



PARENT HANDBOOK

THE NEST CHRISTIAN ACADEMY

2024-2025

OFFICE HOURS/COMMUNICATION

Nest School generally has classes on Tuesday, Wednesday, and Thursday with available office hours from 9:00am to 3:30pm. Requests for appointments should be made using our primary communication mode through our Brightwheel app. All Brightwheel messages are private and not visible to other parents or staff members.

We encourage and promote an open dialogue between our parents and staff. We work hard to meet the needs of all children in the classroom and respond as quickly as possible to messages. You are always welcome to schedule an appointment to communicate with our teaching or leadership staff. The teaching staff and education management staff welcome the opportunity to give you important feedback about your child's progress. We invite you to direct feedback and/or concerns directly to us. Formal communication regarding your child may be initiated by you or by our teaching and administrative staff.

OFFICE HOURS: Tuesdays, Wednesdays, and Thursdays: 9:00am to 3:00p
Mondays: 10am to 3pm

Phone Number: **940.765.6647**

Email: thenestpreschoolargyle@gmail.com

Website: nestargyle.com

TUITION/FEES

Tuition- Preschool

Our tuition is based on a nine-month school year: Preschool is \$310 per month (plus a processing fee for debit or credit card usage based on your associated financial institution's cost), or \$2,790 annually for the nine-month period regardless of the number of days scheduled or attended each month. Tuition must be set up by you in our Brightwheel app upon enrollment. You will be billed at the beginning of each month by automatic payments.

A processing fee determined by your financial institution is charged for debit or credit payments. ACH processing fee is \$0.60 per transaction. Payments are due upon billing.

Tuition- Kindergarten

Kindergarten Program – Total annual tuition is \$6,000 for period of August 2023 through May 2024; and may be paid at the rate of \$600/month. A processing fee determined by your financial institution is charged for debit or credit payments. ACH processing fee is \$0.60 per transaction. Payments are due upon billing. Monthly rates apply regardless of the number of days scheduled or attended each month. Billing or payment questions should be communicated by calling our office or through a Brightwheel message.

Application (Registration) Fee:

Upon notice of acceptance into our program, a one-time fee of \$150 is due within one week of billing. Prompt payment of the Application Fee is required to confirm enrollment. Once you have been accepted for admission, you will receive an invitation to join our Brightwheel app. When you respond to Brightwheel, be sure to add the following: financial information for billing, photo of your child, contact information for both parents, and contact information for anyone who is authorized to pick up your child. Upon receipt of the Registration Fee, you will be notified of formal acceptance into our program.

SUPPLY FEES

\$150 Fall Supply Fee: Due in August 2024

\$150 Spring Supply Fee: Due in January 2025

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 future school periods.

2023 APPLICATION PROCESS

- Step 1: Submit **Application for Enrollment Form** on Nest School website, including initials for Agreement of Parent Handbook and Photography Policy.
- Step 2: Schedule a tour; print and complete our **Parent Information Form**
- Step 3: Bring the completed Parent Information questionnaire to your appointment
- Step 4: Parent/child tour and on-site **Nest Educator Assessment** conducted
- Step 5: Nest notifies you by email with an offer to attend The Nest School usually within one week of the tour. Paying the \$150 Registration Fee officially confirms enrollment and enrolling in our Brightwheel app. Fall Supply Fee will be billed in August.

MANDATORY NEW PARENT ORIENTATION

One or both parents are required to attend a New Parent Orientation session. Dates for the orientation will be shared at a later time.

PARKING/DROP-OFF AND PICK-UP

We use portico drop-off and pick-up. You should enter through the east driveway and form a single lane. Place the placard provided before school starts on the front 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, do not exit or enter the car on the driver's side *at any time*. The portico drop-off begins at 9am.

Two's classes end at **1pm** and 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 drive through and find a parking spot so you can safely buckle your child into their car seat.

Threes, Prekindergarten and Kindergarten classes end at 2:30pm. Car line begins forming at 2:20pm. If we are unable to fasten their seatbelt, you may drive through and find a parking spot so you can safely buckle your child into their car seat.

Place the child's placard so it is clearly visible from the front rearview mirror. For children attending after school activities (High Fliers), pick up is also handled through the portico.

If you are picking your child up early, please communicate directly with your child's teacher on Brightwheel. Be sure to **add** anyone you authorize for pick-up on our Brightwheel app. 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.

Curriculum and Classroom Standards

Our philosophy at The Nest is to have a child-centered classroom focusing on each learner as an individual with unique God-given interests and abilities. Our curriculum promotes strong social and emotional self-control. We view our school 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 promote strong motor skills and physical development by providing children with a variety of planned indoor and outdoor activities through playtime outside and our scheduled Music and Movement time.

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-unit themes with Bible lessons and a variety

learning modalities to meet the learning objectives. Teachers are highly trained to successfully use our curriculum and in strong, research-based teaching methods. Monthly newsletters are sent out as well as a weekly folder filled with completed activities and worksheets. These tools and resources are provided so that you and your child may explore and review their time at school.

The science of reading practices is implemented through our Nest Phonics program where relationships between the letters of written language and the sounds of spoken language are foundational for early readers.

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; 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 more than one accident, 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 and unfastened**. Recognizing that accidents happen with this age group, please be sure to always have a complete set of labeled clothing inside their backpack. This includes underwear, bottoms, tops, and socks. Always send your child with seasonally appropriate replacement clothing 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 by 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 school. Your child must be completely fever and other symptom free, including but not limited to the following symptoms: congestion; nausea/vomiting and/or any 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 school if they are sick or if anyone in their household is sick. At our discretion, we can require a physician's statement that the child is safe to return to or attend school.

Any child or staff diagnosed with any viral infection may not return to school until completing a five-day quarantine period (starting with their first symptoms). 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 school. 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. This includes automatic notification of emergency services for a child with a known allergy who carries an epi-pen. 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 research-based contagion prevention guidelines in our school.

School Calendar

Our current and official calendar is posted on our website (<https://nestargyle.com/calendar/>). This calendar shows all scheduled school days and closings, and delays or cancellations of any programs. The website calendar is the official place to check for dates and times. In the event of **inclement weather only**, our school will follow Argyle ISD closures and make an announcement through Brightwheel. We **do not otherwise follow the calendar of any local school district**, so always **refer to the website and Brightwheel** 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 whenever they are in school. 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 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 for special events.

We will help reinforce your child saying “no” to accepting food from others and watch carefully to ensure all children are not sharing food. **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 at the door and inside the classroom. If your child has an Epi-Pen or other physician-directed instructions, 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 services. We then make every attempt to reach the parent or guardian as noted on your registration form.

Photography Policy

We reserve the right to take and publish photographs or videos taken at the preschool on our website, social media pages, service illustration bulletins, and on our blog. We may use photographs and videos to illustrate our services and curriculum, create classroom photos and “All About Me” memory books, and to create images used in promotion materials. To attend Nest School parents are required to agree to our policy by initialing the policy in the Parent Handbook.

Labels/Beverage and Food Policy

You will need to send a lunch and a snack each day. Lunch boxes should be clearly labeled and easy to open. **Do not send small backpacks** that are not large enough to contain both clothing and food items. If the backpack is too small, we will notify you to bring a size adequate for your child’s belongings. We share the common goal of providing proper nutrition and ask you to **generally limit sugary or unhealthy items** in their lunch or snack. Do not send prepacked food items in watery containers (empty the liquid and place the food in zip-loc bag). Your child should have his/her own lunch with easy-to-open packaging each day. Clearly **label** lunch, snack and beverage items in carriers, including reusable packaged items such as ice packets 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. Remember your child needs adequate water for both lunch and snack times.

Abuse and Neglect Policies

All staff of The Nest are mandated reporters of suspected child abuse and neglect and will follow any and all government and ethical requirements for reporting. If in our official capacity as any Nest staff member, 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 investigating or providing proof. All staff members are trained in Texas State Law Reporting Mandates and will follow the standard in Texas 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 school 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 to:

- Develop the ability to self-regulate
- Learn how to problem solve
- Learn positive alternative behaviors to replace negative behaviors
- Learn to succeed in the classroom.

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 do not subject students 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.

Our approach is to be a team with the parents, working to construct and deliver a successful learning day for each child, and to keep each student happily engaged and constructively participating in all activities. It is our goal to meet the needs of our children throughout their school 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 develop written strategies for correction (known as a Behavior Plan). The Director of Education works closely together with the parent and teaching staff in determining when a Behavior Plan is needed for your child and will clearly communicate with parents.

The first step is usually a concerned teacher or director reaching out to the parent. Parents may also initiate a meeting with our teaching and educational staff leaders at any time there is an area of concern. It is our goal to provide safe and positive learning environment for all students.

If a child cannot adhere to the program rules in our classroom setting, and/or threatens the safety of others, ***they may be removed and/or suspended.*** A child may be sent home if they physically hurt another child and/or their behavior cannot be managed. In the event our school is determined to not be a good match for your child, we will offer to help find appropriate resources and facilities suitable for your child whenever possible. We will work with the parent(s) to explore and develop a more suitable educational plan. In the event we need to terminate a student 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 school meets the child’s needs; and/or when we are unwilling or unable to be your child’s education provider.

Classroom Promise for Students

Students are taught these behavior standards at the beginning of the year and reminders of these goals are discussed and reinforced daily during our Circle Time. We refer to these standards and Bible verses when needed. Parents are requested to learn these behavior standards and work together and support letting each student know what is expected of them in the classroom.

I will work hard and do my best.

“Do all your work as if working for the Lord.” Colossians 3:23

I will obey the first time, every time.

“Listen and obey.” Exodus 20:12

I will show the love of Jesus in everything I do and say.

“Treat others with love and respect.” I John 4:7

Teacher Promises

Teachers at Nest School use these principles as their overarching theme in classroom management and teacher/student relationship standards.

I see you.

“You are precious in My eyes, and I love you.” Isaiah 43:4

I know you.

“You are engraved in the palm of God’s hand.” Isaiah 49:16

You are important to me.

“Above all, love each other deeply.” I Peter 4:8

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).

2024-2025

PARENT AGREEMENT/ACKNOWLEDGEMENT

(Must be signed and returned with application or before enrollment)

_____ **I affirm that I have read The Nest Parent Handbook 2024-2025** 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 School 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 School. Photos may be used by The Nest School LLC for their posted photos, website, Facebook page, podcast, Instagram 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: _____