



# THE NEST CHRISTIAN ACADEMY

## 2022-2023

### OFFICE HOURS/COMMUNICATION

The Nest operates on Tuesday, Wednesday, and Thursday with office hours from 8:30am to 3:30pm. Communication is handled through our Brightwheel app for both teaching and administrative staff. All messages are private and not viewed by other parents.

We appreciate and expect an open dialogue between our parents and 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.

Tuesdays, Wednesdays and Thursdays 8:30am to 3:00p  
Monday/Friday – 10am to 3pm

Phone Number: **940.765.6647**

Email: [thenestpreschoolargyle@gmail.com](mailto:thenestpreschoolargyle@gmail.com)

Website: [nestargyle.com](http://nestargyle.com)

### TUITION/FEES

#### Tuition- Preschool

Our tuition is based on a nine-month school year: Preschool is **\$255/month or \$2,295** for the entire nine-month period regardless of the number of days scheduled or attended. Tuition is set up by you and will be billed at the end of the month by automatic deduction through Brightwheel. There is a standard processing fee for Brightwheel services of **\$6/month**. All payments are due when billing

#### Tuition- Kindergarten

Kindergarten Program - \$5,500 for August to May tuition. Monthly payments may be made for a ten-month period beginning in August and ending in May. Monthly payment plans: \$550/month or \$5,500 for the entire school year. Billing or payment questions should be directed to our administrative team leader at 940.765.6647 or via a Brightwheel message.

#### Application Fee

Upon notice of acceptance into our program, a one-time fee of \$130 is due within one week of billing. Non-payment of the Application Fee cancels the enrollment confirmation for that child. Once you have been accepted for admission, you will receive an invitation to join Brightwheel and immediately sign up for automated billing.

### SUPPLY FEES

**\$140 Fall Supply Fees** is due immediately upon billing (30 days prior to the starting date of school)

**\$140 Spring Supply Fees** are due when billed via Brightwheel at the end of December. 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.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years. Students who are currently enrolled must apply for admission for the 2022-23 school year.

## **2022/2023 APPLICATION PROCESS**

Step 1: Complete ***Application for Enrollment Form***

Step 2: Be sure the Child Assessment questions on the application are completed

Step 3: Schedule a tour

Step 4: Parent/child tour and on-site ***Nest Educator Assessment*** conducted

Step 5: Official offer to attend The Nest Christian Academy sent within one week of tour. Due immediately - \$130 Registration Fee due to confirm official enrollment; by August 15<sup>th</sup>; accept enrollment to Brightwheel app and pay Fall Supply Fee.

Step 6: Final confirmation of enrollment – signed copy of 2022-2023 Parent Handbook submitted to The Nest Christian Academy

## **PARKING/DROP-OFF AND PICK-UP**

We use portico drop-off and pick-up. You should enter through the east driveway and form two lanes. A single lane will merge at the portico. Always have the child's placard (provided prior to the start of school) placed on the rearview mirror. When possible, be sure your child's seatbelt is undone at drop-off 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.

**Two's classes** end at **2pm** and they are ready for pick-up at the portico entrance. Children will be brought to you on the passenger side of the car. If we are unable to fasten their seatbelt, you may need to drive through and find a parking spot so you can safely buckle your child into their car seat.

pick-up. **Threes and Pre-Kindergarten (4's and 5's)** day ends **2:30pm** and you may begin car line at 2:20pm. Please place the child's placard on the mirror. 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.

## **Curriculum Philosophy**

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. 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 provide 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 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 school year 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.

## **Potty Training Policy**

Children attending three’s classes and above **must be potty trained**. A fully potty-trained child can do the following: be able to tell the teacher they need to go potty; be able to pull down their underwear and pants on their own and get them back up without assistance; and wear regular underwear to school and not require pull-ups; and attend to their own hygiene.

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. If a child has multiple “accidents”, you may be asked to take a time off period at home so they can demonstrate they are fully potty trained. Of course, 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.

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.

## **Health and Safety Policies**

We work hard to maintain a healthy and safe environment for all our little ones. Our goal is preventing contagions from spreading in our preschool. Your child must be completely fever and other symptom free 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. Both our 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.

Any child or staff diagnosed with COVID-19 may not return to school until a minimum a 5-day quarantine period. 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 the start of school.

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 and classroom sanitation procedures. Teachers carry a sanitation backpack with them throughout the day. We follow recommended accepted guidelines for handling contaminants.

## School Calendar

Our official calendar is posted on our website ([Calendar – The Nest \(nestargyle.com\)](http://nestargyle.com)). This calendar shows all scheduled school days and closings. In the event of inclement weather only, our school will follow Argyle ISD closures. We do not otherwise follow the calendar of any local school district, so always **refer to the website** for up-to-date information.

## Allergy 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.

## Photography Policy

We reserve the right to publish photographs or videos taken at the preschool on our website, social media pages, 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 day at school. You are required to sign the photography release policy at the end of the policy manual.

## Labels/Beverage and Food Policy

Lunch boxes should be easy to open. Please do not send small backpacks that are not large enough to contain both clothing and food items. 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.

Clearly label all spill-proof, easy to open water bottles and containers. Prior to the first day of school, help your child learn to open containers by practicing at home. acceptable food and drink whenever the school has an event. Remember your child needs water for both lunch and snack time.

## Abuse and Neglect Policies

All staff 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 staff, 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”.

## Behavior Standards and 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.

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.

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 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.

### Tattling:

Tattling is a very disruptive behavior affecting the routine and flow 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 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:**

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. Our teachers are provided with all they need for their classroom, making their sole focus on the classroom students. 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 within a biblical context, reminding them of being loving and caring to others. 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.

### **Note:**

The Nest Christian Academy is exempted from HHS regulations (3/2021) and does not have to meet the requirements under Texas Human Resources Code 42.041. The Nest voluntarily monitors itself and complies with Texas Health and Human Services standards and is a member of ACSI (Accreditation of Christian Schools International).

# **2022-2023 NEST POLICIES PARENT AGREEMENT/ACKNOWLEDGEMENT**

**Please initial, sign, and return within one week of receipt:**

\_\_\_\_\_ I affirm that I have read The Nest Parent Handbook 2022-23 and consent to and agree to abide by the stated policies and procedures. I understand that the services of the school are engaged by mutual consent, and that either The Nest or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind The Nest Christian Academy and is subject to change without notice by decision of the governing board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_ 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 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/DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_