



NEW CITY

early learning academy

Shawnee
7230 Quivira Rd.
Shawnee, KS 66216
913-268-6301

Raytown
8622 Blue Ridge Blvd.
Kansas City, MO 64138
816-356-4454

Edgerton
517 W. Morgan St.
Edgerton, KS 66021

New City Early Learning Academy Parent & School Agreement

Welcome and Enrollment

Thank you for choosing New City Early Learning Academy! We are excited to care for your child and to get to know your family. We operate as a year-round facility that plans our year like a school calendar. We believe in partnering with each family to make this a joyful learning experience for children, families, and teachers.

School Expectations

1. We are open Monday to Friday 6:30 am to 5:30 pm. We are closed on predesignated holidays and two teacher-in-service days per year. Please see your school calendar or the Holidays, Closures, and Absences section below.
2. We ask all families to treat teachers, directors, and other families with kindness and respect. We are models to our children in how to behave and interact with each other. Disrespectful or demeaning words will not be tolerated and are grounds for families to be asked to leave NCELA. This includes the use of profanity in the school.
3. As a ministry of New City Church, we strive to be a school that gets to know your family. We ask you to be ready to engage with your child and NCELA Staff at drop off and pick up. Please take the time to end your phone calls prior to entering the school. Please take the time to greet your child and their teacher.
4. On Monday, please bring your child's school items to their classrooms. On Friday, please take home your child's school items to be cleaned and returned on Monday. At the end of each day, please ask your child and their teacher about their day. These precious few minutes with your child and their teacher will create an opportunity to best meet their learning needs.
5. We use the Brightwheel app as our primary means of communication with families. Families are required to download the app as we will be documenting our day, taking pictures, making observations, etc. This is also the primary means for communicating any school announcements, teacher updates, and director communications.
6. Classrooms follow a daily schedule and late arrivals can be difficult for your child or the children in their classroom. If your child will be arriving after 10 am, please call your school to notify them of this change.
7. All paperwork required by licensing must be submitted a minimum of 2 business days before a new child can begin at NCELA. We require families to update their child's physical form and immunization records annually if they are over the age of 15 months. Children under the age of 15 months will be required to update immunization records as they occur in accordance with CDC or state recommended guidelines. NCELA reserves the right to temporarily suspend care if a child's licensing required documentation is incomplete or not up to date.
8. NCELA requires all families to update Enrollment Form and CACFP paperwork annually in July.

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9. NCELA is here to support the social, emotional, physical, and spiritual development of the children in our care. We will work proactively to engage children in a positive and uplifting manner, focusing on our love for them through the love of Christ. We will work to actively engage parents in situations that might become a pattern of behavior that would infringe upon the rights of other children for a safe and nurturing environment. Discipline that is humiliating, frightening, or physically harmful is not allowed in our program. If a family is experiencing transitions at home or extenuating circumstances, we want to be a support system for the child and family. We offer an open-door policy for you to visit the school or talk with your child's teacher or the school director to collaborate on a learning plan for positive outcomes for the child.
10. New City Early Learning Academy agrees that no family or child, based on race, color, religion, national origin, ancestry, physical handicap, or sex be excluded from or be denied benefits of participation or subject to discrimination by New City Early Learning Academy.
11. NCELA will remain locked during business hours. Parents may gain access to the facility through doorbell or code. Please notify us of any changes to pick up or drop off plans via Brightwheel, email, a phone call to the director, or a note given to your child's teacher.
12. All visitors will be asked for their photo identification when entering the building to pick up a child. A child will not be released without the director's approval. We will speak with parents before a child is released to anyone not on the authorized pick-up list.
13. In the event of a parenting plan and custody guidelines, NCELA will do our best to honor the agreement. We require the paperwork for custody arrangements that are specific to times of day, days of the week, or changes to scheduling. This information will be kept confidential.
14. In the event a child is left after school closing for 30 minutes, NCELA staff will notify School Director or New City Operations Director. They will be onsite as quickly as possible after notification to help contact family. If the School Director/Operations Director cannot reach parents, family, or emergency contacts after 60 minutes, the School Director or Operations Director will notify the local police department.
15. NCELA requires a two-week written notice for withdrawal from care. Accounts will be charged for the full two-week notice. Families will receive a two-week notice from NCELA if children need to be withdrawn from care.
16. NCELA and its staff do not provide transportation services for families.

Classroom Experience

1. We will provide children with an opportunity to learn through a variety of hands-on learning experiences. We follow a traditional school year schedule that operates year-round. Our school year is from September to July with August being a month of transition into new classrooms, Kindergarten, etc.
2. Our goal is to guide children to know God made me, God loves me, and Jesus wants to be my friend. Our goal with this belief is to promote a positive self-image, confidence, and to teach children the skills they need to develop self-control and how to get along with others.
3. NCELA will follow state directed guidelines for classroom ratios and capacity.

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4. All classrooms will have a posted schedule/daily routine. These schedules will include indoor and outdoor learning time, small and large group experiences, and be focused on teacher directed activities so children can learn through play.
5. Teachers create daily weekly, and monthly activities around a variety of topics as outlined in our Annual Curriculum Scope. As a school, we focus on a main biblical core idea and monthly memory verse. We have weekly stories, a few songs, and a video each week to correlate what we are learning to who God says we are. Each classroom may incorporate these plans and learning according to what the classroom needs, but there are universal themes throughout the year.

NCELA is a Ministry of New City Church

1. New City Early Learning Academy is a ministry of New City Church and we follow the core values in our daily activities including:
Truth: The Bible is our source of truth.
Spiritual Maturity: It is our desire to lead people to accept Jesus both as Savior and Lord. This will be demonstrated in how we behave, react, teach, learn, and lead.
Family: We value our family, your family, and the next family. We want to be a school where you are known, and you know you are known. This applies to our children, their families, and our staff. We believe these relationships grow over time.
Generosity: We want to be a place of generous community. We partner with New City Church throughout the year in events for the community or for our families. We will also host NCELA events to allow you time as a family to get to know your school community.
2. At NCELA, we use our curriculum to incorporate the following into our weekly lesson plans and daily activities: God made me, God loves me, and Jesus wants to be my friend. We base our annual scope of curriculum around the use of New City Church's Orange Preschool Curriculum. This includes a memory verse each month, songs and videos shown weekly, and biblical lessons around a primary story each week. We would love to invite your family to experience worship with us on a Sunday and in visiting, your child will already be familiar with our Sunday morning experience!
3. We are closed on Good Friday and invite you to attend our Good Friday service. This provides families an opportunity to better understand the gift of Jesus's life, death, and resurrection and the celebration of Easter. We are also closed on Christmas Eve. We invite you to join us in worship at New City Church for our Christmas Eve Service and the celebration of the birth of Christ.
4. We believe in partnering with each family to make this the right experience for children, families, and teachers. We want to be a place that helps meet your needs beyond childcare and seek to walk beside your family during your time at NCELA. Throughout the year, you will have opportunities to participate in classroom or school events. Please see our school calendar for a list of events and watch Brightwheel for notifications about specifics. We hope this will be a place where you can find friends for your children and for you as parents. If there is a way we can help in this process, please let us know.

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Holidays and Closures and Absences

1. Parents will receive a yearly calendar of school dates upon enrollment and in August of each year. These will also be posted near the school entry for review. In the event a holiday occurs on a weekend, NCELA will make the decision to close on a Friday or Monday to allow staff time to celebrate with their families. Full weekly tuition rates are charged for holiday weeks. We are closed on the following holidays each calendar year:
 - New Year's Day
 - Martin Luther King Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day and Friday after Thanksgiving
 - Christmas Eve and Christmas Day
2. We are closed for two (2) Teacher Inservice Days per calendar year. These typically occur annually in March and October. Full weekly tuition rates are charged for weeks that include Teacher Inservice Days.
3. In the event of inclement weather, NCELA reserves the right to close school or offer limited care to provide for the safe travel of staff and families. We will do our best to be aware of weather conditions and notify parents as early as possible. Notifications will be sent to families using our Brightwheel app and will be posted on our public and private Facebook pages.
4. In the event of an emergency closure due to inclement weather while the school is already open, parents will be notified via Brightwheel app and phone calls. Parents will be expected to pick up their children within 1 hour of the notification.
5. NCELA reserves up to 3 inclement weather days per year for which the full tuition rate will be charged. If we close more than 3 calendar days per year, tuition will be adjusted accordingly.
6. Tuition is due for care each week and is not changed based on the child's attendance. A consistent tuition is charged during weeks that include a holiday or Teacher Inservice Day.
7. Families can use up to one week of vacation days per child per calendar year equal to what your child is typically scheduled. Families may use these dates in the manner that best suits the family. These dates need to be communicated in writing to your director two weeks in advance.
8. Please notify your child's school via the Brightwheel app or a phone call when you know your child will be absent, arriving late, or need to leave earlier than your typical schedule. This allows us to plan accordingly and help make the transition as smooth as possible for everyone.
9. In the event of an emergency which requires an extended absence, please speak to your director. Please refer to the Financial Agreement portion of our Parent & School Agreement.

New City Early Learning Academy Parent & School Agreement

Illness and Exclusion and Emergencies

1. **Our Illness and Exclusion Policy is based on the *Guidelines for Exclusion of Children (or Staff Working with Children) Who Are Ill as Recommended in Caring for Our Children: National Health and Safety Standards: Guidelines for Out-of-Home Child Care Programs (Third Edition)***
2. There are times when your child will be sick and need more care than can be provided at NCELA. We request families to consider in advance who can be available to you for backup care. We are not equipped to care for ill children that need to be excluded from other children.
3. While we will do our best to follow these guidelines and the requirements of licensing, there are times when our discretion will need to differ from the licensing guidelines in order to provide the best care possible on behalf of all children in care. We appreciate your understanding that it is reasonable to focus on the needs and behavior of the ill child and the ability of staff in the out-of-home childcare setting to meet those needs without compromising the care of other children in the group.
4. Parents will be notified anytime a child has a fever. Children with fever are managed differently in childcare. The presence of fever alone has little relevance to the spread of disease and may not preclude a child's participation in childcare. A small proportion of childhood illnesses with fever are caused by life-threatening diseases, such as meningitis. It is unreasonable and inappropriate for childcare staff to attempt to determine which illnesses with fevers may be serious. The child's parents or legal guardians, with the help of their child's health care provider, are responsible for these decisions.
5. New City ELA will not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent will be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:
 - a. **The illness prevents the child from participating comfortably in facility activities; including the inability to participate in outdoor activities.**
 - b. **The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the other children; or**
 - c. **The child has any of the following conditions and poses a risk of spread of harmful diseases to others:**
 - i. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
 - ii. Fever (temperature above 101 degrees Fahrenheit orally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). We will typically take auxiliary temperatures.
 - iii. Uncontrolled diarrhea, to include increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.

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- iv. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
 - v. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
 - vi. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
 - vii. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
 - viii. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
 - ix. Untreated scabies, head lice, or other infestation.
 - x. Untreated Tuberculosis, until a health care provider or health official states that the child can attend childcare.
6. In the event of illness, children need to be symptom free for 24 hours without the aid of medication to return to school. In the event a child requires prescription medication for an illness, they will need to be on the medication for a full 24 hours to return to school.
7. In the event your child becomes ill at school, you will be required to pick up your child from care within 60 minutes of the notification. If someone else is coming for you, please notify the school immediately and the person coming will be required to show photo identification.
8. Prescription medication will not be given at school without express written permission by a primary care physician, a written form being completed by the parent, and medication being provided by the family. We will require medication to be labeled and dated, with child's name, dosage, and instructions from the pharmacy. This will all need to be written by the parent on the Medication Administration form. We will not give medication that is given less than three times per day. We cannot adjust per parent requests without written doctor approval. All medication must come in original packages labeled with the child's name and information.
9. NCELA will not give over-the-counter medication without express written permission from the parent for children over 2. Per licensing requirements, NCELA requires a doctor's note for any over-the-counter medication given to children under the age of 2. We will not give medication from unlabeled bottles. We will not give medication if a child develops a fever while at school.
10. It is part of our daily routine and schedule to go outside twice per day. If your child is too ill to go outside, they are too ill to attend school. Please direct questions about temperature requirements to your school director. Directors will also maintain awareness of Air Quality measurements when applicable.
11. In the event of Covid exposure at school, the appropriate notifications will be sent to families. We will continue to follow the updated guidelines per licensing and state requirements. In the event of a family member testing positive, please notify the school so we can follow the guidelines per licensing and state requirements.
12. NCELA requires children to follow the CDC and state requirements for immunizations.
13. NCELA reserves the right to request a doctor's note for a child to return to care.
14. In the event of a medical emergency that requires us to call 911, parents will be notified after 911 is called. The director will ride with the child to the hospital if a parent cannot be onsite before an ambulance is needed.

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Financial Agreements

1. NCELA has an annual budget funded through tuition, grants, Kansas and Missouri subsidy payments and independent donations. We strive to be diligent with our expenses and commitment to an affordable tuition rate for families.
2. To reserve care for children more than two weeks ahead of enrollment, a \$200 deposit is due with their paperwork. This deposit will be credited toward the Annual Enrollment and Registration Fee as well as the first week of tuition. **All deposit fees are non-refundable.**
3. Tuition is due in advance of care received. Invoices are sent weekly on Monday. Payments are due by Wednesday each week.
4. Tuition payments not made by Friday the week care is received will be charged a late fee of \$10.
5. Our hours of operation are weekdays 6:30 am to 5:30 pm. There will be a \$1/minute per child fee added to accounts for children picked up after 5:30 pm. In the event of a late arrival more than 5 minutes, parents are required to notify the school by calling the school directly.
6. Accounts not paid for two weeks will result in a temporary suspension until the account is paid for in full.
7. Accounts left unpaid for more than two weeks without parent communication about changes will result in withdrawal from care.
8. Payments can be made weekly, biweekly, or monthly. Tuition is due in advance of care received.
9. Payments can be made using the Brightwheel app via electronic check (ACH) or credit card. NCELA absorbs the cost of fees paid via ACH; parents are responsible for the credit card fee charged by Brightwheel. Payments can be made on site at the school via cash, check, or money order.
10. We are contracted with Kansas and Missouri subsidy payments. There is a tuition difference between our weekly fee and the state payments. Parents are required to maintain the tuition difference. NCELA is notified of acceptance by the state after acceptance has occurred. Parents may wait until the state submits the child into New City Early Learning or begin at your needed schedule. Parents will be considered "Private Pay" and be responsible for all tuition costs prior to state enrollment. In the event tuition is backdated, all fees paid more than state subsidy will be credited to the co-pay amounts. Parents will not be refunded via cash or check for tuition paid.
11. Missouri DHSS subsidy payments are made based on their time in and out system. We maintain tablets at the Raytown Campus for parents to check their children in and out daily. Parents are responsible for keeping this information current and correct. In the event attendance is not done correctly, parents will be responsible for the additional costs associated with incorrectly clocking children in/out. This fee will be charged in addition to standard tuition the following month once the school receives payment for the previous month's attendance.
12. Tuition rates are evaluated and updated annually in September. Parents are notified of these changes in July.
13. There is an Annual Enrollment and Registration Fee charged to all accounts on August 15, due by August 31. This fee is paid by new families prior to enrollment. It is prorated as the school year progresses.
14. NCELA offers a 10% discount for
 - Oldest sibling in a family with multiple children enrolled
 - Active New City Church families
 - Military families

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- In the event your family qualifies for multiple discounts, we will discuss your tuition rate at the time of enrollment.

Meals and CACFP

1. NCELA is a participant in the Child and Adult Care Food Program (CACFP). We provide up to three meals per day for children in care. Each school will use its discretion on the school need to decide between Breakfast or AM Snack and parents will be notified of the school's plan for meals.
2. Meals are made onsite and follow the CACFP guidelines.
 - a. Breakfast: Grain, fruit or vegetable, and milk
 - b. AM Snack: Two components-usually a grain and milk.
 - c. Lunch: Protein, grain, fruit, vegetable, and milk
 - d. PM Snack: Two components-usually a grain and second component.
 - e. Whole milk is served to children under age 2. 1% or skim milk is provided for children 2 years and older.
 - f. Parents may provide a milk substitution if they prefer.
 - g. Water is available to children as needed throughout the day. Parents are required to provide a "sippy cup" or water bottle for their children labeled with their name. These are to be taken home weekly to be washed by family. NCELA will have backup water cups on hand for children.
3. We provide meal components for infant meals unless a parent prefers to supply their own food. Parents of infants will be asked to complete an Infant Care and Feeding plan and keep it updated as your child ages until their first birthday.
4. In accordance with licensing requirements, bottles are to come to school premade and labeled with child's name and date each day. If breastmilk is used, it may be stored in bottles or onsite in the freezer in labeled and dated bags.
5. Infants will be fed in accordance with the Infant Care and Feeding Plan, and we will work with families to mirror schedules from home to the best of our ability. We ask parents to keep teachers updated about care routines as children age and are introduced to new foods at home.
6. We provide Parent's Choice formula for infants under 12 months of age. In the event of a formula shortage or change, we will notify families of the formula that we will provide.
7. We ask parents to refrain from sending your children to school with meals or snacks. We understand some children arrive very early at school and need breakfast before we provide it, and children can eat a parent-supplied breakfast before 8:00 am.
8. If your child tends to be particular about what they will or will not eat, please discuss your options with the school director. If meals are provided from home, they need to follow the state requirements listed above. Snacks and treats that cannot be served as part of CACFP will not be served to children even if supplied from home.
9. Please notify school in writing about any changes to children's dietary needs, allergies, or restrictions.
10. There are times when we will have a class party and food may be provided from outside our school. Food must be prepared from a store and the ingredient list must be visible.

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11. Please do not send peanut-based treats or snacks to school. Please do not send homemade (unlabeled) treats to school. We need to be able to read ingredients to serve items to children. Parties and celebrations with snacks for birthdays or holidays are typically celebrated during PM Snack around 2:30-3pm.

12. USDA Non-Discrimination Statement

- a. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
- b. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
- c. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:
 - d. **(1) mail**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
 - e. **(2) fax:**
(833) 256-1665 or (202) 690-7442; or
 - f. **(3) email:**
program.intake@usda.gov
- g. This institution is an equal opportunity provider.

New City Early Learning Academy Parent & School Agreement

Thank you again for choosing New City Early Learning Academy! We look forward to our time with your children and family. We consider it a privilege to be trusted with the early care and education of your children. We look forward to many conversations, smiles, and experiences during your time with us.

This Parent & School Agreement is yours to keep as reference. Please return the final page with your enrollment documents as receipt of this Parent & School Agreement.

New City ELA Shawnee
7230 Quivira Rd. Shawnee, KS 66216
913-268-6301
Shirley@NewCityELA.com

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8622 Blue Ridge Blvd. Kansas City, MO 64138
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New City ELA Edgerton
517 W. Morgan St. Edgerton, KS 66021
Lindsey@NewCityELA.com

New City Early Learning Academy Parent & School Agreement

NCELA Parent and School Agreement

I/We hereby represent I am/we are the legal guardian(s) of _____
(child's full name) and acknowledge I/we have received and reviewed a copy of the Parent and School Agreement. I have retained my copy of the agreement for my records.

I also understand it is my responsibility to provide New City Early Learning Academy with updated information whenever changes occur.

Date Enrollment Packet Received: _____

Date of Enrollment/First Day: _____

Classroom: _____ Schedule: _____

Deposit Paid: \$_____ or N/A _____ Annual Registration \$_____ Paid on _____

Payments can be made weekly, biweekly, or monthly. Payments are to be made in advance of care received. Parents can modify this payment plan by notifying NCELA School Director via email or through the Brightwheel app.

My billing plan will be set up to make payments: (Please circle your preference.)

- WEEKLY,
- BI-WEEKLY, or
- MONTHLY

Parent(s) Signature Date

Parent(s) Signature Date

NCELA Director Signature Date

**This page to be retained in the child's file.
Parents may retain Pages 1-11 of the Parent and School Agreement.**

New City Early Learning Academy Parent & School Agreement

Updated NCELA Parent and School Agreement

I/We hereby represent I am/we are the legal guardian(s) of _____
(child's full name) and acknowledge I/we have received and reviewed a digital copy of the Parent and School Agreement updated 12/4/2023. I understand I can request a printed copy by 12/4-12/15, 2023. Any further updates to this agreement will be provided in the same manner moving forward.

The basic changes to the Parent and School Agreement include:

- Updated information regarding the school calendar.
- Updates to our Illness and Exclusion policy.
- The USDA CACFP Non-Discrimination policy.

This signed form will be placed in my child's file. This replaces any previously signed "Parent Handbook" or "Parent and School Agreement". All families enrolling after 12/4/2023 will receive the most updated agreement.

Parent(s) Signature

Date

Parent(s) Signature

Date

NCELA Director Signature

Date