



**New Life Academy**

**2019-2020**

**Early Education Family  
Information & Policies  
Handbook**

**6758 Bailey Road**

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**[www.newlifeacademy.org](http://www.newlifeacademy.org)**

# PHILOSOPHY

New Life Academy was established in 1977 as a ministry of New Life Church with the express purpose of providing quality education in a Christian environment.

## Mission

New Life Academy will educate and energize each student to impact their world for Jesus Christ and to reach their full potential in scholarship, leadership and service out of love for God and one another.

## Vision

New Life Academy will provide an exceptional spiritual and educational learning experience which will equip students to fulfill God's unique purposes for their lives. We will create an environment in which faculty, staff, students and families treat one another with Christ-like love in all circumstances. We are committed to growth in response to our delivery of excellence and continuous improvement in academics, athletics, and fine arts as well as our ability to build character and produce Godly leaders. We will teach and model high performance, integrity and Christian values at a tuition cost which is well worth the investment. We will remain financially disciplined to ensure that our facilities, programs, technological capabilities and needs-based financial assistance fully support the Academy's Vision.

## Core Values

We strive to glorify God in all we do as we spiritually, academically, and relationally develop the students entrusted to us. In so doing, we will:

**Pursue excellence in educating and preparing students for life.** We seek high performance in living out lives of higher purpose. We will challenge students to grow and do their best in academic pursuits, extra-curricular activities, and service to others. As a Christian educational organization, we are committed to continually improve our curriculum, programs, and operational performance.

**Teach and model an authentic Christian life and world view.** In all that we do, we will model, equip, and motivate students toward a Christian world view that aligns with Scripture. We believe in preparing the students to live ethically, think critically, and love generously.

**Treat others as individually valued and uniquely created.** We believe that each student and each person is individually blessed and uniquely gifted. Every human being is created in the image of God and is of equal worth and dignity. Every member of the New Life Academy community will be treated with respect.

**Create vibrant relationships with students and families.** We believe that a faith-based student-teacher relationship is the key to successful education and student development. The teacher is uniquely placed to not only teach content, but also to motivate learning. In partnership with parents, everyone at New Life Academy plays a vital role in a student's character formation and spiritual development.

**Provide a transformative educational experience for an exceptional value.** Curriculum, programs, and extra-curricular activities are focused and designed to prepare students for successful lives of purpose in college, career and community. We will be good and wise stewards of the resources which God has provided in order to deliver extraordinary value in relationship to each family's financial investment.

## Our Statement of Faith

**The Word of God:** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and having supreme authority in all matters of faith and conduct.

**The Trinity:** We believe that there is one living and true God, eternally existing in three Persons; that these are equal in every divine perfection, and that they execute distinct, but harmonious offices in the work of creation, providence, and redemption.

**God the Father:** We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers and that He saves from sin and death all who come to Him through Jesus Christ.

**Jesus Christ:** We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His substitutionary atoning death, bodily resurrection and ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

**The Holy Spirit:** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.

**Regeneration:** We believe that all men are sinners by nature and by choice and are, therefore, under condemnation and that there are no good deeds that a person can do to free himself from condemnation. We believe that those who receive Jesus Christ as Lord and trust in Him by faith as the only way to salvation are regenerated by the Holy Spirit.

**The Last Things:** We believe in the personal and visible return of the Lord Jesus Christ to the earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal peace and joy of the righteous, and the endless suffering of the wicked.

**The Church:** We believe in the universal church: a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church: consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the local church the primary task of giving the gospel of Jesus Christ to a lost world.

**New Life Academy Verse:** *"But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run and not be weary; they shall walk and not faint."* **Isaiah 40:31**

## SPIRITUAL LIFE

New Life Academy seeks to facilitate growth of each student in all aspects of their development. That is, careful attention is given to all aspects of the student's life: spiritual, social, physical, emotional, and intellectual.

### **Biblical Integration**

All subjects are taught in light of God's Word and are integrated with biblical truth. Bible isn't merely another subject, but is infused in all subjects and lessons (**2 Timothy 3:16**)

### **Accreditation Membership**

New Life Academy has been fully accredited by North Central Association of Colleges and Schools since 1984. New Life Academy is also a member of the Association of Christian Schools International.

### **Administration, Faculty, and Staff**

New Life Academy is a ministry of New Life Church of Woodbury. The faculty is made up of dedicated men and women who are:

First, born again Christians

Second, trained educators dedicated to teaching in a Christian school

and Third, committed to helping students develop to the fullest extent of their God-given capabilities

# GENERAL INFORMATION

## Hours of Operation

The New Life Academy Early Education Department is open Monday-Friday 7:00 a.m.-5:30 p.m. during the school year. Please view the New Life Academy Annual Family Calendar for No School Days and Holidays. Families can enter and leave the building through either the main school entrance or the west doors using the sidewalk along the Church Office. If arriving between 8:00 a.m.-3:00 p.m., please use the main school entrance.

### **Preschool Prep, Preschool, and Pre-Kindergarten**

- **Class Hours are 8:05 a.m.-2:40 p.m.**
- **Eaglet Club Morning Care** is available in Eagle Court from 7:00-8:00 a.m. Students arriving after 8:00 a.m. should report directly to their classrooms.
- **Eaglet Club After School Care** is available from 2:45-5:30 p.m.
- **Dismissal** - Students being picked up at 2:40 p.m. are walked out to the front entrance by their teacher. Each student is walked out to their waiting parent by a teacher. Students who are to be picked up by a parent and are waiting after 2:45 p.m. will be brought to the Eaglet Club After School Care room and their parents will be contacted.

## Information Sources for Snow Days or Other Closing Announcements

NLA App

WCCO Radio - AM 830

WCCO TV – Channel 4

KSTP Television - Channel 5

KMSP Television - Channel 9

KARE Television - Channel 11

## Billing and Payment

- **Registration:** At the time of registration for each school year there is a one-time non-refundable fee of \$100 for Preschool Prep, Preschool, and Pre-Kindergarten.
- **Billing Options:**
  - 1)**10 Monthly Electronic Payments:** The total amount due for the year will be divided out equally over 10 months (August—May), so the monthly electronic withdrawal will be the same each month. The monthly automatic payments will be processed by EagleNet on behalf of New Life Academy.
  - 2)**Bi-annual Payment:** Payments are due on August 1 and January 1. Please log in to EagleNet to view your statement and either pay online or bring a check to the Business Office by the due dates.
  - 3)**Annual Payment:** Payments are due on August 1. Please log in to EagleNet to view your statement and either pay online or bring a check to the Business Office by the due date.
- **Late Pick-up Fees:** The family account will be charged \$2/child per minute past 2:45 p.m. if the child is scheduled to be picked up in carpool that day or \$2/child per minute past 5:30 p.m. if the child is attending Eaglet Club that day.
- **Absences:** There are no absence credits.

## What to Bring

### **Preschool Prep:**

- **Disposable pull-ups** if needed
- **An extra change of clothes** (shirt, pants, underwear, and socks) in a gallon-sized plastic bag with the child's name written on the outside. Think of the child's comfort and provide simple clothing free of complicated fastenings.
- **Outdoor Clothing:** We go outside for recess year-round unless the temperature is below 15 degrees, so please pack appropriate outdoor clothing. Please label all garments with the child's first and last name including mittens, hats, snowpants, shoes, and boots.
- **Toys from Home:** We ask that children do not bring toys from home with them. If an item is brought to school, we cannot be responsible for it. Special "security" items (a blanket or stuffed animal) may be used at rest time.
- **Footwear:** Please make sure the shoes are Velcro unless your child can tie their own shoe laces. Close-toed shoes only please. No sandals.

### **Preschool and Pre-Kindergarten:**

- **An extra change of clothes** (shirt, pants, underwear, and socks) in a gallon-sized plastic bag with the child's name written on the outside. Think of the child's comfort and provide simple clothing free of complicated fastenings.
- **Outdoor Clothing:** We go outside for recess year-round unless the temperature is below 15 degrees, so please pack appropriate outdoor clothing. Please label all garments with the child's first and last name including mittens, hats, snowpants, shoes, and boots.
- **Toys from Home:** We ask that children do not bring toys from home with them. If an item is brought to school, we cannot be responsible for it. Special "security" items (a blanket or stuffed animal) may be used at rest time.
- **Footwear:** Please make sure the shoes are Velcro unless your child can tie their own shoe laces. Close-toed shoes only please. No sandals.

### **Lunch and Snacks**

**Preschool Prep, Preschool, and Pre-Kindergarten:** Preschool Prep and Preschool lunch is in the cafeteria from 10:45 a.m.– 11:15 a.m. Pre-Kindergarten lunch is in the cafeteria from 11:20 a.m.-11:50 a.m.

- **Lunch brought from home:** Per USDA requirements, lunches must contain 1 serving of milk, 1 serving of protein, 1 serving of grain, 1 serving of vegetable, and 1 serving of fruit or vegetable. If items are packed that need to be kept cold, please enclose a small ice pack in the child's lunch box. Milk can be purchased through the New Life Academy cafeteria.
- **Hot Lunch:** Children can order a hot lunch through the New Life Academy cafeteria. The lunch order needs to be placed by 8:45 a.m., so please contact the New Life Academy Front Desk at 651-459-4121 if your child needs a hot lunch and will arrive at school after 8:45 a.m. Hot lunches follow the USDA requirements listed above.

**Milk/Lunch Accounts** - Students deposit money into an account and are issued a confidential PIN number. Money may be deposited at the desk in the cafeteria every day prior to the start of school or payment may be made on SchoolCafé. The lunch account is debited when a lunch/milk is purchased and parents can set up notifications so they are made aware when additional funds are needed in the account.

### **School Rules in the Cafeteria**

- Speak to your neighbor with an inside voice.
- Eat only your own food.
- Obey the monitors.
- Eat with good table manners.
- Raise your hand if you need help.
- Stay seated

### **Consequences for cafeteria misbehavior may include:**

- Time out or loss of recess
- Referral to Early Education Director
- Move to another seat

**Parent Lunch Guests** - We welcome you to have lunch with your child at the designated table in the cafeteria. Please call (651) 757-4332 in the morning to notify the kitchen staff if you will be having hot lunch. We consider this "family time" and ask that you not include other students. If buying a la carte items, please limit this to your child only. Our lunchroom seating arrangements generally do not allow family members to sit at the student tables. A family table will be designated for your use. Please note that if food is brought in, it is only to be given to your child and not other students.

**Snacks** are served twice per day and are provided by the school. The afternoon snack is served between 12:30-2:00 p.m. depending on the classroom schedule, and the Eaglet Club snack is served between 3:45-4:15 p.m. Snacks follow USDA (United States Department of Agriculture, Food and Nutrition Service) requirements and contain 2 servings of the following components: milk, protein, grain, vegetable, and fruit.

**Special Diet** - If a student has any special dietary requirements, a Special Diet Statement must be completed. This document can be obtained from the School Nurse or from the school website under *Forms, Policies, Back to School Lists*. The Special Diet Statement provides information about the student, defines which foods are to be omitted, and is signed by a recognized medical authority who has determined whether the student has a food allergy, food intolerance, or medical condition. New Life Academy does not provide dietary accommodations or substitutions for meals or snacks. All food preferences or accommodations must be provided by the student's parent/guardian.

## Recess

- **Schedule** - Each class has a scheduled indoor recess and a scheduled outdoor recess time. Times vary depending upon the day of the week and can be provided to parents by their child's teacher upon request. Students will be indoors for recess when temperatures are below 14 degrees. Students are required to wear boots and snowpants for winter outdoor playtime. Please label all clothing.
- **Playground Rules**
  - Avoid pushing or rough play
  - Do not climb UP the slide or place objects on the bottom of the slide
  - Do not throw objects
  - Students must slide on their bottom with legs and feet inside the slide
  - One person at a time on the slide

## Eaglet Club (Before and After School Care)

**Eaglet Club** provides children in Preschool Prep, Preschool, and Pre-Kindergarten a fun and safe place to come before and after school. Mornings include gym time and inside play. Afternoons include a snack, gym time, games, arts & crafts, and inside and outside play. Families must pre-register for Eaglet Club.

**Hours:** Before school: 7:00-8:00 a.m.; After school: 2:45-5:30 p.m.

**2019-20 Fees:** \$.13/minute

**Registration Fee:** \$15 per child (non-refundable)

**Late fees:** \$2.00 per child per minute after 5:30 pm

**Sign In & Sign Out Procedures** - Children check in with Eaglet Club staff after school dismissal. In order to ensure safety, parents must check their child out with the Eaglet Club Supervisor before leaving each day.

**\*\*For your child's protection, only the adults authorized in EagleNET will be allowed to pick up your child at the end of the day. If you wish to have an adult other than those listed in EagleNET pick up your child, the Early Education Director and Eaglet Club Supervisor must have the direction in writing prior to the pick-up. A phone call will be accepted only in the event of a last minute change or emergency.**

**Discipline Procedures** – Eaglet Club is an extension of the school day and adheres to the same expectations and rules as the school.

**First Offense** – discussion with child about behavior

**Second Offense** – parents will be notified

**Third Offense** – parents contacted and conference arranged

**\*Situations of a serious nature will be handled immediately by the Early Education Director. It is our desire to have open communication with you each day concerning your child. Please feel free to talk to us about any questions or concerns anytime throughout the school year.**

## Parent Communication/Involvement

- **New Life Academy App, EagleNet, & Schoology** - These are our primary means of keeping you informed about all things school related. The app provides school calendar information, lunch menus, and links to EagleNet and Schoology. EagleNet & Schoology are private and secure websites that allow you to see complete information specific to your child, while protecting your child's information from others.
- **EagleNet** is used to make and view payments for tuition and view school directory.  
**Parent EagleNet Login Instructions**
  - Go to [www.newlifeacademy.org](http://www.newlifeacademy.org) and click "EagleNet" at the top of the page.
  - Click the "myEagleNet" link in the middle of the screen. Enter your Username and Password. If you do not have this information or are having trouble logging in, please contact Julie Rhoades in the Business Office at [julierhoades@newlifeacademy.org](mailto:julierhoades@newlifeacademy.org) or 651-757-4342.
- **SchoolCafé** is used to manage the student lunch accounts. Parents can deposit funds and set notifications for themselves when funds are needed.
- **Schoology** is used by the teachers to communicate classroom information and post pictures of classroom activities. A Schoology Parent Account gives parents access to school, class, and activity announcements. Schoology makes it easy for parents to stay involved in their children's education. Your child's classroom teacher will email parents an access code to join their Schoology group. Use <https://newlifeacademy.schoology.com/home> to access the account. If you have questions regarding your account, please contact your child's teacher.
- **Weekly e-news** will come via **Communications** and weekly bulletins/newsletters/folders from classroom teachers. Please be sure to have current, working e-mail in order to be up-to-date on vital communications!

- **Contacting the School:** Urgent messages can be communicated to the school office, where they will be delivered to the student. We attempt to avoid interrupting classes as much as possible. Please call the front desk at **651-459-4121** if there is a last minute change in your child's transportation arrangements. Other changes in daily transportation should be communicated to your child's teacher or aide during the morning drop-off time. Every teacher has a voice mailbox on our phone system. The teachers check their messages daily and return calls when they are free. Parents might find that email is more efficient in communicating with the teacher.
- **Parental Involvement**  
The New Life Academy Early Education Department has an open door policy and we encourage parents to stop by and visit whenever possible. We greatly appreciate parent support of administration in all policies and decisions. If questions arise about the policies or rules, the parents should address their questions to the Head of School. Please do not air grievances about the school with other parents. This tends to foster division and strife used by Satan deceptively to distract from the school's powerful academic and spiritual ministry to our children. Adhere to the scriptural principle, **Matthew 18:15-17**, to speak directly to the person responsible.  
Parents should regularly check the eNews, their email accounts, [www.newlifeacademy.org](http://www.newlifeacademy.org), and Schoology for school information. The school app is one of the ways urgent notifications are provided and one of the quickest, most convenient ways for parents to receive urgent information, such as school closings or delays due to weather. Sometimes information will be sent home with students and will need to be signed by the parent and brought back the next day. Please note that all notices, posters, and signs must be approved by the Administration before being posted or distributed.
- **School Visitors/Volunteers**  
Everyone visiting New Life Academy during school hours is required to sign in at the information desk. They will receive a visitor badge which is to be displayed for the duration of the visit. The main school receptionist will notify the host of an incoming guest and give further directions. A parent or legal guardian is always allowed access to their child at any time while their child is attending New Life Academy.  
Volunteers will sign in at the information desk, pick up their Volunteer Badge and proceed to their destination. Volunteers must wear volunteer badge for the duration of visit.  
Parents who have a delivery for their child should leave delivery with the main school receptionist.
- **Chaperone Information for Field Trips**  
Our school greatly depends on the involvement of our school parents for chaperoning of field trips and other off-site events. We appreciate you taking the time to support your child's school and its activities. The following are guidelines that we ask our chaperones to follow:
  - Only parents who have signed up in advance as chaperones and have completed background checks may attend.
  - It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
  - Only children enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip. Many of our field trip destination institutions, especially commercial businesses, will not allow smaller children to accompany the field trip.
  - Chaperones are responsible for the students assigned to them. Do not allow disrespectful or inappropriate behavior on the trip. Please report the problem immediately to the teacher or other supervising adult.
  - Know exactly how many students are in your small group and count, count, count, all day! Be sure that **all** are present before moving from one place to another.
  - Chaperones should refrain from purchasing special treats for the children they are supervising unless all children in the class benefit equally.
- **Parent School Partnership (PSP)** - The New Life Academy PSP includes every parent/guardian of a current New Life Academy student. They look forward to working together with our school in sharing our time, talents and gifts.  
**PSP Goals:**
  - Promote the mission of our school.
  - Foster input, communication and encouragement among faculty, staff, administration, parents and students in all aspects of education and spiritual development.
  - Raise funds to enrich our school curriculum.
  - Provide fellowship opportunities for our school families.
  - Recognize faculty and staff effort.

For more information, please refer to [www.newlifeacademy.org](http://www.newlifeacademy.org): **NLA Families/PSP – Parent School Partnership**

## **Additional Information**

- **Maximum Capacity** - The daily maximum capacity for the New Life Academy Early Education Department is 127 preschool-age children (The State of Minnesota Department of Human Services Licensing Division defines a preschool child as a child who is 33 months but who has not yet attended the first day of Kindergarten.)
- **Class Placement Policy** - The assignment of students to classrooms is the responsibility of the Early Education Director and teaching staff. The process of assigning students is one that strives to achieve a balance within a class by prayerfully considering many factors. Those include academic level, students new to New Life Academy, gender, behavior, special learning needs, teaching styles and teacher recommendations, etc. We thank you for supporting this process and outcome.
- **School of Fine Arts** - Fine Arts are an integral part of teaching at New Life Academy. Students learn disciplines that help them gain self-confidence and proficiency in skills and performance. The arts are a wonderful means for students to use their abilities for the glory of God. The School of Fine Arts instructors are all licensed in their teaching areas. Private lessons are offered once each week in piano, voice, woodwind, brass, percussion, and guitar. An additional fee is required. Please contact Mrs. Martinson if your child is interested in lessons: [cindymartinson@newlifeacademy.org](mailto:cindymartinson@newlifeacademy.org) or 651-757-4345.
- **Birthday Parties** - Birthdays are one of the highlights for students each year. In order to avoid hurt feelings for other children in the class, we ask that if your child gives out any invitations to students at school, they include all the class members of that gender, otherwise invitations should be mailed or e-mailed privately. This would include any other parties where invitations are given out at school. Birthday parties are not to be conducted at school with the exception of bringing a birthday treat to share with the class.
- **Dress Code** - The New Life Academy Early Education Department does not require uniforms. However, we do have dress code requirements.
  - Any shorts, skirts, or dresses worn must be of modest length and shorts, tights, or leggings must be worn underneath any dresses or skirts.
  - Shirts may not have offensive writing/pictures. No tank tops or halter tops.
  - Closed Toe Shoes only; No flip flop sandals; No tie shoes unless the child can tie their shoes
  - School Spirit Wear may be worn and can be purchased at the School Store.
- **Field Trips** - Children in the Pre-Kindergarten program at New Life Academy will attend field trips. The children must be fully potty trained to attend the field trips. Parents must complete a field trip permission form authorizing their child to participate in the field trip. If a parent does not complete the permission form, the child will not be able to participate in the field trip and the parent is responsible for any child care needs during the time period that the child's class is at the field trip. Transportation to and from the field trips is provided by New Life Academy.
- **Lost and Found** - Any items found will be put in the Lost and Found cabinet in the hallway on the north side of Wetsel Court. Unclaimed items will be given to charity periodically.
- **Cubbies** - Cubbies are assigned to the Early Education students.
- **School Supplies** - A school supply list will be posted on the New Life Academy website prior to the start of each school year.
- **Pets** - The New Life Academy Early Education program does not have any classroom pets. Throughout the year there may be occasions when pets visit the classroom. If this is scheduled to occur, parents will be notified in advance and have the option of informing the teacher if they do not want their child to participate in that activity.
- **Cell Phones and Other Electronic Devices**—Electronic devices such as iPods, cell phones, laser pointers or similar items are not to be used during school hours unless it is for educational purposes. Misuse of technology devices may also fall under the major discipline guidelines as an invasion of privacy, harassment and cheating. If students are found using electronic devices during the school day, the device will be confiscated and given to the Early Education Director.
  - **First Offense:** The student may retrieve the electronic device from the Early Education Director after school. Parents will be contacted via email.
  - **Second Offense:** The student's parents will be contacted to inform them of the second offense. The device will be held until it can be picked up by a parent.
  - **Third Offense:** If an item is confiscated for a third time, the device will be held until the student and their parents meet with the Early Education Director to discuss consequences.



- **Use of Image** - At the time of application, parents are notified in writing that New Life Academy may use their child's image or likeness in photographs and videos that may be used in the following (but not limited to) applications: school website, promotion videos on CD, DVD, or online video libraries, school-operated social media sites, brochures and flyers, yearbook, and other school news publications. Please note that: Student name will not be published with photo in any promotional material; Student name is commonly submitted with press releases and photos to the local newspaper or online community news; Student address will not be connected to any image; Photos will never be sold or licensed to an outside party. Parents are also made aware at the time of application that photos/videos captured, produced and distributed by visitors and other parents in the school are not the responsibility of New Life Academy of Woodbury. To not have their child's image or likeness used by the school, parents must send written notification to [communications@newlifeacademy.org](mailto:communications@newlifeacademy.org).
- **Research** or experimental procedures involving any child are not allowed without parent's written permission.
- **Program Plan** - The New Life Academy Early Education Program Plan is available for parents to review. Please contact the Director to request a copy.
- **Questions** - If you have questions about the New Life Academy Early Education Program, please contact the Early Education Director, Christine DeBoer, at 651-757-4375. The New Life Academy Early Education Program is licensed by the Minnesota Department of Human Services. The Minnesota Department of Human Services Licensing Division can be reached at 651-431-6500.

## Early Education Academic Program

New Life Academy's Early Education Department is building a vital foundation; cultivating a love of learning and a love of God. There is a strong emphasis in the following areas: **Spiritual, Physical, Social and Emotional, Cognitive Development**. The children learn how to work and play as members of the class.

**Preschool Prep, Preschool, and Pre-Kindergarten publishers currently include:**

<b>Bible</b>	Jesus Storybook Bible (PP & PS), Gospel Project (PK)
<b>Reading/Language Arts</b>	Lakeshore Learning (PP & PS), Houghton Mifflin Harcourt (PK)
<b>Math</b>	Lakeshore Learning (PP & PS), Houghton Mifflin Harcourt (PK)
<b>Science</b>	Lakeshore Learning (PP & PS), Houghton Mifflin Harcourt (PK)
<b>Social Studies</b>	Lakeshore Learning (PP & PS), Houghton Mifflin Harcourt (PK)

**Specialist classes** are taught by licensed teachers in a self-contained classroom.

**Art** - Students receive art instruction by a licensed art teacher each week. Students will explore art through a variety of themes focusing on artists and concepts such as line, shape, texture, shading, etc.

**Library/Media Center** - All Early Ed students visit the Library on a weekly basis. Students will be able to check out books each week providing their books are returned from the previous week. It is our desire to see students enjoy reading and to become proficient in library skills.

**Music** - Music is a vital part of the academic program at New Life Academy. Classroom music consists of Music Appreciation, Theory, History, and Singing emphasizing practical application of music theory.

**Physical Education & Health** - All students in 3 and 5 Day Preschool and Pre-Kindergarten participate in Physical Education classes. The philosophy of the New Life Academy Physical Education and Health Department is to provide engaging instruction and practice, in a God-centered environment, that facilitates caring for our bodies by honoring Him with our lifestyle choices, attitudes, and abilities. Areas of focus include Mental and Emotional Health, Personal and consumer Health, Interpersonal Communication and Relationships, Movement Forms, Fitness and Sport Literacy, Healthful Lifestyles, Personal Fitness, and Appreciation for Diversity.

### Conferences

**Parent-Teacher Conferences** - The physical, emotional, social, and intellectual progress of each child is important to the teachers and staff at New Life Academy. Two times are available (Fall and Spring) to schedule parent-teacher conferences to discuss the progress of students. Fall Conferences occur in November and Spring Conferences occur in February. Parents are always encouraged to talk with the teachers and staff regarding their child's progress.

### Attendance

**Procedure for Notifying Attendance Office of an Absence** - If a student is ill, the parent needs to call the Attendance Voicemail or email the student's teacher. The Attendance Voicemail is directly available 24 hours a day at 651-459-4121, ext. #3. The message should contain the following information:

- Name and phone number where parent can be reached
- Student's first name, last name, and grade in school
- The day(s) and date(s) the student will be absent and the reason.

**\*In the case of illness for more than three days, or upon request of the Early Education Director, a statement from the attending physician may be requested.**

All Preschool Prep, Preschool, and Pre-Kindergarten students must be in class by 10:00 a.m. in order to attend the Eaglet Club After School Care program.

**Leaving School Early** - Parents should go to the Front Desk to sign out their child. Your child's teacher will then be notified that the parent will be coming to the room to pick up the child. Short term parking is available in the front lot for this purpose.

## Admissions

New Life Academy's mission is to educate and energize each student to impact their world for Jesus Christ and to reach their full potential in scholarship, leadership and service out of love for God and one another. This is accomplished by focusing on academic achievement, providing a biblically-based caring environment and character development. Our beliefs and expectations to help us meet our mission are conveyed in this handbook. It is important that all students and parents understand the belief and expectations of the academy by reviewing the materials on the academy's website and contained in the registration materials.

**\*New Life Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, scholarships and loan programs and athletic and other school administered programs.**

**Application** - Registration materials for returning and new students will be available in November. Acceptance of students will be based on the priority listed below – not based on date of receipt of application. Current students at New Life Academy who are in good standing in academics, behavior, and financial obligation, will be given first priority in November.

Effective in November, registrations will be processed according to priorities listed below:

- Children of faculty and staff.
- Children of New Life Church members in good standing.
- Siblings of current New Life Academy students.
- Children of Alumni of New Life Academy
- New registrants based on testing, previous academic history, behavior history, and those who are in agreement with the New Life Academy philosophy.

If a particular class fills, applicants will be notified and added to a waiting pool.

### **Steps for Admission**

**Preschool Prep** registration is open to students who are 33 months by **August 22, 2019**.

**Preschool** registration is open to students who turn 3 **on or before September 1, 2019**.

**Pre-Kindergarten** registration is open to students who turn 4 **on or before September 1, 2019**.

- Complete application form, including registration fee.
- A Health Care Summary completed by the child's Health Care Source and an immunization record are required for enrollment. Early Childhood Screening can be completed prior to Preschool or Pre-Kindergarten enrollment, but it is a **requirement** for all students entering Kindergarten.
- New Preschool and Pre-Kindergarten students are given a developmental readiness test.
- Prior to official acceptance, new students and one or both parents must participate in an interview. The purpose of the interview is to get to know the family, answer further questions or concerns the prospective family may have, and to review New Life Academy's expectations to ensure that the prospective family is in agreement with the expectations.
- Parents and students are encouraged to tour or visit the school during the day to meet students, teachers, and administrators. Please call our Enrollment Coordinator at (651) 757-4313.

**Student Withdrawal** - To withdraw a student from New Life Academy, an official Withdrawal Form must be fully completed and submitted to the Admissions Office. If the withdrawal occurs during the school year, the tuition for the year in which the student withdraws will be pro-rated by the number of days the student was registered along with a **withdrawal fee** following July 1<sup>st</sup>. **Registration fees will not be refunded.**

# BEHAVIORAL EXPECTATIONS

The highest of Christian standards are to be maintained at New Life Academy at all times on and off school grounds. In order to preserve a standard of excellence in the classroom and in the realm of the spiritual life, we must have clearly defined limits and guidelines as to behaviors, attitudes, and the resulting consequences.

The purpose of discipline in a Christian school is to bring the student into maturity in Christ so that he/she will exercise self-control at school, at home, at church, and in every other area of life. In seeking to develop godly character within our student body, we have prayerfully selected scriptural consequences designed to deter ungodly behaviors and attitudes, promote and develop Christian maturity, and maintain a safe Christ-centered atmosphere in and around the classroom.

New Life Academy strives to provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (**I Corinthians 8:9, 12-13, 10:32**). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (**I Corinthians 9:27**).

The Standard of Conduct is to ensure that New Life Academy can be successful in achieving its mission. New Life Academy desires to provide an environment that is conducive to academic, spiritual, and character growth. It is expected that students will reflect Christ-like behavior in all they do. That means students will:

- Maintain Christian standards; examples include but are not limited to kindness, language, morality, and honesty.
- Refrain from engaging in bullying, harassment, sexual immorality, swearing, and any illegal or immoral activities.
- Respect teachers, administrators, students, and property.
- Follow the rules and regulations of the school including all aspects of conduct, dress, and attitude.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the New Life Academy Vision may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and supporting relationship between faculty and student, there is fine opportunity for development of strong Christian character.

**Respect and Standard of Conduct** - The following items on respect are to be followed and complied with by every student.

**Definition of respect: To consider worthy of esteem, to honor.**

## **Respect for Yourself**

**Purpose:** To see and accept yourself as God sees and accepts you.

**Scriptural basis:** "And God created man in His own image, in the image of God He created him, male and female He created them." (**Genesis 1:27**)

## **Application:**

### **Personally**

- Comply with NLA rules and expectations.
- Abstain from every form of evil; Hold fast to what is good.
- Develop godly character and integrity.
- Carry yourself with dignity.
- Conduct yourself in a manner pleasing unto God.

### **Academically**

- Accept responsibility for your own learning.
- Work to your ability level and accomplish your tasks.
- Work as unto the Lord.

### **Socially**

- Use discernment in your friendships.
- Demonstrate the fruit of the Spirit in all social situations (**Galatians 5:22-23**).
- Respect the personal boundaries of others.
- Let your speech be with grace, encouragement, truthfulness, and discretion. (**Ephesians 4:29**)

## **Respect for Others**

**Purpose:** To love others in obedience to Christ.

**Scriptural basis:** "Beloved, if God so loved us, we also ought to love one another." (I John 4:11)

**Application:**

### **Teachers, staff and others in place of authority.**

Follow the rules/guidelines in the school.

Speak with respect to all in authority.

Obey staff and teacher's instructions.

Accept correction and change inappropriate behavior(s) immediately.

If you feel unjustly reprimanded, speak privately with the authority at an appropriate time.

### **Peers**

Speak kindly to one another rather than using unkind words and verbal threats

Do not engage in bullying behavior, such as punching, shoving or other acts that hurt people physically; spreading rumors about people; keeping certain people out of a "group"; teasing people in a mean way; or getting certain people to "gang up" on others.

Respect for self and others means choosing other ways to resolve conflicts rather than fighting.

New Life Academy does not tolerate fighting or any type of violence. Walk away from potential conflict and report to a teacher/staff member.

Ask for help to resolve difficult conflicts. Inform a staff member if there are potential danger/risk to another person, oneself, or property.

Respect the personal boundaries of others.

Hold each other accountable and encourage each other.

## **Respect for Property**

**Purpose:** To be good stewards of God-given gifts

**Scriptural basis:** "You have been faithful with few things; I will put you in charge of many things." (Mt. 25:21)

**Application:**

Do not engage in vandalism.

All property is to be treated carefully in a nondestructive manner.

Be godly stewards of what we have and use.

Keep the classrooms, hallways, cubby areas clean.

## **Teacher and Parent Responsibilities**

### **Role of the Teacher**

The teacher has the responsibility and authority to maintain discipline and order in the classroom. Each teacher develops and executes an individual classroom management plan. Teachers will speak privately with students about behavioral concerns whenever possible. Parents will be contacted if a student is unable to correct improper behavior.

All teachers are expected to keep a record of each student regarding discipline offenses and communicate this information to the appropriate principal in writing. This is intended to be a positive tool not a negative tool.

Administration will also be keeping a discipline file on students with behavioral issues.

Consistency is the most important discipline tool. Teachers are expected to have a positive plan to resolve a negative problem and carry out that plan.

Offenses that are of a more serious nature to the mission of the school, such as fighting, cheating, persistent problems with authority, vandalism, truancy, etc. will be referred to administration for disciplinary action.

Situations that the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the Early Education Director.

Corporal punishment is not a disciplinary measure taken by New Life Academy.

Teachers are to immediately report their knowledge of a violation of the standard of conduct to the appropriate principal.

## **Role of the Parent**

Scripture says, "Children be obedient to your parents in all things, for this is well pleasing to the Lord." (**Colossians 3:20**)

The law in Minnesota states, "In the school setting, teachers and the administration act "IN LOCO PARENTIS". That is, in the place of the parent.

Parents have ultimate responsibility for the training and discipline of their children. As parents, teachers, and administrators work together to "train up" the children and teens entrusted to us, they will respond positively and "not depart from it". If parents and school personnel do not work together, the division will lead to confusion and rebellion for the student (Proverbs 22:6).

Grievances should be kept confidential. Not doing so tends to foster division and strife and can distract from the school's spiritual and academic mission. Please follow the scriptural principle in Matt. 18:15-20 and speak directly to the person.

Should any question arise about the policies or rules, parents should call the Early Education Director or Head of School for information and clarification.

## **Discipline Terms**

**Exclusion/Right of Dismissal** - "Exclusion" means an action taken by New Life Academy to prevent enrollment or re-enrollment of a pupil. When a student's attitude or behavior is not in accord with school policies or principles, and school personnel are not able to help him/her correct the situation, the parents will be called for a conference. If, after such a conference, and a reasonable period of time for re-adjustment, the administration and teacher concerned feel the student's presence is detrimental to the school and/or student body, the parents will be asked to remove the student from enrollment.

**Weapons** - The purpose of this policy is to provide a physically safe learning and working environment for students and staff at New Life Academy.

### **General Statement of Policy**

No staff, student, or visitor shall possess a weapon on campus before, during, or after school hours.

### **Definitions:**

"Possess" refers to having a weapon on one's person or in an area subject to one's control (i.e. locker, cubby, car, book bag) on school property or at a school function.

"Campus" means the New Life Academy school building and surrounding property; any school owned vehicle, or at any school-approved activities; or off school property at any school-approved or school-sponsored activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of New Life Academy. When riding rented buses or those from District 833, the same regulations apply.

**Discipline Principles and Policies** - The overall goal of the discipline process is to demonstrate God's love and forgiveness and change the attitudes of the heart of the students. The discipline principles below are the basis of all the academy's discipline processes. The academy is committed to applying these principles as the discipline process is executed.

### **Repentance: Proverbs 28:13, II Corinthians 7:8-11**

Help the individual understand that they are responsible for their actions and the associated consequences. Through the help of the Holy Spirit, the individual is brought to a place of sorrow for his/her actions. Repentance is critical to successfully changing the attitudes of the heart.

### **Forgiveness: Luke 19:8, Ephesians 2:14-16**

The individual is given the assurance that through God's grace all sins are forgiven if there is true repentance. The individual also seeks forgiveness from all parties involved in the event and begins the process of renewing the relationships that existed before the event.

Seeking forgiveness is a second key step in successfully changing the attitudes of the heart.

### **Restoration: Ephesians 4:32**

Make right what was wrong in the relationships which existed before the event including extending a sincere apology to others involved.

The individual may also need to make repayment for harm done.

Since God forgives, it is expected that students, parents and teachers will also demonstrate forgiveness. Restoration is critical for demonstrating that all parties understand while sin is despised through God's forgiveness everyone shows God's love to the sinner.

**Reprisal Against Anyone Involved in an Incident** - New Life Academy will take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of New Life Academy who retaliates against anyone who makes a good faith report of an incident, or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to an incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **Behavior Guidance Policies and Procedures**

### **Positive Model of Acceptable Behavior**

Behavior guidance is part of an ongoing process to help children develop self-control so they can manage their own behavior in a socially acceptable manner. Children should be able to play peaceably and without disruption by misbehaving children. Our staff is responsible to help create this environment through positive reinforcement. The following are general guidelines:

- Staff should use the highest quality language toward each other and the children. Words should be encouraging and uplifting. Swearing and name calling are not permitted. Yelling is also strictly prohibited.
- No child will be subjected to physical or psychological abuse by staff members or volunteers.

### **Persistent Unacceptable Behavior**

If a child displays unacceptable behavior 3 or more instances in one day, 5 or more instances in a week, or 8 or more instances in two weeks, staff will design plan that will encourage the child to change his behavior. The Room Separation Log will enable the teacher and Director to determine if a pattern, I.E. specific time, activity, playmate, that is consistently preceding the behavior.

After several days – one week, the teacher and Director should evaluate information and determine the next step. The entire staff should be aware of the decision and instructed how to handle the child so everyone is responding consistently. Parents should be included in the initial overview of the logged incidents and discussion of how to handle the situation or be informed by Director of the situation and staff decision based on observations.

### **Child Management Techniques**

**Sit and Watch.** A disruptive child is told what he did wrong and what he should be doing. He will then be asked to sit and watch the other children at play. After sitting quietly, the child is invited to return to the activity and is reminded of what the corrective behavior is. Staff members will watch for the first opportunity to praise the child for positive behavior.

Sit and Watch does not interfere with the other children's play as does the common practice of removing troublesome toys from the area. The Sit and Watch technique teaches children their limits and what is acceptable behavior. It also avoids power struggles and chasing games between children and adults and gives the child an opportunity to be successful in performing the appropriate behavior.

- Use Sit and Watch immediately and every time there is a disruption.
- Explain aloud what you are doing. (Explain what the child has done wrong.)
- Have the child sit and watch.
- Talk up to the other children.
- Invite the child to come back.
- Get an answer.
- Talk to the child as soon as he begins to play.
- Log separations on Room Separation Report.

There are situations where a child should be taken directly to the quiet place rather than put in a Sit and Watch situation. These include when a child is having a temper tantrum or has physically hurt another child. When a child hurts another, take him immediately to the quiet place, saying something like, "I know you are angry, but biting hurts. You must remember not to bite other children but to treat them gently." Be sure to get as much of a response as possible from the child before returning him to play. For example, when returning the child back to the group, have the child verbalize a corrected behavior. And most importantly, don't forget to come back a minute or two later and compliment him for playing peacefully with the others – this is what makes this child management technique so successful. Take this opportunity to show the child how he could react when he is angry or frustrated.

**Redirection.** Redirection is a good child management technique especially with very young children.

Redirection involves simply helping the child become interested in another activity. For example, a small child sees another child playing with a drum and then tries to help the child who is playing with the drum. The caregiver brings over a xylophone and helps the child play the xylophone alongside the child playing the drum. The caregiver then talks positively to both of the children.

**Giving Choices.** Another useful tool in managing children is giving choices. For example, it is time to pick up toys and a child is dawdling in this activity. To get him going, you can say, "Would you like to put away the yellow truck or the blue train?" Children enjoy making decisions for themselves, this child will probably go pick up either the train or the truck and put it away. The caregiver should then talk positively to this child for helping pick up the toys.

For ongoing negative behavior, parents will be consulted to develop a plan.

## **Referral**

If behavior persists or staff is unable to come to a conclusion as to the cause a referral to the Early Childhood Intervention program in the district where the child lives will be made by the Director.

## **Prohibited Actions**

New Life Academy is prohibited from the following actions as specified in Department of Human Service; Rule 9503.0055.

Corporal punishment of any kind is absolutely prohibited. Corporal punishment includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.

Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.

Separation of a child from the group except as described in Sit and Watch.

Punishment for lapses in toilet habits.

Withholding food, light warmth, clothing, or medical care as a punishment for unacceptable behavior.

The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.

The use of mechanical restraints, such as tying.

## **Separation from the Group**

No child may be separated from the group as specified in Department of Human Services; Rule 9503.0055 unless less intrusive methods of guiding the child's behavior have been tried and were ineffective or the child's behavior threatens the wellbeing of the child or other children in the program.

A child who requires separation from the group must:

Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;

The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and

The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

## **Children with Developmental Disabilities or Related Conditions**

For children with developmental disabilities or related conditions or children under the age of five as specified in Minnesota Rules, Parts 9525.0004 to 9529.0036, the standards of governing the use of aversive and deprivation procedures in Minnesota Rules, parts 9525.2700 to 9525.2810 apply.

New Life Academy reserves the right to withdraw a student if their needs are not being met by the staff to child ratios offered by the program.



## **Maltreatment of Minors Mandated Reporting Policy**

### **Who should report child abuse and neglect?**

Any person may voluntarily report abuse or neglect. If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

### **Where to report?**

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (651) 430-6457 or local law enforcement at (651) 439-9381.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division, at (651) 296-3971.

### **What to report?**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed personal care provider organizations.

### **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made.

The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred

### **Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

Related policies and procedures were followed.

The policies and procedures were adequate.

There is a need for additional staff training.

The reported event is similar to past events with the children or the services involved.

There is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and secondary contact to ensure internal reviews are completed.

The internal review will be completed by the Early Education Director.

If this individual is involved in the alleged or suspected maltreatment, the Academy's Business Manager, will be responsible for completing the internal review.

Documentation of the Internal Review. The facility will document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

**Corrective Action Plan**

Based on the results of the internal review, the license holder will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

**Staff Training**

The license holder will provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.



## Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

### 1. Provider Information

DATE CREATED	DATE(S) REVISED		
01/03/2018	6/10/2019		
PROVIDER NAME			
New Life Academy Early Childhood Program			
ADDRESS	CITY	STATE	ZIPCODE
6758 Bailey Road	Woodbury	MN	55129
PHONE NUMBER	EMERGENCY PHONE		
651-459-4121			

### 2. Shelter-in-Place / Lockdown Procedures If we need to stay in the building due to an emergency, the following procedures will be followed

LOCATION 1 (IN-BUILDING)	LOCATION 2 (IN-BUILDING)
Classrooms	Eagle Court/Wetsel Court

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)  
**Classroom teachers and staff will remain in their classroom during a lock down drill. If the students are in the lunchroom, specialists, or outside, they will move to the closest classroom and begin the lockdown. Teachers or staff will lock their door, slide magnet strip off the door frame, ensure their door is locked, and move students to a safe location away from windows in their classroom. The teachers will have the children stay quiet and listen to the intercom to hear what the next steps will be. If students are in Eagle Court or Wetsel Court, they will move into the Phy Ed storage closets for safety.**

SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS  
 Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions  
**Children with special health concerns, disabilities, and other chronic medical conditions will be taken to the nurse's office. The nurse will be able to distribute medications, evaluate the students if needed, and notify 911 of any changes that are needing immediate attention.**

### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN: Modified Lockdown, Full Lockdown, Fire, Chemical, Threat  
**Emergency responders will be notified before any practice drill as well as full lockdown, fire, chemical, and threat. The police department will be asked to evaluate the procedures during practice drills.**

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN  
**Parents will be notified when the building has gone into a modified or full lockdown, fire, chemical or threat. Parents will be notified before each practice drill.**

### Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations  
**Each classroom has a Student Information Folder and the main office has a Student Information Binder that has each student's information as well as the parent and emergency contact information.**

### 3. Evacuation and Relocation Procedures

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED

EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

**Please see attached floor maps**

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

**The New Life Academy Early Childhood Program does not have infants and toddlers.**

EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine

**If children with disabilities or chronic medical conditions need to be evacuated from the building, the school nurse will provide the lead teachers any medically necessary medicine with instructions on how to administer.**

#### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

**Emergency responders will be notified if there is any reason the building needs to be evacuated.**

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

**Parents/Guardians will be notified if there is any reason the building needs to be evacuated.**

Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations

**Each classroom has a Student Information Folder and the main office has a Student Information Binder that has each student's information as well as the parent and emergency contact information.**

#### Relocation - Location 1

BUILDING NAME <b>Bailey Elementary</b>	REASON(S) TO EVACUATE TO LOCATION 1 <b>Fire</b>		
ADDRESS <b>4125 Woodlane Drive</b>	CITY <b>Woodbury</b>	STATE <b>MN</b>	ZIP CODE <b>55129</b>
PHONE NUMBER 651-425-4800	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 <b>New Life Academy School Busses</b>			
OTHER DETAILS			

#### Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2			
OTHER DETAILS			

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#### 4. Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

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PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents and guardians will be notified if their child was evacuated from New Life Academy to the Relocation location. Parents will be informed where within that location and when they are able to pick up their child and be given the phone number at the Relocation Location to contact NLA Early Education staff.

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PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Parent/Guardian contact information is maintained in the Student Information Binder located at the Early Education Administrative Assistant's desk in the Main School Office.

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**Release** Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)  
OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

Children will only be released to parents/guardians or approved pick-up person listed on the child's Student Information Form. The person picking up the child must present proper identification before the child is released to them.

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#### 5. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

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##### Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

**Bruce Locklear – Interim Head of School, Lynn Atkinson – Middle and Upper School Principal, Nancy Washburn – Interim Lower School Principal, Christine DeBoer - Early Education Director, Amy Clausen - Communications Director, Craig Nordgren - Operations Director, Brett Lilly - New Life Church Pastor, Orlando Haripal - Maintenance, Korwin Schmidt - Finance Director**

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THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS

**Decisions will be made with the above staff as well as:**

**Pam Jones- Middle and Upper School Administrative Assistant, Sharon Kolb-Lower School Administrative Assistant, Melissa Forbes- Early Education Administrative Assistant, Teachers**

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ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

## 6. Emergency Contact Information

For Emergencies - Dial 911

### Law Enforcement Agencies

CITY (if applicable) <b>Woodbury</b>	CONTACT NAME <b>Woodbury Police Department</b>
NON-EMERGENCY NUMBER <b>651- 439 -9381</b>	24-HOUR EMERGENCY NUMBER <b>911</b>
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

### Utility Emergency Phone Numbers

ELECTRIC	COMPANY <b>Xcel Energy</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>1-800-895-4999</b>
GAS	COMPANY <b>Xcel Energy</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>1-800-895-1999</b>
WATER	COMPANY <b>Woodbury Public Works Department</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>651-714-3720</b>

### General Emergency Resource Numbers

<b>MINNESOTA POISON CONTROL</b>	PHONE NUMBER <b>800-222-1222</b>
<b>CRIME VICTIM SERVICES</b>	PHONE NUMBER <b>1-866-385-2699</b>
<b>POST-CRISIS MENTAL HEALTH HOTLINE</b>	PHONE NUMBER <b>1-800-635-8008</b>
<b>FIRE DEPARTMENT</b>	PHONE NUMBER <b>911 or 651-714-3600</b>
<b>OTHER</b>	PHONE NUMBER
NAME OF INSURANCE AGENCY <b>Brotherhood Mutual</b>	
INSURANCE CONTACT PERSON <b>Todd Sauvageau</b>	PHONE NUMBER <b>877-493-4772</b>

LICENSING OR CERTIFICATION NUMBER  
**1065479**

LICENSED OR CERTIFIED BY STATE OR COUNTY

LICENSOR NAME  
**Lanette Sowle**

LICENSOR PHONE  
**651-431-6531**

### Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID

CCAP AGENCIES REGISTERED WITH

CCAP AGENCY PHONE NUMBER(S)

## 7. Identification of Hazards

This section is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Attention licensed child care centers: You are not required to complete this section as you should have already identified potential risks and impacts as part of your Risk Reduction Plan (see Minn. Stat. 245A.66). If you have not addressed any of these hazards that could impact your site, you should use this section or add items to your Risk Reduction Plan.

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Fire	
Flood	
Gas/Chemical Leaks	
Hazardous Materials	
High or Low Temperatures	
Nuclear Power Plant	Please note, there are two nuclear power plants in Minnesota. Depending on your proximity to these plants, which are located in Welch and Monticello, you may/may not have a potential "risk of harm."
Severe Winter Weather	
Thunderstorm	
Tornado	
Violent Incidents	
Other	

## 8. Child Emergency Contact Information

You should collect each child's emergency contact information and keep it with your emergency kit(s). Licensed child care centers and licensed family child care providers already collect this information from parents/guardians upon enrollment.

Keep the following information with your emergency kit(s) in case of an emergency:

Child specific information:

- Child's name
- Child's address
- Child's date of birth
- (If applicable) Special instructions for children with disabilities or chronic medical conditions

Parent/guardian information:

- Name(s) & relationship to child
- Preferred contact information (i.e., phone number or email address)
- Alternate emergency contacts
- Individuals authorized for pick-up

For licensed family child care providers, this information is on the first page of each child's Admissions and Arrangements form. Keep a copy of the first page of each child's Admissions and Arrangements form with your emergency kit(s) so that the information can be easily accessed in an emergency.

Please note: Do not post any child-specific information with your emergency plan or share it with other parents.



# HEALTH SERVICES

Students at New Life Academy have the support of a Health Office staff (Licensed School Nurse or Health Assistant) throughout each school day. They provide care for students with illnesses or injuries; medication administration; immunization review and compliance monitoring; creation and implementation of individual health plans and emergency health plans; prevention and control of communicable diseases; and other services to promote health and maintain wellness so students can learn.

## Illness in School

Students who become ill while at school will be brought to the Health Office to be assessed, not diagnosed, by the school nurse. Students may rest in the Health Office for a limited amount of time. The following steps will be taken when a child becomes ill at school:

- The child will remain supervised in the Health Office.
- A parent (or authorized emergency contact and pick-up person if a parent is not available) will be notified to pick up the child.
- A child's doctor or emergency personnel will be contacted and treatment sought if deemed necessary.

In an effort to prevent the spread of illness, sick children should stay home under the following circumstances:

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Suspected contagious illness or condition (i.e. rash, sore throat, etc.)
- Not well enough to participate in routine activities
- Other symptoms / complaints as assessed by Health Office Staff

Students who have been sick may return to school when:

- Fever-free (less than 100 degrees for 24 hours without using fever reducing medications)
- No vomiting or diarrhea in the last 24 hours
- Suspected contagious illness is diagnosed and treated if necessary
- New antibiotic has been taken for 24 hours for most contagious illnesses
- Pertussis (Whooping Cough): Students must stay home while waiting for test results for whooping cough. If diagnosed positive, student must complete five days of antibiotic treatment before returning to school.
- Head Lice: Treatment for head lice is recommended. Continue checking your child's head and combing daily to remove nits for two weeks.

Communicable Diseases: The Health Office must be notified if your child is diagnosed with a communicable disease (i.e. strep throat, influenza, mumps, measles, pink eye, lice, ringworm, whooping cough, chicken pox, etc.).

If anyone other than a parent needs to pick up a student, a picture ID is required.

## Injuries at School

All injuries must be reported to the Health Office staff.

FIRST AID: American Heart Association guidelines are followed.

SERIOUS ILLNESS/INJURY: In case of serious illness or injury where immediate care is needed, NLA staff will contact appropriate emergency medical services/9-1-1. If possible, both 9-1-1 and parents will be contacted simultaneously. Emergency treatment costs are the responsibility of the student's parents or guardians.

MINOR ILLNESS/INJURY: In case of a minor illness or injury, NLA staff will administer first aid as necessary and notify the child's parents of any action taken.

## Medications at School

Early Education students may not possess or self-administer their own medications (over the counter OTC or prescription).

### **OVER-THE-COUNTER (OTC) MEDICATION:**

No medication will be given without written parental consent. For any OTC medication to be administered at school, written approval by a parent must be submitted to the Health Office (Medication/Procedure Authorization Form). Approval should include the student's name, type of medication, dosage, route (i.e. oral), reason for administration, and when it should be given. Medication should be submitted to the Health Office in the original container. It will be stored in the Health Office and administered by the Health Office staff as directed by the parent.

**PRESCRIPTION MEDICATION:**

To be given by Health Office staff and stored in the Health Office. Prescription medication may only be administered by Health Office staff with the completion of the Medication/Procedure Authorization Form by a licensed health care provider and parent each school year. The authorization form must be completed each school year. Medication must be provided to the Health Office in the original labeled packaging.

**Students with Medical Conditions**

All medical concerns (chronic or acute) should be directed to Health Office staff. Parents are responsible for informing New Life Academy if their child has a special medical condition, need, or allergy. Parents must notify the Health Office if any medication or medical equipment is needed during school hours. Also notify the health office if a student may need nursing care (i.e. concussion, surgery, injury).

An Individual Health Plan (Individual Care Plan) or Emergency Health Plan will be written for students that may require care of his/her medical condition while at school (i.e. asthma, allergies, seizures, diabetes).

**Allergy Prevention and Response**

New Life Academy's Health Office or Early Education Office will obtain documentation of any known allergy from a child's parent/guardian or medical source prior to admitting the child for care in the Early Education Program. If a child has a known allergy, New Life Academy will maintain current information about the allergy in the child's record.

Based on the child's allergy, the parents will receive specific forms to complete and return (i.e. Medication Procedure Form, Anaphylaxis/Allergic Reaction Questionnaire). Students are not allowed to attend school until the forms and any required medication are turned in to the Health Office.

The Health Office will develop an individual care plan for children with allergies that will include:

- Description of the allergy
- Specific triggers
- Avoidance techniques
- Symptoms of an allergic reaction
- Procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

All staff responsible for carrying out the Individual Care Plan will review and follow the plan. Documentation of staff's review will be kept on site. The Health Office annually reviews children's allergy records at the start of each school year and obtains updated Individual Care Plans. Staff responsible for carrying out the Individual Care Plans are informed of any updates or changes. Documentation of this notification is kept on site.

The Health Office ensures that children's allergy information is noted in their electronic file, which is visible to staff, and maintains the paper documentation. The Health Office provides allergy information and medication to teachers for field trips. Children's allergy information is readily available to staff in the cafeteria where the children have their lunch and one of their snacks. The allergy information is also readily available to staff in the child's classroom where they eat their other snack during the day and in the kitchen where the hot lunches are prepared.

The Health Office or Early Education Director will contact the child's parent/legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medicinal intervention. New Life Academy will always call emergency medical services when epinephrine is administered to a child in New Life Academy's care.

**Handling and Disposal of Bodily Fluids**

1. Using vinyl gloves, place absorbent towels over the spill.
2. Using scoop and scraper, pick up spill and absorbent towels and dispose of in a plastic bag – use adequate absorbing towels surrounding the infected materials.
3. Spray area with disinfectant spray. Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, must be cleaned and disinfected according to Minnesota Rules, part 9503.0005, subpart 11.
4. Wipe with absorbent towels and dispose of in a plastic bag (if floor is carpeted, extract with carpet extractor). All blood-contaminated material must be disposed of in a plastic bag with a secure tie.

5. Remove gloves and put in plastic bag.
6. Secure plastic bag and dispose of it.
7. Wash hands with non-abrasive soap.
8. Use a disinfectant to clean mops and tools after the job is done. Dispose of contaminated water in custodial drain. Thoroughly rinse mop head, spray with disinfectant and rinse. Refill bucket for normal daily use with proper disinfectant.
9. Any sharp items used for a child with special care needs must be disposed of in a “sharps container” which is located in the Health Office out of reach of children.

### **Health Care Summary and Immunization Records**

A Health Care Summary completed by the child’s Health Care Source and Immunizations Records are required for each student at the time of enrollment. Minnesota State Law requires that all children enrolled at the school be completely immunized or have a documented exemption on file. Failure to provide this documentation will be cause for exclusion from New Life Academy.

Parents may obtain a legal immunization exemption for medical or conscientiously held beliefs. It is necessary to provide documentation of the exemption. A medical exemption, including documentation of a history of chicken pox, requires a doctor's signature (see section 1A of the Student Immunization Form). A conscientious objection requires a notarized parent signature, which is also on the Student Immunization Form under section 1B.

### **Health Office Contact Information**

Phone: 651-757-4330

Email: [nurse@newlifeacademy.org](mailto:nurse@newlifeacademy.org)