

## **\*/ GENERAL INFORMATION**

*Thank you for your interest in Nazarene Christian School. We are a private, nonprofit, Christian Preschool and Elementary School. We strive for a safe, secure learning environment in Preschool, and Academic excellence and growth of the whole student in our Elementary School.*

*At the same time, our primary purpose, as a ministry of Asheville First Church of the Nazarene, is to spread the Gospel, or the good news that God loves us. In all of our programs, we strive to provide a safe, quality environment where growth and learning can take place to their fullest, and where each child and adult is shown love and respect. As you read the literature, we hope that you would find your place in our efforts in child education and care.*

*If you have any questions, or there is anything else that we as a school or church can do to help you, please feel free to contact us.*

*Rev. James L. Stewart*

*Mrs. Peggy Neighbors*

*Senior Pastor*

*School Administrator*

*School Board Chairman*

*Our Preschool is open Monday through Friday from 6:30am until 5:30pm.*

## **ASHEVILLE FIRST CHURCH OF THE NAZARENE**

*As a church, we believe:*

- 1) In One God – the Father, Son, and Holy Spirit.*
- 2) That the Old and New Testament Scriptures, given by plenary inspiration, contain all the truth necessary to faith and Christian living.*
- 3) That man is born with a fallen nature, and is, therefore, inclined to evil and that continually.*
- 4) That the final non repentant soul is hopelessly and eternally lost.*
- 5) That the atonement through Jesus Christ is for the whole human race. That whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.*
- 6) That believers are to be sanctified, wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.*
- 7) That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.*
- 8) That our Lord will return, the dead will be raised, and the final judgment will take place.*

## **TERMINATION OF EDUCATION OR CARE**

While we strive to maintain a high quality environment for all children here, we understand that our programs at NCS are not for everyone. If at sometime you wish to take your children out of care at NCS, we ask that you **give notice of two weeks or ten (10) business days** so that we may plan to fill the position. **If you give less notice, you will still need to pay for the notice period.**

## **OTHER PROGRAMS**

### **ELEMENTARY SCHOOL**

We have a complete Elementary School Program. We educate Kindergarten through Eighth Grade students using the A-Beka curriculum. A-Beka is an advanced, Christ-centered, and an individualized curriculum, which emphasizes individual effort and basic skill building for the Elementary years.

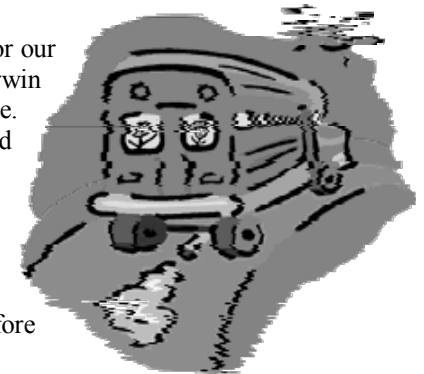
This includes strong work in phonics, reading, and math. We believe that if children have an early start, they are better equipped for learning later. Besides our standard course work, we also teach Computer Science, Music, Art, Physical Education, and Spanish.

Our children consistently score above their peers in standardized tests and later work. And we take pride in providing quality education with Christian values and direction.

## **SCHOOL CARE**

We offer care before and after school, both for our students and for others (such as Emma and Erwin schools) whose buses can make a stop here. Each day we will have an afternoon snack and a group event, as well as some option time.

Our goals are the physical, emotional and social growth of the student in a Christian atmosphere. For new students, as with our other programs, we need a short interview before beginning the application process.



## PRESCHOOL TUITION AND FEES

**Registration Fee** \$50.00

Paid Once, as long as child remains in Preschool.

Annual Supplies Fee of \$35.00 Due by September 1st

### Weekly Tuition & Child Care Fees

First Child: \$125.00

Additional Children: \$112.50

### Late Payment Charge

Tuition fees are due the week before the period your tuition is for. If payments are not in by 5:30pm Monday, there will be a \$10.00 late charge added.

**Returned Check Fee** \$25.00

Any person having two (2) returned checks in a 12-month period will be required to pay by cash, money order or certified check.

**Late Pick-Up Charge** \$2.50/5 minutes

**Our school closes at 5:30pm.** For all children not picked up by closing time each day, there is a charge of **\$2.50 per child for every five minutes or fraction thereof** which you are late picking the child(ren) up.

As a nonprofit ministry, one of our goals is to make care as economical as possible. As such, we constantly look for ways to increase funding other than tuition, and keep it as modest as we can and still provide quality care. Our fees are based on an annual cost of providing care for your child(ren), and our rates reflect that cost. Other than during vacation\*, fees are due each week; regardless of the number of days your child is in care.

## \*VACATION WEEK

After one year of attendance, you may have one week of vacation per year during which your child does not attend and you do not pay. **You must give prior notice to the school office to take advantage of a vacation week. If you do not give proper notice, you will still need to pay during that time out.**

## CONTACTING NAZARENE CHRISTIAN SCHOOL

Nazarene Christian School · 385 Hazel Mill Road ·  
Asheville NC 28806 · (P) 828-252-9713 · (F) 828-253-6946

Web: [www.ashevillefirstnazarene.org](http://www.ashevillefirstnazarene.org)



To Worship with us at Asheville First Church of the Nazarene:

Sunday School (Bible Study)	9:30 AM
Morning Worship	10:35 AM
Evening Worship	6:00 PM
Wednesday Service	6:30 PM

Wednesday Services offer: Caravan (a Christian Scouting Program for boys and girls ages 4 through 6<sup>th</sup> grade), Women's and Men's Bible Studies, a Prayer and Praise Service and other activities for children through adults. Also, special activities are offered throughout the week. Please call the church or school office for details.

Our church in Asheville was founded in 1946. It was originally located downtown on Ann Street. In 1972 we moved to our present location, a beautiful facility on the corner of Hazel Mill and Louisiana in West Asheville. We began our Preschool ministry in September of 1974 and the Elementary School in the fall of 1983.

We want Asheville First to be a vital part of Christ's work in this community. And we are involved in many areas of ministry, both local and international. If you do not have a church home, we invite you to come join us as we serve Christ at Asheville First.

## MISSION STATEMENT

To work with the home and church to provide a strong foundation spiritually, academically, and physically in a loving nurturing environment, in preparation for continued success as exemplary Christian citizens.

## PHILOSOPHY

Our purpose at NCS preschool is to provide a warm accepting and loving atmosphere where the children know God as their Heavenly Father and friend who is always present. Through a developmentally appropriate Christian curriculum the children will know that God wants only the best for them and He is there to lead and direct them in their lives.

Our staff is committed to provide quality care, treating each child with love, dignity and the respect that reflects modeling our Christian values.

We recognize the importance of families in children's lives and encourage various types of participation in order to create a community atmosphere.

## GOALS

Our goal is to provide experience that will help our children grow in all areas (social/emotional, language and reasoning, small and large motor, and spiritual development).

- To provide an appropriate Christian curriculum for young children, which will help them know and feel the love of God in their lives.
- To model Christian values which our children will take home as "values to live by" and share them with their family and friends.
- To create positive and caring relationships with the children and their families fostering love, trust, and acceptance.
- To offer the community a high quality Christian based childcare where everyone is welcome.

## HOLIDAY AND OTHER CLOSINGS

All programs of Nazarene Christian School is completely closed on six holidays during the year:

- |                           |   |
|---------------------------|---|
| ▪ <b>New Year's Day</b>   | ▪ <b>Labor Day</b>                        |
| ▪ <b>Good Friday</b>      | ▪ <b>Thanksgiving Day &amp; Day After</b> |
| ▪ <b>Memorial Day</b>     | ▪ <b>Christmas Eve</b>                    |
| ▪ <b>Independence Day</b> | ▪ <b>Christmas Day</b>                    |

On these days we will be closed without any change in the cost of care so that our staff may have time off as well. We also have a May Professional Development day, and occasionally, another special day when school is out. These will be announced far enough ahead of time so that you can make other arrangements.

## INCLEMENT WEATHER CLOSING

There may be days when we are forced to close for inclement weather. We announce all closings on major radio stations as well as WLOS Television. Please stay tuned to one of these stations during possible bad weather for announcements.



If we close after children have arrived for school or care, we will remain open until all children have been picked up. If we do not provide care one or more days a week, there will be a reduction in the cost of care (not Elementary Tuition) for that week. If we provide care, rates will not change.

- VI. A medication log will be maintained by the facility staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of the administration, and the name and signature of the person who administered each dose of medication (except sunscreen or diapering cream). Spills, reactions, and refusal to take medication will be noted on this log. The log must be maintained by the facility for at least six months after the administration of the medicine.
- VII. In the event of a medication error, the director, parent and as needed the nurse or physician will be notified. The appropriate action will be taken as directed. A medication error form will be prepared for any errors in administration.

### **SICK CHILD POLICY**

Children learn best when they are feeling well. For your child's protection and other's, your child will not be able to remain in our program if the child has:

1. A temperature of 100 degrees Fahrenheit or higher.
2. Sudden onset of diarrhea characterized by an increased number of bowel movements.
3. Two or more episodes of vomiting in the same day.
4. A red eye with white or yellow discharge until 24 hours after treatment.
5. Scabies or Lice.
6. Chicken pox or an identifiable rash.
7. Strep throat, until 24 hours after treatment has started.
8. Impetigo, until 24 hours after treatment has started.
9. Pertussis, until 5 days after appropriate antibiotic treatment.
10. Hepatitis A virus infection, until one week after onset of illness or jaundice.
11. Tuberculosis, until a health professional states that the child is not infectious.

If a child becomes ill while in our care, we will contact a parent (or if neither parent can be reached by phone, one of the emergency contacts on the child's registration form) and request that the child be picked up. During the time we are waiting on someone to get the child every attempt will be made to isolate the sick child from the other children.

For more details please see our exclusion policy.

### **PRESCHOOL**

The preschool program at Nazarene Christian School has been in continuous existence since September of 1974. We currently serve children from age two (and toilet trained) through age five going into kindergarten.

Our teachers encourage learning through safe exploration and examination, and experimental learning, which is more of a "hands-on" approach. We use a variety of methods, including dramatic play, indoor and outdoor activity play, directed and open conversations and interaction, stories and manipulative play, mental exercises, music, computers, art and other creative media. Each child will be encouraged and prompted to become the most that they may be, based on their unique gifts and abilities.

Our teachers are qualified to lead in these areas and undergo additional training and enrichment each year. They spend time with the children in their play and interacting with them. We constantly strive to maintain and improve our standards for the faculty and facilities, knowing that everything we can do to improve the school will improve how the children are cared for. Please feel free to call for an appointment.

Our teachers offer a variety of hands-on and experiential learning opportunities. We provide areas for dramatic play, art, music, blocks, manipulative play, books and indoor/outdoor play. By paying attention to the children's interests, we plan various activities that build upon their strengths and capabilities to become confident in themselves and their abilities.

### **DAILY COMMUNICATION**

Please know your staff is willing to share with you about your child's day. For a major concern please feel free to make an appointment with the administrator so it can be addressed as soon as possible.

### **FACILITIES**

*Our church sanctuary serves as chapel each week and for special events as well. In our original educational wing, we have all of our preschool classrooms and our preschool resource center. The newest educational wing houses our elementary classrooms, a full gymnasium and stage area, kitchen, music room, library and cafeteria. We have an enclosed preschool playground divided into four areas for the younger and older children, grass play areas, and a large parking lot which can be closed off for special events. We are very grateful to the members of Asheville First Church of the Nazarene for providing these wonderful facilities.*

## REGISTRATION AND PREPARATION

To begin at NCS, make an appointment with the School Administrator. We require an interview before any applications, both to acquaint you with our programs and facilities, and to make sure our goals and methods are compatible with yours as parents. If we all wish, you complete registration forms and pay registration and program fees. Tuition may be paid in person Friday afternoons, or in the provided envelopes that are in our white, wall-mounted payment box, located downstairs just inside the school door.

When your child comes, there are a few things you will need to bring with them: a small blanket, a change of clothes, and if desired a small stuffed animal for rest time. It is very helpful if the child's name is placed on extra items and coats/sweaters.

## TOYS AND OTHER ITEMS FROM HOME

Other than sleeping dolls and items for rest time, toys, pacifiers, and other such items should not be brought to school, and will not be used by children at NCS. We provide many toys here and donations are always welcome! We have found that a child's "own" things tend to cause more problems and difficulty than the pleasure they might provide. If children bring toys or other articles, teachers will take them and return them when the child is picked up.

## STUDENT DRESS

We do not require uniform dress for our students. All students are asked to keep their hair neat, clean, and out of their eyes. Clothing should be neat, clean, and modest. Any clothing and personal articles with any questionable images or messages should not be worn. We highly recommend writing your child's name with permanent ink on the label of jackets and sweaters. NCS cannot be responsible for items that are lost or stolen.

## PARENT PARTICIPATION

Parent participation in our school is always welcome. If there is a particular area in which you are interested in volunteering your time, please contact the child care administrator.

II. As needed medications: A physician may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. The instructions should include the child's name; the name of the medication; the dose of the medication; how often the medication may be given; the conditions for use; and any precautions to follow.

Examples:

A child who wheezes with vigorous exercise may take one dose of asthma medicine before vigorous (large muscle) play;

A child with a known serious allergic reaction to a specific substance who develops symptoms after exposure to that substance may receive epinephrine from a staff member who has received training in how to use an auto-injection device prescribed for that child (e.g. Epinephrine).

A child may only receive medication with the permission of the child's parent or legal guardian and when staff person who will give the medication has the skills required.

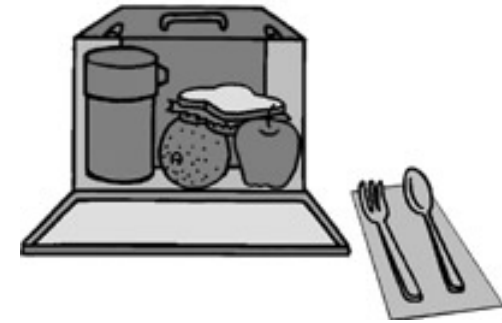
- III. Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant, locked container that is inaccessible to children and prevents spillage. A small lock box can be kept in a designated refrigerator not accessible to children to hold medications.
- IV. Medication will not be used beyond the date of expiration on the container or beyond any expiration of the parental or guardian consent, or the instructions provided by the physician or other person legally permitted to prescribe medication. As needed medications require parental or guardian consent and physician renewal every six months, with the exception of sunscreen, over the counter diapering creams, or as needed antipyretics which are yearly. Medication will only be given to the child for whom it has been prescribed.
- V. Designated staff persons who have received training in medication administration will administer medication.

## PLAN / PROCEDURE

- I. Medication will be administered only if:
  - A. The parent or guardian has provided written consent to include:
    - i. Child's first and last name
    - ii. Name of medication
    - iii. Dose/administration instructions
    - iv. Parent signature
    - v. Date signed
  - B. Prescription medication must be in its original child restraint container labeled by a pharmacist to include:
    - i. Child's first and last name
    - ii. Name of medication
    - iii. Date prescription was filled
    - iv. Name of provided who wrote the prescription
    - v. Medication expiration date, storage and disposal information
    - vi. Specific instructions on dosage, administration (An accompanying sheet with this written information is acceptable. It must bear the child's name and be signed and dated by the physician.
  - C. Over-the-counter medications will be in the original container:
    - i. Labeled by the parent or legal guardian with the child's first and last name
    - ii. Administered as authorized with specific, legible written instructions by the parent or legal guardian not to exceed amounts and frequency of dosage specified by the manufacturer.
    - iii. If manufacturer's instructions include consultation with a physician for dose or administration instructions, or if any question arises concerning whether medication provided by the parent should be given, a physician's note must accompany the medication. The instructions should include the child's name, the name of the medication; the dose of the medication; how often medication should be given; the conditions for use; and any precautions to follow.
  - D. And the facility has on file the written (signed note or a prescription label) or instructions (by a licensed physician or other person legally authorized to prescribe medication) to administer the specific medication including the prescription information as well as the reason for administration and what side effects to be alert to.

## MEALS AND SNACKS

We have an excellent hot lunch program included in preschool care. Breakfast, lunch and after rest time snacks are provided daily. We keep the highest standards in nutrition and taste for the children. Our menu is posted on the bulletin board close to the receptionist's office and also on the back of the Announcer which is sent home and available online through the school website.



Children may bring their own lunch. However, we can not be responsible for refrigerating and/or heating items brought from home. If you send food from home, we ask that you would remember your child's nutritional needs and also that you not send foods which would negatively affect children's behavior.

At various times during the year, classes will have parties in their classrooms. Parents will be given opportunities to help provide food and/or drink items for parties. According to North Carolina State Law all items must be commercially prepared and not homemade.

## ABUSE AND NEGLECT

As a North Carolina licensed child care facility our staff is required by law to report any suspected child abuse and/or neglect to the local department of Social Services. If any parent suspects child abuse / or neglect the parent needs to call 1-800-859-0829.

## BEHAVIOR MANAGEMENT

Our treatment of children comes from God's love for us and children. Our beginning is to help the child to know they are special and loved, whatever they do, and that their actions do not determine whether they are a "good" or "bad" person. This begins with listening to and respecting them as a person. We also try to not only control actions, but to begin good habits of reacting and relating to others. We use praise, reward and encouragement. We use reason and logical, consistent, developmentally appropriate expectations and consequences in dealing with them. We reinforce positive behavior in a variety of ways for individuals and groups.

Negative behavioral problems are handled without shame or embarrassment to the child, and with the love we attempt to show in every area. We use a good deal of intervention, trying to prevent possible problems both in our actions and modeling, and through their environment. We redirect children, helping them to make choices which help them and others. We want to sensitize them, not only to "behaving", but to thinking of others in their decisions. Choice is also very important, offering enough options so that there won't be arguments over a friend, activity, or toy.

Discipline methods are along the same lines. We do not physically punish or verbally abuse children, nor do we discipline children without their understanding of what they did. Minor misbehavior is ignored, and discipline is never related to eating, rest or sleep.

If our normal classroom management does not work, we may use "sit and watch." "Sit and watch" is when a teacher asks the child to "sit and watch" and observe the other children behaving appropriately with each other and toys. After a short time the teacher will ask if the child can play with appropriate behavior and the child rejoins the group. In the rare case a child may need some time away from the classroom, the child would spend this time with the school administrator where she/he would have some quiet time to calm down. In the most serious of circumstances a parent will be contacted by phone and may be asked to take the child home.

We hope these methods, and the great support we receive from parents, will correct any behavior problem in a short time. If our efforts and informal contact with parents do not seem to be working over a longer period, we will send a letter to the parents detailing the situation and what we need to see happen to resolve it. If that letter and resulting efforts do not resolve the conflicts, we will hold a conference with the parents and the teacher(s). If all of these means do not change the situation, then the determination may be made, for the good of the child and the class, to have the family find another care situation which works better for them.

## HEALTH POLICES IMMUNIZATION AND MEDICAL RECORDS

All children enrolled in our program must have an up-to-date Medical form and Immunization record on file. If at all possible, we like to have these forms submitted with the Registration Form. However, these records **must** be submitted to us within two weeks of the registration date.

Required Vaccinations:

By This Age	Children Should Have Received These Doses				
<b>3 months</b>	1 DTaP	1 Polio	1 Hib		1 Hep B
<b>5 months</b>	2 DTaP	2 Polio	3 Hib		2 Hep B
<b>7 months</b>	3 DTaP	2 Polio	2-3 Hib		2 Hep B
<b>12-16 months</b>	3 DTaP	2 Polio	3-4 Hib	1 MMR	2 Hep B
<b>19 months</b>	4 DTaP	3 Polio	3-4 Hib	1 MMR	3 Hep B
<b>4 years/older</b>	5 DTaP	4 Polio	3-4 Hib	2 MMR	3 Hep B

## MEDICATION

If your child should need to have medication administered during the day, please remember the following. Medicine is to be brought in its original container. The parent is to complete the medication list on the refrigerator in the Resource Room. Medicine is to be placed in the **locked** medication box in the refrigerator. All medicines are to be taken home at the end of the day.

## ADMINISTERING MEDICATION

- This facility will administer medication to children for whom a plan has been made.
- Because administration of medication poses an extra burden for staff, and having medication in the facility is a safety hazard, families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the child care facility.
- Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.
- Parents or legal guardians may administer medication to their own child during the child care day.

**“BUT JESUS SAID, ‘SUFFER LITTLE CHILDREN, AND FORBID THEM NOT, TO COME UNTO ME; FOR OF SUCH IS THE KINGDOM OF HEAVEN.’”**

**MATTHEW 19:14**



*Nazarene Christian School*

**385 Hazel Mill Road · Asheville NC 28806**

**Phone: 828-252-9713 / Fax: 828-253-6946**

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