

Parent/Student Handbook

2020-2021



New Kent Christian Academy • Primary (NKCAP)

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Introduction

Welcome to New Kent Christian Academy Primary!

God has blessed us to be a school with vision and commitment to the future and we are excited to open our doors for the second year this September.

We have produced this handbook to be your guide to campus life. It details the spiritual and academic objectives that are vital to the growth of our student body and operation of our school. Read it thoroughly and then review important policies with your student. Please keep your handbook in a convenient place so that you may refer to it throughout the school year or review information on our website at www.nkcaprimary.com.

The NKCAP staff looks forward to a great year with you and your child. If you have any questions, please contact the school at (804) 246-7405.

Welcome from Director

“Train up a child in the way he should go; even when he is old he will not depart from it.” –Proverbs 22:6

“The fear of the Lord is the beginning of knowledge.” –Proverbs 1:7

“Intelligence plus character - that is the true goal of education.” –Martin Luther King, Jr.

“Educating the mind without educating the heart is no education at all.” –Aristotle

At NKCAP, we are committed to providing your student with the best education we can within our means. We will strive to be our best, hire the best, and deliver our best. We will partner with you in equipping your child to master academics, but greater still, growing in his or her relationship with Christ. We honor the sacrifice it takes to send your child here and we thank you for entrusting us with this tremendous privilege.

It is going to be a wonderful year. Together we will watch our students soar!

Blessings,

Christi Carnell

NKCAP is a ministry of New Kent Christian Center. New Kent Christian Center is located at 9660 Tunstall Road. Church services are on Sunday mornings at 10 AM and small groups occur throughout the week. If your family is looking for a new church home, please call the church office for more information at (804) 557-3323 or visit www.newkentcc.com. We would love to welcome you and your family as our guests!

SCHOOL CALENDAR 2020-2021

SEPTEMBER 8, 2020 – JUNE 18, 2021

Important Dates, Closings, and Early Release Days:

SEPTEMBER

8 – First Day of School

OCTOBER

12 – Columbus Day (Half Day- Professional Development)

NOVEMBER

3 – Election Day (No School; Parent Teacher Conferences)

27-29 – Thanksgiving Holiday (No School)

DECEMBER

7 – Half Day- Professional Development

21-31 – Winter Break (No School)

JANUARY

1 – Winter Break (No School)

4 – School Resumes

18 – Martin Luther King Jr. Day (No School)

FEBRUARY

2 – Teacher Work Day (No School)

15 – Presidents’ Day (No School)

MARCH

15 – Half Day- Professional Development

APRIL

5-9 – Spring Break (No School)

MAY

28 – No School

31 – Memorial Day (No School)

JUNE

18 – Half Day- Last Day of School

PHILOSOPHY AND VALUES

One of the most important decisions parents make is to select a school for their child. The teachers and children, curriculum, and environment will mold and influence a child for a lifetime. We believe that God has created each child with unique abilities, gifts, and talents and that He has a plan for his or her life. It is our desire to partner with parents to train and mold their children to love, follow, and serve God. The integration of faith and learning enables students to develop a biblical worldview to filter their ideas, thoughts, and actions.

We want to build a solid educational foundation for students and equip them with the tools necessary to establishing patterns of success. The early years in school are crucial to instilling self-discipline, a desire to learn, and intrinsic motivation.

NKCAP is founded on the belief that the Bible is verbally inspired by God and is the revelation of God to man, the infallible, authoritative rule of faith and conduct. NKCAP exists to assist parents in fulfilling God's ultimate purpose of preparing children to enter and mature within His spiritual family, and to respond to Him with respect and obedience. NKCAP seeks to assist in the personal growth and development of students by providing an education based upon an integrated understanding of biblical principles and academic knowledge. Education with proper emphasis on the spiritual, mental, social, and physical aspects of life will lead to the balanced development of the whole person.

As a ministry of New Kent Christian Center, NKCAP stands in agreement with the core values and beliefs of the church. These can be found on the church website: www.newkentcc.com.

VISION STATEMENT

The vision of NKCAP is to guide future generations to know the truth of God's word and His works in order to fulfill the will of God for their lives.

MISSION STATEMENT

The mission of NKCAP is to prepare the leaders of tomorrow by providing a program of academic excellence through Christian education, thereby equipping them to glorify God.

SOCIAL DEVELOPMENT

NKCAP desires that students develop an awareness of the importance of positive interpersonal relationships that value empathy, understanding, sharing, consideration, kindness, forgiveness, help, cooperation, and love for one another (as defined in Scripture). These values are reinforced in the classroom because much of one's spiritual growth and development can be seen in his/her interaction with others.

CURRICULUM

NKCAP uses Abeka (Christian publisher) as its main curriculum. Abeka is designed based on a proven approach to learning and promotes excellence. It is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical worldview. The integration of faith and learning is the primary responsibility of each teacher at NKCAP. Learn more about Abeka at www.abeka.com.

Weekly enrichment classes include Art, Chapel, Music, and Physical Education.

SCHOOL FACULTY

NKCAP is blessed with gifted and dedicated faculty and staff. All faculty and staff members profess Jesus Christ as Lord of their lives and regard their positions at NKCAP as ministry to Him. All NKCAP teachers are degreed educators that provide appropriate academic challenge at each grade level while fostering a safe, loving, and caring environment. It is preferred that teachers meet state licensing standards and continue in professional development. NKCAP staff are CPR and First Aid certified.

SCHOOL HOURS AND OPERATION

Regular school hours for full day students: 8:45 AM - 3:30 PM

Regular school hours for shortened day kindergarten students: 8:45 AM - 1:00 PM

School doors open at 8:30 AM and will lock at 8:45 AM. If a student arrives after this time, a parent or other authorized adult must walk student to the door.

DROP-OFF AND PICKUP

Kindergarten

The drive-thru drop-off and pickup area is next to the outdoor classrooms on the side closest to the parking lot and near the classroom doors by the stairs.

First, Second, Third, and Fourth Grade

The drive-thru drop-off and pickup area is located at the front door of the church.

Our drive-thru is for parents that do not need before/after care or are not using before/after care that particular day. Parents do not need to sign in or sign out students- teachers will take attendance. Parents should arrive promptly in the drive-thru pickup area at dismissal time. Students will only be released to adults listed on authorization form. NKCAP staff may ask for proper picture identification until they become familiar with all authorized adults listed on form. Pickup vehicle **MUST** display NKCAP sign with student's name on the dashboard or student will not be released.

TRANSPORTATION AND INFORMATION CHANGES

We will make transportation changes and other dismissal changes requested by parents by e-mail, signed note, or through parent/teacher phone app.

Students are expected to be at school for the full school day. If you need to pick up your child early for an appointment or emergency, we will make every effort to have your child ready for you.

Parents are responsible for notifying the school immediately of any change of address or phone number. For the well-being of our students, it is vital that we are able to contact parents in case of emergency.

CALLING THE SCHOOL

Calls to the school line can be made at any time. Leave a voicemail and calls will be returned as soon as a staff member is available. Returned calls will most likely be made during resource time, lunch break, when another staff member can cover the class, or after dismissal when all students have left for the day.

ATTENDANCE

Regular attendance and being on time for school each day plays a big role in the success of the student and the class. When a student is present and ready to start on time each morning, much can be accomplished. The class can begin promptly and start on a positive note. When students are consistently absent or tardy, it not only affects their personal progress, but that of their class as well. For these reasons, we expect each student to be present and on time for school each day. We understand that on occasion doctor, dental, and family emergencies occur. Students are excused when they bring a note the

day they return to school that includes their name, date of absence, excusable reason, and a parent signature.

Students are tardy when they are not in class by 8:45 AM. Students are marked absent when they are not physically present at school. Any absence makes a student ineligible for a Perfect Attendance award.

Note: Excessive absences (excused or unexcused) may prevent the student from being promoted to the next grade level.

SAFETY

We take every effort to ensure the safety of your child while here at NKCAP, both in the classroom and outside. Security cameras monitor the exits and entrances of the school and activity can be viewed at any time by school and church personnel. Panic buttons are located in each classroom and around campus. When pressed, a campus-wide alarm sounds and the sheriff's department is notified. When outside of the classroom, teachers are required to carry a mobile phone with them to be used for emergency purposes only. School doors are locked at 8:45 AM and stay locked for the remainder of the day.

NKCAP ensures its staff and students are well trained in following appropriate procedures in case of an emergency. These procedures include fire drills, tornado drills, and lock downs. Emergency drills are practiced on a regular basis.

For security reasons, all visitors on campus including parents, grandparents, and volunteers must be prearranged to avoid confusion and disruption during the day.

SCHOOL CLOSINGS

On days of snowfall, emergencies, or other hazardous weather conditions, NKCAP will notify families of closings and re-openings as soon as decisions are made. This notification will initially be sent via our mobile parent communication app and will also be posted on the NKCAP Facebook page. We will also notify various media outlets in the New Kent area which make such announcements.

SCHOOL RECORDS

All school records for students are under the control of the school administration. Student records are available for inspection by the legal parent/guardian. No student's school records are available to any third party without the written authorization of both the student's legal parent/guardian and the administration of NKCAP.

PARENT INFORMATION

We desire that our relationship with parents to be positive and supportive. To accomplish this goal, we want parents to have a clear understanding of how NKCAP operates so there will not be any unpleasant surprises during the school year. To that end we encourage parents to ask questions and seek clarity of any policy so that it does not become problematic later.

PARENT VOLUNTEERS

Parental involvement at NKCAP is welcomed and encouraged. Please contact your child's teacher for information on how to help as a parent volunteer.

Parents are invited to become involved in our Parent Teacher Fellowship (PTF), a parent-run support organization.

EXPECTATIONS OF PARENTS

Since your child's education is a cooperative endeavor, NKCAP has expectations of parents and the home.

Spiritual- NKCAP teaches the Bible as God's Word and integrates spiritual truth into its curriculum. We expect our parents to encourage the spiritual growth of their student even if they have no personal spiritual commitment.

Teacher Support- The most effective teaching occurs when the parent and teacher have open communication, and the parent supports the teacher's effort. We expect our parents to support their student's teacher. Support includes checking facts with the teacher before drawing conclusions, consistently monitoring the student's work, and giving counsel and guidance appropriate to misbehavior at school.

Homework- Homework provides the student with additional practice and provides the parent a firsthand opportunity to monitor progress. We expect parents to assure that homework is completed and returned in a timely manner.

Support of School Policy- NKCAP has listed most of the policies that affect parents and students in this handbook. We expect our parents to be supportive of the school's policies and not be critical of school policies in front of their student.

Lifestyle and Moral Principles- NKCAP's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the biblical lifestyle NKCAP teaches. This includes sexual immorality, homosexual sexual orientation, and the inability or unwillingness to support the moral standards of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. On rare occasion, we may find ourselves in the position of being unable to satisfy parent expectations, especially when those expectations conflict with the school. We will attempt, within our operational guidelines, to meet expectations; however, if we believe that the relationship between the school and parent is no longer conducive to the interest of the student or NKCAP, we reserve the right to end enrollment of that student.

Parent Involvement- NKCAP believes that the training and education of children is the parents' most important responsibility – and blessing. We are honored to be part of the parents' team in this most

important of all endeavors. Educational research shows a direct relationship between parent involvement and a child's educational success. It cannot be over emphasized that parents are the greatest influence in the education of the child: first, by teaching and reinforcing educational values; second, by offering praise and encouragement for student effort; and third, by directly helping with concepts and skills the child may be having difficulty mastering.

Parent Conference- Parent/Teacher Conferences are held in the fall and spring. This is a time for the parent and teacher to discuss the child's progress. Other conferences may be called by the teacher, administration, or parent as deemed necessary and must be pre-arranged and occur after school hours. Because of potential disruption to beginning of school, NKCAP does not permit teachers to have quick conferences prior to school starting in the morning.

STUDENT INFORMATION

DRESS CODE

The way students dress influences their behavior, self-image, and performance. We want to encourage students to develop an attitude about their appearance which shows self-respect and self-esteem. The dress code of NKCAP is based upon teaching modesty and appropriateness in an educational environment. It is the intention of the dress code to enable the students to learn in an acceptable academic environment. Parents and students should know what acceptable dress is for students, or they should ask for clarification before the student wears anything that is questionable to school. The decisions on what is acceptable dress is the responsibility of the administration. Students are expected to stay in dress code while in any school activity on campus before, during, or after school. It is important that our parents and students support the dress code.

Tops: Long or short sleeve solid color polo shirts. Solid color pullovers/sweaters may be worn over polo shirts in cooler weather.

Bottoms: Boys- Khaki or navy shorts or pants; **Girls-** Khaki or navy shorts (Bermuda-style), pants, skirt, or skort (skirts and skorts may be worn with tights or short or knee-length socks).

Feet: Sneakers or closed-toe, comfortable play shoes (sneakers are required on Physical Education resource days)

Spirit Wear (tops with school logo) may be worn on any day with acceptable bottoms.

Dangling earrings, jewelry, large belts, or accessories that are a distraction to school activities or a safety hazard are not allowed.

For modesty when climbing, etc., we recommend that girls wear shorts under their skirts.

Caps/hats may be worn outdoors.

Makeup is not considered appropriate for the school day.

A Dress Code Violation form may be sent home or the parent called for a minor dress code violation. Repeated violations imply that the parents and student are unwilling to uphold school standards and may result in further consequences.

CLASSROOM MANAGEMENT

Spending time at the beginning of the year to clearly outline expectations will set students up for success. Students will learn routines and procedures for every school process through behavior modeling and practice. Positive reinforcement, praise, encouragement, and redirection will be used to guide behavior. Reminding students of what God's Word says regarding behavior will also be used for correction. Behavior systems with consequences and rewards will depend on the grade level and vary by teacher.

DISCIPLINE/CORRECTIVE ACTION

NKCAP believes that the counseling and correction process is important in developing healthy and self-disciplined children. Although we are in a position of delegated responsibility, we also believe that it is far more effective when the school and parents work together to resolve ongoing behavioral issues. Our

responsibility is to maintain our standards of conduct; however, we believe the ultimate responsibility for the behavior of a child rests with the parent.

Students are expected to represent NKCAP in a positive manner even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to NKCAP in a negative manner. Negative actions, which cause notoriety, could result in a student's dismissal from school.

CORRECTION FOR CONTINUED OR SERIOUS OFFENSES

Continued and serious misbehavior is usually handled by the school administration. This behavior includes, but is not limited to the following: disrespect toward adults or other students, intentional damage of school property, threats of violence, possession of weapons, willful disruption of the class setting, unacceptable language (which includes crude comments, innuendoes, suggestive comments, and profanity), fighting, stealing, lying, and cheating. Attempting to downplay unacceptable behavior by asserting that the action was a joke or in jest does not negate consequences.

Suspension- A student may receive a restricted-from-school suspension for continued or severe misbehavior. During a suspension all assignments must be completed and turned in. Suspension notices are held in the student's cumulative file.

Expulsion- When, in the opinion of NKCAP administration, a student is a continual behavioral problem, continues to be a negative influence on his peers, or commits a serious moral, ethical, legal, or a major infraction (listed above), NKCAP reserves the sole discretion to end enrollment of that student from the school. If our discipline process proves ineffective, NKCAP reserves the right to end enrollment of the child at any time.

COMMUNICATION FOLDER

Communication folders are one of the main tools used to communicate between school and home. Newsletters, classwork, daily behavior, progress reports, report cards, notes, reminders, etc. will be sent home in this folder. Communication folders are sent home daily. Parents are to check folders nightly and return to school the next day. Teachers check folders each morning for notes, money, or other important information from home. If sending money, please use the envelope provided.

REPORTS AND GRADING

The school year is divided into three grading period terms. Each term is twelve weeks. Students will receive a midway progress report each term. Students will also receive a report card at the end of each term.

All grade levels earn letter grades on a 100-point scale.

Students are also evaluated in conduct using a number scale (3- Meets expectations, 2- Working towards expectations, 1- Does not meet expectations) and an S (Satisfactory) or N (Needs Improvement) in other areas including resources.

HOMEWORK

Homework assignments are given to strengthen a subject or skill, for remedial work, or for make-up work. Students may be given daily homework or the entire week's homework assignments on Mondays – at the discretion of the teacher. Parents are asked to work consistently with their child on their homework assignments and areas where the child may need to make improvements. Structure a time,

place, and atmosphere conducive to completing the work. Parents should provide adequate supervision and review the work to make sure it is done correctly and neatly. Assignments are to be returned in your child's communication folder.

LUNCH AND SNACK

Food contributes to how well your child performs in his/her daily activities. NKCAP encourages a well-balanced diet.

Students need to bring a packed lunch from home that is ready to eat. Microwaves are available for heating food. Staff will assist in opening food and drink packaging as needed until a child can do this independently. Staff will not prepare food by cutting, slicing, or peeling.

Students also need to bring a snack from home daily.

Water bottles are encouraged.

FIELD TRIPS

During the school year, students will take field trips to educational locations. Trips may include places like Maymont, the Children's Museum, a pumpkin patch, Science Museum of Virginia, Richmond Metro Zoo, Henricus Historical Park, or Jamestown. We are always looking for new places that are suitable for field trips. Admission is the responsibility of the parents and a parent must accompany his or her child on a field trip in order to provide transportation.

PARTIES AND INVITATIONS

We will have parties on occasions designated by the school. We will call on you to send treats for those occasions. You are welcome to send/bring treats on your child's birthday. Please arrange this in advance with your child's teacher.

In order to avoid any hurt feelings, please do not send party invitations to school unless you are sending one to every child in the class.

ITEMS NOT PERMITTED AT SCHOOL

The following is an example of items not permitted at school: glass containers, magnifying glasses, any music listening or recording device, pagers, cell phones, inappropriate literature, laser lights, weapons (or toys that look like weapons), drugs, drug paraphernalia, tobacco, or anything determined by the school to be dangerous to children or staff. The school reserves the right to add other items to the list at any time it deems necessary, confiscate items, and not return confiscated items.

Toys, games, stuffed animals, and electronics are not allowed at school unless permission is granted by the teacher due to an assignment or as a reward.

INJURY EVALUATION AND TREATMENT

First aid will be applied to injuries. Water, soap, first aid cream, bandages, and/or ice will be used to treat minor injuries. Parents are notified if the injury is more than a minor scrape or cut. Parent notification is immediate if the injury requires emergency care.

If we suspect that your child's injury, illness, or disease exceeds our care-giving ability, you will be called to pick-up your child or arrange pick up as soon as possible.

STUDENT ILLNESS POLICY

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover, and be treated for the illness. In order to help keep our children healthy, NKCAP requires adherence to the guidelines of this policy.

Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to the following:

- **FEVER:** May return when fever free (under 100 degrees) for 24 hours, without medication
- **DIARRHEA / VOMITING:** May return when symptom free for 24 hours
- **STREP THROAT:** May return after 24 hours of antibiotic treatment and no fever for 24 hours
- **CONJUNCTIVITIS (pink eye):** May return 24 hours after treatment begins and eyes are free of discharge
- **HEAD LICE:** May return after treatment and removal of all live lice and nits from hair
- **RING WORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment
- **IMPETIGO / STAPH / MRSA:** May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- **COMMUNICABLE DISEASES (such as, but not limited to – coronavirus, influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis):** May return when cleared by their medical provider

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

MEDICATION

If your student requires medication during the school day, please fill out a Permission to Administer Medication form. Specify the medication, dosage, and time for the dosage to be given. A signature on the form is required for authorization to dispense all medication. Please note that we will not dispense medication unless it is signed in. School policy does not allow students to have medication in their possession at any time. Consult the director for special asthmatic or epinephrine medication needs.

LABELING ITEMS

Clearly label all clothing your student may remove during the day, especially sweaters and jackets. Do not forget other loose items your child brings to school - lunch containers, book bags, backpacks, water bottles, etc. It is much easier to return items to their owners when labeled.

DAMAGE TO SCHOOL PROPERTY

Parents may have financial responsibility to reimburse the school for any school property that is willfully damaged or damaged caused by excessive or exuberant activity.

STUDENT SUPPLY LIST

Prior to the beginning of the school year, a list will be sent home of items that each child must have in the classroom on the first day of school. The supply list is also posted on our website. School supplies may also be brought to the child's classroom on the evening of our Back to School Night.

FINANCIAL POLICIES

REGISTRATION FEE

The registration fee must be paid when the student application is submitted and is non-refundable.

TUITION

Annual tuition is \$5,500 for full-day kindergarten, first, and second grade students. Annual tuition for shortened-day kindergarten students is \$3,600. Yearly tuition for third and fourth grade students is \$5,900.

NKCAP offers several payment options to serve our families.

FAMILY DISCOUNT

We offer a sibling discount of \$1,000 for the second and subsequent children who are full day attendees. Families with the younger sibling attending shortened-day kindergarten will receive a \$500 discount.

OTHER DISCOUNTS

10% annual tuition discount applied for military and first responder families (proof required).

Mid-year enrollments will be prorated.

If a student enrolls during a period where a special discount is offered that is greater than a discount a student is already eligible for, the greater discount will be applied and not in addition to the other discount.

Any initial agreement of payment and terms remains the same for the length of the agreed upon term.

PAYMENT METHODS

NKCAP accepts cash, checks, ACH withdraw (1% convenience fee charged), and credit cards (3% convenience fee charged). Payments can be mailed to the school address, given to your child's teacher in a clearly marked and sealed envelope, or dropped off at the church office to the school accounts manager.

LATE FEES

A late fee of \$25.00 will be assessed to your account if the balance is not cleared by the 10th of each month. Late fees accumulate on unpaid balances.

OVERDUE ACCOUNTS

An account becomes overdue after the 10th of the month. After the 10th, the late fee will be applied and a statement will be emailed. If payment is not received by the 15th, a call will be made from the business office giving the attendance cut-off date after which the student will not be allowed to continue until the account is cleared. Report cards, awards, photos, etc. will be held on all delinquent accounts until the outstanding amount is brought current.

FINANCIAL DIFFICULTY

NKCAP will work with parents that may be experiencing temporary financial difficulty. If the parent contacts the business office before the account is delinquent and provides a written plan that is acceptable by the school, we will honor that arrangement. This option is only available when 1) the account is not yet delinquent, 2) the parent presents a written plan that is accepted by the school, and 3) the accepted plan does not become delinquent.

FAMILY DISPUTES OVER PAYMENT RESPONSIBILITY

The custodial parent/legal guardian of the enrolled child that signed the student application is responsible for tuition and other school related charges. In financial matters NKCAP will deal only with the enrolling parent/guardian. Disputes between parents or other individuals over financial agreements remain between them and have no bearing on the financial responsibility of the parent/guardian that enrolled the student to the school.

RETURNED CHECKS

A \$25.00 returned check fee is charged to your account if a check is returned for any reason. If the account becomes overdue as the result of a returned check, late fees will be assessed.

WITHDRAWAL POLICY

Withdrawal prior to the start of school: Families who enroll or re-enroll and pay the nonrefundable fees, but withdraw their student between July 31st and the first day of school will be responsible for a late withdrawal penalty equal to 10% of each student's annual tuition.

Withdrawal during the first half of the school year (9/8/20 to 2/1/21 – 90 days): Families who withdraw their student during the first half of the year will be responsible for 50% of each student's annual tuition.

Withdrawal during the second half of the school year (2/3/21 to 6/18/21 – 90 days): Families who withdraw their student during the second half of the year will be responsible for 100% of each student's annual tuition.

Parents should notify the Director in writing one week prior to a student's last day. An official withdrawal form will be issued to faculty. The student/parent will turn in all books and materials to the teacher. The teacher will return any consumable material or student purchased supplies. The final report card and a copy of the withdrawal form will be mailed to the parents when all accounts are clear. Records are released to requesting schools when accounts are clear.

If parents move out of the New Kent and surrounding counties area due to a job transfer, or to take new employment, they may request a waiver of the withdrawal policy and if approved, only the current month's tuition will be due upon withdrawal.

DAMAGED/LOST TEXTBOOKS

Students are expected to take care of their textbooks. Replacement price of damaged or lost textbooks will be charged to the student's account.

FUNDRAISERS

It is our policy and practice to trust God to provide the necessary funds to operate the school. We attempt to price our tuition only to cover the cost of the quality of education. To do that, we depend on supplemental income in the way of fundraisers to assist in making up the difference. Fundraisers will be organized through our Parent Teacher Fellowship.

OTHER POLICIES

GENERAL STATEMENT OF POLICY

NKCAP retains the right to modify the rules, procedures, policies, and schedule of the school at any time, with or without prior notice, and at the sole discretion of the school when deemed appropriate.

POLICY EXCEPTIONS

On rare occasions, exceptions to a policy may be made when circumstances warrant it in the view of the administration. An exception made for one on any policy is not an exception for any other on that policy or any other policy. All decisions regarding policies are made by the administration and are final.

NONDISCRIMINATION POLICY

NKCAP admits students of any race, color, nationality, and ethnic origin with all rights, privileges, programs, and activities generally accorded or made generally available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic, and/or other school-administered programs.

ANTI-HARRASSMENT POLICY

NKCAP provides an environment in which individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior of others. It is essential that students, teachers, staff members, and parents treat each other with due respect for their rights, individuality, and personal dignity.

TECHNOLOGY (ACCEPTABLE USE POLICY)

The use of NKCAP technological resources (network, hardware, software, etc.) is a privilege granted by NKCAP. Students are expected to abide by standards established by the school. If a user violates any of these provisions, his/her privilege may be terminated, receive disciplinary action, and/or future access may be denied.

- Acceptable Use: Student use of school computers and network must be for educational purposes only and must be consistent with the objectives of NKCAP. NKCAP reserves the right to place restrictions on materials that users access through the school network.
- Unacceptable Use: Users will not make deliberate attempts to disrupt the operation of the NKCAP network or vandalize any of the technology equipment.

PARENT DISPUTES

NKCAP will not be or become a party to child custody or other parent disputes unless required to do so by a lawful court order.

UNLISTED POLICIES

This handbook provides an overview of most policies that affect normal day-to-day operations, but is not all-inclusive.

ENROLLMENT REQUIREMENTS AND PROCEDURES

ADMISSIONS AND STUDENT ENROLLMENT PROCESS

To be considered for admission to NKCAP, a signed and completed student application must be submitted along with the registration fee.

Academic records from previous school(s) attended may be required. Records include standardized test scores and report cards from the previous and/or current school year. Further testing may be required.

Once accepted, tuition and all fees become a financial obligation and are due and payable according to the agreed payment schedule for the entire school year.

All required forms must be turned in prior to the first day of school. These forms are: Commonwealth of Virginia School Entrance Health Form, Copy of Birth Certificate, Handbook Agreement, Financial Agreement, Student Transportation and Pick-Up Authorization form, and COVID-19 Policy.

RE-ENROLLMENT

Current NKCAP families receive enrollment priority for early enrollment. The opportunity to re-enroll will be given no less than two weeks prior to open enrollment and a re-enrollment form must be completed.

MINIMUM AGE REQUIREMENTS

According to the Commonwealth of Virginia, children who turn 5 on or before September 30th can enroll in kindergarten. NKCAP will consider children for early entrance into kindergarten if they have only slightly missed the state's cutoff age. The decision will be based upon parents' discretion as to whether their child is academically, socially, and emotionally ready for kindergarten and the results of a pre-screening assessment administered to the student by a member of the school faculty. The final decision will be made by the Director of NKCAP.

OPEN HOUSE

Our Back to School Night for students and parents is planned for **Thursday, September 3rd from 5:00-7:00 PM**. Children will be able to meet their teachers and get acquainted to better prepare them for starting school. School supplies may be brought at this time. Required documents for enrollment may be turned in to your child's teacher on this evening if they have not been turned in previously to the church office or Director.