



The Nest Welcomes Our 2021-2022 Students and Families

Welcome to the new school year at The Nest Christian Academy. We are honored and thankful you have chosen our exemplary school for your child. Parents joining us this year almost exclusively investigate our program because of a strong recommendation from a current Nest parent. We thank each of you who spread the word about the positive experiences you have had with your own children.

Memorizing scripture is important for all our children. The Kindergarten class will be having a separate Bible class and weekly Bible verse to memorize. Children will be enjoying worship and praise in our weekly chapel as they prepare to showcase their special talents for our Christmas and Spring events.

Our teachers are trained and prepared to capably present our biblically based curriculum using both teacher-directed and independent learning tools. Because of our academically strong and carefully constructed curriculum, teachers spend their time in the classroom focused on the children. Lesson plans and all supplies and tools are provided, allowing our staff to build relationships and capably teach in an organized, well-planned manner.

Our Bible centric curriculum is divided into nine units that begin with the story of God's creation and important Old Testament truths. Starting with Genesis' truth about God's special plan for each one, we continue chronologically through the Bible, ending the Fall semester with the wondrous story of the Redeemer's birth. For the first time, this year we proudly add our first proprietary publication, "The Story of the Plain Brown Wren", to our rich bibliography of books we teach. Creative lesson planning means our teaching objectives are met in all classrooms for all ages. The new year in 2022 will start off with Unit Five - Parables and Miracles of Jesus, and will end with a strong personal salvation lesson from God's Word.

If you have not already done so, it is important that both parents are signed up for our Brightwheel app. This is our primary communication tool. Also, teachers regularly share pictures and videos throughout the preschool day. Please check and be sure both parents are signed up.

Please review the 2021/2022 Parent Handbook. Please return a signed copy (signature page only) to acknowledge acceptance of the 2021/2022 policies prior to the start of school. We ask that you join us in prayer for an impactful year for each little child at The Nest Christian Academy. Our prayer is that all those who are in our preschool community learn to love and serve the One who loves them best . . . Jesus.

Warmly,

Suzanne Anderson, Executive Director and Crystal Grant, Director of Education

1. NEST Office Hours

The Nest Preschool operates on Tuesday and Thursday with office hours from 8:30am to 3:00pm. For the Kindergarten class, staff is available on Monday/Wednesday/Thursday during the regular school hours. Kindergarten parents

communicate directly with the teacher through Brightwheel. Messages on Brightwheel are checked regularly by both teaching and administrative staff. All messages are private and not viewed by other parents.

We encourage interested parents to schedule an appointment when needed. Concerns or questions should be sent by Brightwheel message during regular school hours of operation.

Office Hours:

Tuesdays and Thursdays 8:30am to 3:00p

Monday/Wednesday 8:30am to 3:30pm

Phone Number: **940.765.6647**

Email: thenestpreschoolargyle@gmail.com

Website: nestargyle.com

2. Tuition and Fees

Payment & Fee Policy:

Tuition

Our tuition is based on a nine-month period, The monthly tuition rate applies regardless of the number of days attended. Tuition is billed at the end of the prior month and automatic payment must be made through Brightwheel. There is a standard processing fee for Brightwheel services of \$6.00/month. All payments are due at billing. Unpaid tuition will be subject to late fees and may result in cancellation of enrollment.

Monthly Tuition

Preschool **\$240/month** or **\$2,160 Yearly Tuition**

Kindergarten Program only: **\$5,000 August to May Tuition**; may be made in monthly payments of **\$500 per month** for 10 months with the first payment due by July 30, 2021 and the last payment due by May 2022.

Billing or payment questions should be directed to our administrative team leader at 940.765.6647 or via a Brightwheel message.

Registration Fee

Every year, a non-refundable registration fee of \$100.00 per child is required to secure final placement for the upcoming preschool year. Non-payment of the registration fee by June 1st cancels the enrollment confirmation for that child. Once you have registered your child, you will receive an invitation to join Brightwheel and to sign up for our automated billing program. You need to sign up for automated billing within a week of the invitation to join Brightwheel or your enrollment confirmation may be cancelled.

Supply/Curriculum Fees for all ages

FALL/SPRING SUPPLY FEE: \$120/SEMESTER

\$120.00 Supply Fees are due for each semester (Fall & Spring). The **Fall 2022 Supply Fee** is due by August 15, 2021.

\$120 Spring Supply Fees are due by December 1, 2021. Fees will be billed through our Brightwheel system. Failure to pay fees could result in your child not being able to attend when preschool resumes and the cancellation of enrollment in our program.

3. Enrollment Confirmation/Registration

If your child is eligible for enrollment, the 2022-2021 enrollment will open for current families in early 2022. Our goal is given to currently enrolled students first. You are requested to complete the registration form each year as soon as notified of open enrollment. An assessment to establish academic levels and social or developmental learning readiness for the next age group may be requested by our Director of Education or teaching staff, and confirmation of enrollment is subject to approval by our educational leadership team.

Classroom assignments are usually made at least one week prior to the preschool start date (9/14/2021) and may be changed as necessary by our director. Classroom assignments are based upon a variety of factors for successful learning in each room. Age, gender, readiness assessments and/or social level of students may be a factor for classroom/teacher designation. Children may be reassigned to another classroom (parents will be notified if a change occurs after the start of school) to ensure the best learning experience for all students and to keep the appropriate teacher/student ratio. We are available to answer questions or provide you with information when changes are made.

4. Drop Off & Pick Up

The first week of school only, you may park and bring your child into the lobby. You will receive specific instructions by Brightwheel message prior to the first day of school. After the first week, you will use the portico entrance of the church for both drop-off and pick-up of children. You should enter through the east driveway and form two lanes. A single lane will merge at the portico. Always have your child's placard clearly visible on the rearview mirror at both drop off and pick up times. Be sure your child's seatbelt is undone at drop-off (if possible), and that the child is on the **passenger side** of the car. For safety reasons, we do not allow children to exit or enter the car on the driver's side **at any time**. The portico drop-off begins promptly by 9am. If you are entering the lobby, doors open at 9am.

Two's classes (Owl Babies and Cuddly Cardinals) – 9am to 2:00pm

For children in a **two's class**, the end of their day is at **2:00pm**. You may pick up your children at the portico entrance at 2pm. Children will be brought to you on the passenger side of the car. If necessary, you may be asked to drive through and find a parking spot to buckle your child into their car seat.

Threes and Pre-K classes day ends **2:30pm** and you may begin car line at 2:20pm. Please place the child's placard on the mirror to identify the child and efficiently bring them to your car. For children attending after school activities (such as dance class), pick up will also be conducted via the portico pick-up with times announced based on your child's dance class.

If you are picking your child up early, please communicate directly with your child's teacher on Brightwheel. While we understand that occasionally being late to pick up your child is unavoidable, we may charge a **\$20 late fee** if you are consistently being more than ten (10) minutes late to pick up your child. We may add additional childcare charges to cover the cost of a teacher or staff member remaining after hours. Of course, should an emergency occur, please notify us and arrangements will be made until someone arrives for late pick-up.

5. The Nest Curriculum

Our philosophy at The Nest is to have a child-centered classroom focusing on the learner as an individual with unique God-given interests and abilities. Our curriculum promotes strong social and emotional self-control. We view preschool as an opportunity to grow in a structured setting; to learn both sharing and following directions; and to begin a healthy and happy foundation for learning. Each age group has specific learning objectives (available for you to review), and each day follows a highly structured daily lesson plan. Our curriculum supports our academic, spiritual and developmental milestone goals.

We help with motor skills by allowing the child to explore the environment and challenge themselves. Our cutting-edge playground equipment (“Snug Play”) is one of the approaches used to offer a play space where children grow and develop. It is a family of large-scale, manipulative loose play elements that children can use separately or together in endless configurations. Our investment in top-of-the-line equipment is an example of our commitment to making playtime fun and supportive of the mental, social, and emotional development of our children. We offer movement and motion classes scheduled throughout the day. You may check with our dance company A Time to Dance for after-school optional classes.

Our curriculum supports our commitment to teaching little children Bible verses and stories. The children regularly attend chapel offering three components: praise and worship time; scripture memorization; and stories from God’s word. Our schoolyear is divided into nine units, and for each unit, Bible lessons and principles are presented through our daily lesson plans. Your child will come home with home activities, and we encourage you to use these objects to ask questions about their learning experience.

6. Toilet/Potty-Training Policy

Children attending three’s classes and above **must be potty trained before attending preschool**. A fully potty-trained child can do the following: 1) Be able to tell the teacher they must go to the potty before they must go. 2) Be able to pull down their underwear and pants on their own and get them back up without assistance. 3) Wear regular underwear to school and not require pull-ups

We also feel that children of this age deserve privacy. We realize “accidents” will happen. Accidents, by definition, are unusual incidents and should only happen infrequently. Soiled underwear will be discarded, and the parent notified of incidents. Potty-trained children no longer wear diapers or disposable underwear, can tell the leader they need to go to the bathroom, and can attend to their own hygiene. If a child has multiple “accidents”, they may be required to take a two-week time off period at home, or until they meet our standard for being fully potty trained. A teacher will be available to assist as needed and will work with you if you have ideas or hints on how to help your child succeed with independent potty goals.

7. Health and Safety Policies

We work hard to maintain a healthy and safe environment for all our little ones. Your commitment and cooperation is required as we strive to prevent and contain contagious illnesses. Your child must be completely fever and other symptom free from 6am of the prior day (this includes, but is not limited to, nausea/vomiting and/or diarrhea; rashes or skin outbreaks; any fever above 98.6F; any cough or respiratory symptoms; runny nose; illness of other family members and child simply not feeling well by time school starts or if symptoms begin while at school.

Anyone on our staff is subject to the same health screening as our children including temperature checks on-site and health screening. Students and staff should not attend preschool if they are sick or if anyone in their household is sick. We can require a physician’s statement that the child is safe to attend preschool.

A child may not attend preschool unless they have been completely symptom free for a minimum of **36** hours. Any child or staff diagnosed with COVID-19 may not return to school until a minimum a 10-day quarantine period. A doctor's statement is required to re-enter school. When you sign your child in at the beginning of the day, you are acknowledging they meet the sickness/illness standards. An exception to this policy will require a doctor's note stating the child is not contagious and is safe to attend preschool. You are also required to acknowledge and agree to our illness/health safety policies. You must complete our immunization record on Brightwheel by August.

If your little one becomes febrile or complains of or exhibits any signs or symptoms of illness during their school day, we will isolate them from other children and immediately notify you for pick-up. Should a life-threatening emergency develop, we will call 911 and then notify you as per your emergency contact information. Our staff is CPR and first-aid certified and has attended a blood borne pathogen class either online or in person. We have enhanced building sanitation procedures. Teachers carry a sanitation backpack with them throughout the day. We follow recommended accepted guidelines for handling contaminants.

All staff and students must perform a daily health screening, and cannot attend if they exhibit any of the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverishness, or a temperature greater than or equal to 98.6 degrees Fahrenheit

8. Preschool Schedule/Calendar

You will receive an electronic calendar prior to starting school. Also, a print copy of our monthly calendar will be placed in your child's folder. These calendars will show school days, events, activities, holidays and breaks that are school wide. Classes occasionally schedule class parties or events, and your teacher will communicate that to you. Please note that you may send individual treats for your child's birthday but may not send frosted cupcakes. Muffins or fruit are the preferred options. You may also send individually packaged treats to go home at the end of the day. Ask your child's teacher if you have any questions about celebrating your little one's birthday.

Inclement Weather:

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

9. Child Assessment Policy

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

10. Nuts and Allergens Policy

All children with any type of allergy must have a clearly marked medical alert bracelet on their wrist any time they are in the preschool. Our goal at The Nest is to reduce a true sense of danger to anyone with allergies, while acknowledging that a "nut free" school cannot be policed and insured with 100% certainty. We work to limit the allergen proximity to your allergic child, thus creating an environment that is safer and is manageable for students, teaching staff and families. **It is your responsibility to inform us of your child's allergies and the proper protocol.** It is also your responsibility to send clearly labeled snacks/drinks when a special event is scheduled.

We will help reinforce your child saying "no" to accepting food from others and watch carefully to ensure children do not share their food. **If you do not have a labeled bracelet, we will provide one.** The child's lunchbox and drink must be labeled with specially designed stickers identifying the allergy to caregivers. Any classroom that has a child with allergies will be clearly marked. If your child has an Epi-Pen issued, you must provide a written, signed plan of action from your child's physician for the prescribed protocol of Epinephrine. You should inform the school in writing of the history of your child's allergy and are also responsible for training the teaching and administrative staff of any special actions needed to keep your child safe. In any event of an allergic reaction, it is our policy to render first aid, and immediately call emergency service. We then make every attempt to reach the parent or guardian as noted on your registration form.

11. Photography Policy

We reserve the right to publish photographs or videos taken at the preschool on our website, Facebook page, service illustration bulletins, and on our blog. We use photographs and videos to illustrate our service and curriculum, helping other parents make decisions about The Nest Christian Academy for their child and as a way for our families to share in their child's excitement at school. The child's name and/or personal information will not appear alongside their picture. You are required to sign the photography release policy at the end of the policy manual.

12. Replacement Clothing Policy and Requested Dress Code

Please send your child with shoes and clothing that are **easily fastened**. Recognizing that accidents happen with this age group, please be sure to always have a complete set of clothing inside their backpack. This includes underwear, bottoms, tops and socks. Seasonal replacement clothing should be provided for warmer and cooler times. You should clearly label **each item** of clothing (including their jacket) with their first and last name. If soiled clothing is sent home, you need to replace the labeled clothing in their backpack **for the next school day**.

13. Beverage and Food Policy

Lunch boxes should be easy to open. Please do not send tiny backpacks as they are not large enough to contain both clothing and food items you send. We share your goal of providing proper nutrition and ask you to **generally limit sugary or unhealthy items** in lunches. Your child should have his/her own lunch with easy-to-open packaging each day. **Clearly label** lunch and beverage carriers and any reusable packaging including ice devices with your child's first and last name. Follow classroom restrictions on allowable food items as requested by teachers. It is important to reduce the risk for people with allergies by following food restriction guidelines in your child's classroom.

Clearly label all spill-proof, easy to open water bottles and containers. Send individually packaged, healthy food items. Prior to the first day of school, help your child learn to open containers by practicing at home. If your child has food allergies, you should send clearly labeled acceptable food and drink whenever the school has an event. Remember your child needs water for both lunch and snack time.

14. Abuse and/or Neglect Policy

Staff members of The Nest are mandated reporters of suspected child abuse and neglect and will follow all government and ethical requirements for reporting. If in our official capacity as a preschool, we suspect or have reason to believe that a child has been abused or neglected, we will notify Texas Child Protective Services by phone, as per state mandate. We report anytime we have reason to believe a child is being subjected to conditions that would reasonably harm a child. We confidentially report facts and circumstances that lead us to suspect abuse or neglect, and do not have the burden of providing proof or of investigation. All staff members are trained in Texas State law reporting mandates and follow the law that states: "a person who has cause to believe that a child has been adversely affected by abuse or neglect shall immediately make a report".

15. Classroom and Behavior Management Policies

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

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

General Behavior Strategies:

The teachers at The Nest utilize age-appropriate behavior guidelines encouraging self-control, self-direction, personal responsibility, and cooperative behavior. Expectations are communicated in a positive manner, such as, "we walk in a line and keep our hands to ourselves" or "let's walk instead of run". We avoid subjecting children to humiliation, being frightened or verbally abused or physical punishment of any kind. Any violation of the school's disciplinary policy is grounds for dismissal.

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

We work hard together with to construct and implement a successful day for each child and seek to keep each child happily engaged and constructively participating in our daily activities. It is our goal to meet the needs of our

children throughout their preschool day. In the event negative or unusual behavior manifests and continues in a child that is outside the expected norms, and when and if the other children in the class are affected by one child's behavior, we will establish strategies for correction.

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

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

The Nest enjoys a consultative relationship with a licensed Speech and Language Pathologist, available to perform consultations and therapy sessions within our facilities. You can request information about Ms. Janie Gitter, and/or a staff member may send a reminder that this service is available. You are required to sign a consent form so that appropriate information can be provided to our teachers or administrative staff as appropriate.

There are many ways children can disrupt the learning experience in the classroom. They may complain, tattle, blurt out, chatter, get into fights and insist on having what they want, when they want it. Each type of disruption needs separate strategies and skills and we have developed guidelines for our staff. For consistency, you are requested to review these strategies and incorporate them into your own behavior strategies.

Tattling:

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

Complaining:

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

Connection Strategies:

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

Power Struggles:

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

as a way of handling power struggles. This frequently results in the child being distracted from the power struggle and breaks the cycle.

Conflicts Between Children:

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

16. Communication

We appreciate your participation in open, two-way communication with our preschool staff. We work hard to meet the needs of all children in the classroom. You are always welcome to schedule an appointment for communication with our teaching or leadership staff. The teaching staff also welcomes the opportunity to give you important feedback about your child’s progress and invites you to discuss feedback or progress/behavioral concerns directly.



2021-2022 THE NEST POLICIES AGREEMENT/ACKNOWLEDGEMENT

Please initial, sign, and return by August 1, 2021:

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

_____ I have read and agree to the policies regarding fees and tuition.

_____ I acknowledge that I have received The Nest Parent Handbook and agree to abide by and operate under the stated policies (must be signed and returned prior to the first day of school either by hard copy or docu-sign copy).

_____ I agree to abide by the illness/health safety policies as stated. We agree to abide by the policy of staying home if my child has been exposed to someone with a suspected and/or confirmed case of a contagious illness.

I hereby release and agree to hold The Nest Christian Academy LLC harmless from claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of The Nest Christian Academy. This liability waiver and release extends to all owners, church organization, partners, and employees.

PRINT AND SIGN BELOW

STUDENT NAME: _____

PARENT NAME: _____

SIGNATURE: _____