains our ultimate priority no matter what arises.

Transportation and Field Trips

Here at New Creation Learning Center, we occasionally arrange field trips or provide transportation to enrich children's learning and connect with our community.

Destinations are selected based on correlation with curriculum topics or developmental domains. Possible examples include pumpkin patches, museums, libraries, concerts, or service projects.

Before any excursion, families will receive details including:

- Date, departure/return times
- Destination and activities
- Transportation method

Children will travel by foot or in our center-owned passenger vans driven by approved staff with valid licenses and outstanding driving records. Vans receive regular maintenance with records available for review. Safety procedures adhere to all state regulations such as:

- Annual DOT vehicle inspections
- Proper child restraint systems
- First aid kits and fire extinguishers onboard
- Staff to child ratio 1:4 for ages 2 and up; 1:1 for infants

Notices allowing parents to withdraw permission are provided 48 hours before trips. Teachers will provide sensory-rich experiential learning activities for any children remaining onsite.

By expanding environments, field trips promote development across socialization, confidence, cognitive stimulation and physical skills domains. We encourage you to join the adventure when possible to reinforce connections between school and home! Please contact us with input on destinations capturing your child's unique interests.

Staff Information and Ratios

Our administrators thoroughly vett, interview, and train all New Creation Learning Center staff to assess qualification, experience and the fruits of the spirit in caring for children. Teachers must pass background checks and meet state licensing education requirements.

We maintain student-teacher ratios surpassing state standards:

- Infants 1:4
- Toddlers 1:5
- Preschool 1:8
- School-age 1:12

Assigned support staff oversight allows lead teachers to focus fully on nurturing relationships, guiding development and partnering with families. We operate under the principal that lower ratios equal higher quality care.

Please reference classroom bulletin boards to discover more about the teachers cherishing your child each day. We encourage families to build open, trusting relationships with staff through ongoing dialogue. Our team feels honored to play a small role in the monumental responsibility and privilege of caring for little ones in partnership with you!

Enrollment Information and Forms

We aim to make the process of securing a placement for your child at New Creation Learning Center as seamless as possible. Forms and documentation required upon enrollment include:

- Admission Application
- Family Information Sheet
- Child Health Exam Record & Current Immunizations
- Food Allergy/Special Needs Care Plan (if applicable)
- Media Release Consent
- Parent Agreement acknowledging handbook policies

We input details into our secure database to safely maintain files tailored to your child's individual needs. Updates must be provided whenever changes occur such as new allergy development, emergency contacts or custody status. Please reach out with any enrollment questions!

Payment and Attendance

We desire to offer affordable care catering to working families through Christian-centered ministry. Payment plans are established at enrollment selecting weekly, bi-weekly or monthly options via cash, money order, check or our payment portal.

Please provide advance notice for planned absences to help us manage staffing. In extenuating circumstances preventing attendance, tuition credits may be available if capacity allows for temporary withdrawal and re-enrollment.

If financial difficulties arise suddenly impacting ability to pay, please contact leadership right away. It is our sincere wish to work out alternate arrangements or qualified subsidy options to avoid any child going without care.

We aim to exercise grace and flexibility rather than rigidity with policies when feasible. Our partnership thrives on compassionate, open communication. Please reach out about any needs or concerns!

Conclusion

We hope this parent handbook provides a helpful overview of policies, procedures, and our philosophy here at New Creation Learning Center. Our center is a ministry aiming to reflect God's grace and nurturing love. It brings us joy to partner with families in laying foundations for children to thrive academically, socially, physically and spiritually.

We recognize that placing your precious little ones under our care is an enormous responsibility and privilege. Our staff appreciates your trust and never takes lightly our role in shaping little lives. We aim to provide the highest quality care while making connections that support the whole family.

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Please know conversations and collaboration with parents is vital for us to best support each unique child and situation. We encourage open, ongoing two-way communication about any needs, ideas, visions or concerns as we embark on this partnership together.

As a non-profit ministry, New Creation relies on generous supporters, faithful prayer partners and enthusiastic community participation in order to maintain operations. Please consider spreading the word about our quality care to other families as word of mouth referrals are our best advertisements. We appreciate any time, talents or treasures you graciously extend to advance our offerings.

To stay connected, please find contact information below for key staff:

Director: Lisa Jimmerson

Email: lisajimmerson@newcreationlc.org

Phone Number:

Assistant Director:

Email:

Phone Number:

We eagerly await enriching relationships with your family! Please do not hesitate to reach out any time with questions, feedback, or needs of any kind.

Blessings, New Creation Learning Center Staff

New Creation Learning Center
Parent Handbook Acknowledgment and Agreement

I, _____, parent/guardian of _____, acknowledge that I have received access to the Parent Handbook containing the policies and procedures for New Creation Learning Center.

I understand that I am expected to read this handbook thoroughly and agree to comply with the policies contained therein. I understand that the handbook may be amended throughout my child's enrollment at which time I will be provided with any updates.

By signing below, I agree to abide by the policies set forth regarding:

- Facility hours, closures, and attendance notification expectations
- Transportation and field trip permissions
- Discipline philosophy prohibiting punitive measures
- Initial enrollment documentation and ongoing information updates
- Authorization for approved adults to drop-off/pick-up my child
- Payment plans and accountability for maintaining accounts
- Parent/staff communication methods

I understand that I play a critical role as part of a family partnership with New Creation Learning Center in supporting decisions regarding my child's growth, development, and education during these foundational years.

Should I ever have any questions, comments or concerns regarding the content of this handbook or any facility policies, I agree to engage in open dialogue with administrators and staff rather than third party entities.

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____

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Media Release Consent

I, _____, parent/guardian of _____, authorize New Creation Learning Center to use and publish photography, videos, voice recordings, artwork, and written documents including my child for educational, promotional, and fundraising purposes.

I understand media capturing my child may be shared through channels including, but not limited to:

- Displayed within the facility
- Utilized in promotional materials like brochures, flyers, ads
- Included in grant applications and reports to funding agencies
- Posted on approved social media accounts and website
- Submitted to local news organizations

No financial compensation is provided for use of materials involving my child. I understand and authorize the childcare facility to use the above media documenting my child for activities directly related to and for the benefit of the center's operational and educational purposes until either the end of their enrollment or I submit written withdrawal of this authorization.

I understand I will be offered opportunities to purchase class photos taken of my child. I recognize staff make concerted efforts to protect all children by avoiding disclosure of personally identifying details. Any concerns regarding inappropriate collection or distribution of media will be promptly addressed by administrators.

Parent/Guardian Signature: _____ Date: _____

Child's Name: _____

New Creation Learning Center Admission Application

Child Information Full Name: _____

Date of Birth: _____ Age: _____ Primary Address: _____

Parent/Guardian Contact Information Parent/Guardian #1 Name & Relationship to Child: _____ Phone Number: _____ Email: _____

Parent/Guardian #2 Name & Relationship to Child: _____ Phone Number: _____ Email: _____

Emergency Contacts Authorized For Pickup (besides parents/guardians) Name | Relationship | Phone Number *****|_____| *****|_____|

Medical Information

Does your child have any medical conditions or developmental delays staff should be aware of?

Does your child require medication, special nutrition, therapy or support services we should prepare for?

Are your child's immunizations up to date? Yes ___ No___

(Please attach copy)

What date did your child last receive a physical exam from your pediatric provider? _____

What date did your child last receive vision and hearing screenings? _____

(Copies of physical exam records are required annually for care)

By signing, I confirm all provided information is accurate and agree to promptly update the center regarding any changes.

Parent/Guardian Signature _____ Date _____

New Creation Learning Center
Family Information Sheet

Child's Name _____

Parent/Guardian Names _____

Other Household Members and Relationships

Cultural Background and Traditions

Primary Home Language Spoken _____

Religious Affiliation (if applicable) _____

What are some favorite family activities or hobbies you enjoy together?

Do you have any pets at home? If so, what kind?

What duties/responsibilities does your child handle independently at this time?

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What are some goals you have for your child's learning and development during care with us?

What other information about your family life is important for us to know in order to best support and engage with your child?

Parent Signature _____ Date _____

New Creation Learning Center
Child Health Exam Record

Child's Name: _____ Date of Birth: _____

This form is to be completed by the child's pediatric health care provider. It provides official verification of health status for enrollment into our childcare program as required by state child care licensing regulations.

Physical Exam

_____ Satisfactory _____ Additional treatment or deficits indicated

Details on any health implications or restrictions on child care participation:

Immunization Status

Up to Date? YES _____ NO _____

****Please attach a copy of official immunization record to this form****

Vision Screening Date: _____ Results: _____

Hearing Screening Date: _____ Results: _____

Developmental Screening Date: _____ Results: _____

Health Care Provider Verification

I confirm I have examined _____ and the information above is accurate at this time.

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Provider Name: _____

Clinic: _____

Provider Signature: _____ Date: _____

For Center Use Only

Reviewed by: _____

Date: _____

Notes: _____

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Food Allergy/Special Care Plan

Child's Name: _____ DOB: _____

Allergy Diagnosis (specify allergen): _____

Reaction symptoms my child experiences: _____

Reaction Severity (circle one): Mild Moderate Severe Unknown

Appropriate Steps to Care for My Child:

Prevention Measures: _____

Emergency Response Steps if Reaction Occurs:

Emergency Medications/Supplies Needed (describe): _____

Special Dietary Needs: _____

(Please provide written instructions from doctor or qualified religious/cultural official documenting required diet and suggested substitutions)

Parent/Guardian Signature Date Center Director Signature Date