

# **NORTHLAND CHRISTIAN PRESCHOOL**

## **2018 - 2019**

### **Parent Handbook**

#### **Welcome!**

We are so glad you are a part of our Northland Christian School family and want to work together to make your child's first school experience a positive one. This Handbook is designed to inform you of our policies and procedures so we can work effectively together. Please familiarize yourself with this information and keep it to refer to when needed. We are looking forward to a great year at Northland! —Rachel Partin, Preschool Director, 281-440-1060, Ext. 6479.

#### **MISSION**

Northland Christian School is committed to providing a Christ-centered environment that creates an educational experience of challenges, security, growth, and fulfillment. Our principle goal is to work with the family to build a firm foundation for further development through educational excellence and Biblical values. The school is dedicated to the development of Christian leaders.

## **Preschool Program**

Northland Christian School strives to maintain a high quality early childhood program providing a safe and nurturing environment – promoting the physical, social, emotional and cognitive development of young children while responding to the needs of families. Children are encouraged to explore learning opportunities in the center based developmentally appropriate program. It has been said that “play is a child’s work”. Children’s play is a primary vehicle for and an indicator of, their mental growth and enables children to progress along a preferred developmental sequence. Therefore, child-initiated, child-directed, teacher supported play is an essential component of developmentally appropriate practice. The preschool program relies heavily on active learning experiences. As children progress through the program, academic elements and activities are introduced to prepare them for the formal school setting.

#### **Arrival and Pick-up**

It is suggested that children be in their classroom by 8:30 a.m. so that they may participate in free time before the structured day begins. They must be brought into the classroom and signed in. They must never be left in the room without a teacher or with another parent.

If your child is not picked up at their designated time, late fees will be charged as follows:

- 3:00 p.m. - 4:30 p.m. (\$20.00)
- 3:00 p.m. - 6:15 p.m. (\$30.00)

- 6:45 a.m. - 8:00 a.m. (\$15.00)
- 6:15 p.m. (When a student is picked up after 6:15 p.m. a late fee will be assessed. There will be a \$4.00 fee from 6:15 p.m. to 6:30 p.m. After 6:30 p.m., a \$1.00 per minute penalty will be assessed. Repeated late pick-up of a student may result in loss of extended care or holiday care services.)

Students will not be released to any unauthorized person that is not listed in the child's application. Parents may give verbal permission over the phone or through email. Each new pick-up person will be asked to provide their driver's license and scanned through Raptor.

Students that are picked up during the extended care time will be signed out at the Welcome Desk and given instructions on where their child is located.

### **Behavior Requirements**

After a reasonable period of time, if we determine that your child's needs require the teacher to be excessively distracted from the needs of the rest of the class, you will be asked to make other arrangements for child care.

### **Child Abuse Reporting Law Requirements**

Northland Christian School is required to report any instance when there is reason to suspect physical, sexual, or emotional abuse, or neglect of a child. NCS teachers and administration attend annual training on recognizing the signs of the above situations. When abuse or neglect of a child is suspected, Child Protective Services and the police will be contacted as Minimum Standards requires. Parents will not be notified unless it is recommended by CPS.

Parents that may need assistance with possible child abuse, neglect, or sexual abuse, can contact the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html).

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Some signs of sexual abuse and neglect are:

- physical abuse such as unexplained burns, bites, bruises, broken bones, or black eyes.
- faded bruises or other marks noticeable after an absence from school.
- when the child seems frightened of the parents and protests or cries when it is time to go home.
- when the child shrinks at the approach of adults.
- reports injury by a parent or another adult caregiver.
- when the child is frequently absent from school
- when a child begs or steals food or money
- when a child lacks needed medical or dental care, immunizations, or glasses

-when a child is consistently dirty and has severe body odor

### **Classroom Activity Guidelines**

Northland Christian School preschool classes do not participate in water activities involving swimming pools or water guns.

Animals are not kept or allowed in the preschool classroom. If an animal is brought in as a special guest, proper notification will be sent home to parents prior to the visit.

Guidelines set forth by TDFPS\*\* in Minimum Standard Rules will be followed.

### **Classroom Visits**

Northland Christian School welcomes parents to visit classrooms at any time. Parents are asked to provide their driver's license at the Welcome Center and wear a visitor's badge. Parents are also asked to complete a background check form if they plan to go on field trips or spend time in the classroom. As a courtesy to teachers and in an effort to support structure and routine for the students, long visits are not recommended. Special event days and parties will provide good opportunities for parents to enjoy visiting.

### **Clothing**

Children should wear clothing suitable for their work/play. Please do not send them in anything you will be concerned about getting soiled. Children should be able to manage their clothing independently. Students should wear rubber soled shoes; no hard soles or sandals or crocs are permitted. Children in three and four year old classes will wear uniforms available from the Cougar Store at the Secondary Campus, 4363 Sylvanfield, 281-587-6412. Fridays they may wear Spirit Wear. There is a field trip T-shirt for three and four year olds. This T-shirt must be worn on all field trips.

### **Communication**

The staff and administration of Northland Christian School encourages communication between home and school. Parents are welcome to call at any time if they have concerns or questions. Teachers will return phone calls and emails during naptime. Periodically, notes and progress reports will be sent home in an effort to support good communication between school and home. The Northland Christian School website and email will be used and will provide information in a timely manner. Parents are encouraged to keep all contact information current.

Questions regarding policy and procedures may be discussed with classroom teachers or Administration in the Preschool Office -281-440-1060, Ext. 6479 or 6480. If satisfactory answers are not received, the Head of School at Northland Christian School should be contacted – 281-440-1060.

### **Discipline and Guidance**

Maintaining good behavior in a classroom setting is essential and sometimes requires teachers to enforce discipline. The primary method of discipline and guidance used in

Preschool at Northland is redirection. Our goal is to teach the students to make good choices, resulting in self-direction. Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. The teachers will use positive methods of discipline and guidance that encourage the development of self-esteem.

### **Emergency Evacuation due to Severe Weather or Poisonous Gasses**

Evacuation from Main Building to Ministry Building or Teen Center

1. When there is a need to evacuate from the main building, the director will make an "all call" over the intercom system to the teachers.
2. Teachers will collect their roll sheets, student emergency medical forms, parent 's contact information, walkie talkies, and cell phones.
3. Teachers will check their roll to make sure that all students are accounted for and walk the children out the back door to the Ministry Building or Teen Center which are directly behind the main building. Eighteen month old children will be transported in 6 passenger strollers.
4. Parents will be informed of the evacuation through Parent Alert (a software program that emails and or texts parents when there is an emergency).
5. The Ministry Building and Teen Center are located at the same address as the main campus, 2700 FM 1960 W, Houston, TX 77068.
6. Children will be counted before exiting the main building and after walking to the Ministry Building or Teen Center. Teachers will check roll sheets when entering the Ministry Building or Teen Center.
7. Law enforcement, fire department, TDFPS, and emergency medical services will be communicated with by the director or appointed employee from the main phone line of the school (281-440-1060) or the director's cell phone number (281-352-0150).
8. Parents will be contacted when it is safe to pick their children up and where the children are located.
9. Teachers will stay with their students and provide activities to occupy them until the parents pick them up.
10. Licensing will be contacted by the director within two days of the evacuation and given an account of the emergency.

### **Evacuation from Main Building to Pavilion Due to Fire/Fire Drill**

1. When there is a fire in the building, the teachers, students and administration will evacuate the main building following their relocation plan that is located near the door in each room.
2. 911 will be contacted by the director or designated employee or other administrator.
3. Teachers will collect their roll sheets, parent information forms, medical information forms, walkie talkies, and cell phones and exit the building with their class in organized lines.

4. Teachers and students will walk to the pavilion, located behind the main building, and line up by class from the youngest to the oldest. The 18 month old children will be transported in 6 passenger strollers.
5. Teachers will count students to make sure that each student in attendance is accounted for.
6. Director or designated employee will account for each class and the number of students present will be documented.
7. If necessary, parents will be contacted to pick up their children through the Parent Alert system that will email and or text each parent.
8. Law enforcement, fire department, TDFPS, and emergency medical services will be communicated with by the director or appointed employee from the main phone line of the school (281-440-1060) or by the director's cell phone number (281-352-0150).
9. Licensing will be contacted within two days of the emergency and given an account of the emergency.

### **Procedures for Emergency Relocation**

1. When there is a need to relocate the students from the Northland Christian School Elementary Campus, the director or principal will contact the Secondary Campus at 4363 Sylvanfield and ask for the school bus to transport students to the Secondary Campus.
2. Parents will be contacted and given instructions to come pick up their children at the gym.
3. Teachers will take their roll, emergency medical forms and parent information along with their cell phone and activities for the children and follow procedures for transporting children on a bus.
4. Teachers will stay with their children until it is safe to return to the Northland Elementary Campus or until all children are picked up.

### **Enrollment Procedures**

Parents may download an enrollment package from the Northland Christian website ([www.northlandchristian.org](http://www.northlandchristian.org)) or pick up a packet from the Preschool Office. When all necessary paperwork is completed and the \$200 enrollment fee is provided for the fall and \$75 fee for the summer, children are accepted to Northland Christian School. Included in the necessary paperwork is: a copy of the birth certificate, a copy of the social security, the completed application, a copy of the updated immunization record and a letter from the doctor stating the child is healthy to participate in school activities, the emergency medical authorization form and an allergy treatment plan signed by the doctor if applicable.

### **Health Checks**

Students entering their classrooms are given a visual check to make sure that they are alert and free from any obvious illness.

### **Lockdown**

1. A lockdown is a life-threatening emergency that requires immediate and specific action to ensure the safety of students and staff. (Ex. Intruder in the building).
2. An all call will be made to each classroom from the office by the Principal, Director or other designated staff member relaying the information to barricade in their classroom or other safe location.
3. Teachers will collect the roll sheet, the emergency medical treatment forms, their walkie talkies, and cell phones.
4. Teachers will move students to an area in their classroom so that they cannot be seen through the window in the door.
5. Teachers will turn off the lights and lock the classroom door and barricade the door to keep them safe.
6. Students will be asked to be quiet and listen to their teacher for instructions.
7. When the building is safe, the Principal, Director or other staff person will give an "all clear" on the intercom system when the situation has been rendered safe.
8. Designated office staff will call 911 and alert teachers and students in the building and on the playground.
9. If children are outside on the north and east playground and the intruder is inside, move to the north side of the ministry building.
10. If children are outside on the south playground and the intruder is inside, move to the northeast corner of the building.
11. If the children are outside and the intruder is outside, move to the closest open room and shelter there.
12. Students move to the most discreet corner of the room (same wall but opposite corner as the door).
13. Teacher and students stand with backs against the wall, out of sight from the door, teacher stands closest to the door.
14. Check for students in the hallway and pull to safety (if safe to do so). Lock door and turn lights off and remain silent.
15. All cell phones should be put on vibrate.
16. Building Coordinators secure all exterior doors, clear hallways of students, and make sure all classroom doors are locked (if safe to do so).
17. Take attendance and wait for roll call of rooms by the office.
18. Do not open the door until "all clear" signal is announced.

### **Drop-in & Make-up Days**

The Northland Christian Preschool Program will accommodate drop-in days for unusual circumstances if the class size is within the guidelines. There are no make-up days.

### **Extended Care**

#### **AM EXC – Morning Extended Care**

(6:45 a.m. – 8:00 a.m.)

Extended Care staff receives children, serves breakfast to students arriving by 7:15 a.m., and cares for them until school begins.

#### **PM EXC – Afternoon Extended Care**

(3:00 p.m. - 4:30 p.m.)

(3:00 p.m. - 6:15 p.m.)

Extended Care staff serves snacks. The after school schedule includes art, story time, gym, and playground activities.

If you need childcare before class begins at 8:00 a.m. and after school at 3:00 p.m., our extended care program is available. Please be assured that your child will always be safe and well taken care of in the event you are delayed in picking them up at 3:00 p.m. Unless you have chosen an extended care plan in your tuition package, Extended Care fees should be paid in advance at [northlandchristian.org](http://northlandchristian.org) or paid the day of service. If you are unable to pay in advance you will be asked to pay online at the time of pick-up, or by check or cash. Payment is due when services are rendered or an additional \$5.00 late fee will be added. Failure to pay Extended Care fees may result in the loss of Extended Care services. If repeated attempts to obtain payment are required by NCS staff, the Preschool Director, or Business Office personnel, alternative collection methods will be pursued.

Students will be released to parents/legal guardians and adults designated on the Enrollment Form who have permission to pick up. All children must be signed out on the class rolls at the Welcome Desk. You may add new contacts to the authorization list by phone or email. Updates will be added into Renweb.

### **Faculty**

The faculty is the cornerstone of the preschool program. Teachers are fully qualified Christian professionals who not only see their work as a ministry, but are also dedicated to excellence in education. They are committed to creating an exciting learning environment and helping each child succeed. An emphasis is placed on caring. It is the policy of Northland Christian School that faculty and staff do not offer child care outside of the school setting.

### **Field Trips**

All Preschool field trips will use Northland Christian School buses. Private vehicles will not be used. Parents are welcome to meet us at our destination, but will not be allowed to ride the NCS school bus. Safety is a priority and all necessary measures will be taken to ensure safe, educational, age appropriate field trips. All buses are equipped with electronic child safety systems. Children are required to wear the yellow field trip T-shirt. Teachers will take copies of each child's emergency medical and parent information with them during the field trip.

### **Gang-Free Zone**

Persons involved in gang activity within 1000 feet of this property are subject to increased penalty according to Texas law.

### **Handbooks**

Parent Handbooks are distributed at Parent Orientation prior to school beginning in August, during the first week of classes and are available on the Northland Christian School

website and in the Preschool Office. The Northland Christian School website, email and handouts will be utilized to communicate any policy changes or other important information.

### **Holiday Care**

Holiday Care is available from 6:45 a.m. to 6:15 p.m. when the school is closed for holidays, teacher conference days, or other days the school is closed. The list of Holiday Care days is posted on the Northland Christian School website on the preschool calendar.

In order to adequately schedule staff members, advance registration is requested at least one week prior to the Holiday Care date. The fee for Holiday Care is \$45 per day with advance registration. The fee for Holiday Care after the registration deadline is \$60 per day. Students who are not pre-registered cannot be guaranteed a spot will be available and will be accommodated as staffing levels allow. If the student's tuition and/or fees are not in good standing, holiday care services may not be used.

Extended Care staff serves a light breakfast to those students arriving by 7:10 a.m., morning snack, lunch and afternoon snack. These are uniform free days and allow the children to play in a fun, relaxed atmosphere with their friends.

### **Hours of Operation**

Northland Christian Preschool is open from 6:45 a.m. to 6:15 p.m., five days a week all year long except for major holidays. Classroom hours are from 8:00 a.m. to 3:00 p.m., five days a week. Morning and afternoon extended care hours are offered on an as need basis or included with tuition payments.

### **Illness and Exclusion Criteria**

Any child who has an armpit temperature of 100.4 degrees, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours) or other symptoms of illness will not be admitted to class. If a child becomes ill while at school, parents will be called to pick her/him up and need to be prepared with a good backup system in case you are unavailable. If we are unable to contact parents/legal guardians we will contact the person/persons designated on the Registration Form with permission to contact in case of an emergency.

Please note: A child may be readmitted when temperature has been below 100.4 degrees F. for 24 hours without the use of fever suppressing medication. Therefore, if a child is sent home with a fever, he would not be eligible to attend classes the following day.

Children who cannot participate in outside play should be left at home. According the Texas Department of Family and Protective Services, a child that cannot participate in child care activities, including outside play, should be kept at home.

### **Immunizations**



Northland Christian School requires all students to follow the guidelines set by the state for childhood immunizations. Current immunizations must be provided at the time of registration and it is the parent's responsibility to keep these updated. Reminders will be sent home if immunizations are found not to be current. For a guideline on Texas requirements please follow this link: <https://www.dshs.texas.gov/immunize/docs/6-105.pdf>

### **Items to Bring To School**

Children will need a change of clothes (including underwear and socks) in a ziplock or plastic bag. Extra clothes for three and four year old students need to meet uniform requirements. For rest time, a small blanket and soft security item (teddy bear) is recommended. All items need to be clearly marked with the child's name. Please include a sweater or jacket in case of changing weather. Children will be outside daily, weather permitting. Please be sure to label everything and check with your child's teacher to see if there are any other needs for the classroom.

### **Licensing**

The Preschool Program is licensed by the Texas Department of Family and Protective Services and meets or exceeds standards set by this agency. To view a copy of the Minimum Standards, you may go to the Northland Christian website ([www.northlandchristian.org](http://www.northlandchristian.org)) and click on "Schools", then click on "Preschool", then TDFPS Guidelines at the bottom of the page. This will take you to a copy of the Minimum Standards for Child Care Centers. A copy is also available in the Preschool Office.

The most recent Licensing inspection report is always available for review in the Northland Christian Preschool Office. The TDFPS\*\* website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us) and the local office can be reached at 713/940-5200. The closest licensing office is located at 9702 Bissonnet Street, Ste. 2200W, Houston, TX 77036.

### **Meals and Snacks**

A light breakfast is served to students in AM Extended Care if they arrive by 7:10 a.m. Northland Christian School provides a mid-morning snack to all students. Preschool students who stay in PM EXC will also receive an afternoon snack. Menus and a list of snacks are available in the Preschool Office and in the classrooms.

Students may bring their own lunch and drink in a lunch box, clearly marked with their name, or they may order a hot lunch through The Healthy Lunchbox, our cafeteria food service provider. Monthly menus will be posted in the classrooms and online. Lunch accounts must be set up and maintained online through The Healthy Lunchbox. Go to the Northland website, Quick Links and then Lunch Program and you can find the information to set up an account. Full care students are provided a breakfast and tot-sized lunch daily at no extra charge. If you are sending a lunch, our licensing standards require us to ask you to send a nutritious lunch and drink. Some suggestions for good lunches include: fresh or

dried fruit, fresh vegetables, cheese, peanut butter or meat sandwiches, dry cereal, fruit juice or milk. Please limit the amount of sugar, caffeine, and food coloring that your child eats. Do not send carbonated drinks, an excessive amount of sweets (i.e. candy, frosted cookies or cake) as a part of your child's lunch. Microwaves and refrigerators are not available. In an effort to prevent severe allergic reactions, should a teacher or child in your student's class report a severe food allergy, you will be notified and requested not to send those foods in your child's lunch. We appreciate your understanding and cooperation with this matter.

### **Medication**

All medication must be in its original container with the child's name on it as prescribed by a physician or age appropriate if over-the-counter. A separate authorization form must be completed for each medication administered. All medications should be given directly to the Student Services Clinic. Northland Christian School will not dispense any medication without following these procedures. **NEVER LEAVE ANY MEDICATION IN YOUR CHILD'S BAG OR BACKPACK.**

### **Nursing Mothers**

There is a designated room for nursing mothers to feed their children located at the north end of the Worship Center area.

### **Optional Activities**

Gymnastics is offered once or twice a week for students starting at age two. Information is available at the Welcome Desk on the Elementary Campus. Soccer Shots is offered throughout the school year as well. For information, please go to [www.soccershots.com](http://www.soccershots.com).

### **Potty Training**

Northland recognizes that each child develops individually. Although potty training is not considered a part of the preschool curriculum, your child's teacher will work to support the efforts of parents in this endeavor. Potty training in a home environment vs. a school environment often presents different challenges. Patience and communication between you and your child's teacher will be necessary.

### **Procedures for Handling Medical Emergencies**

All Preschool teachers at Northland Christian School are CPR and First Aid trained. They are prepared to handle the everyday "bumps and bruises" that may occur and will administer basic first aid. Accident reports are completed by the staff and copies sent home in a timely manner.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center at 1.800.222.1222.

### **Release of Students**

Students will only be released to parents and persons that are listed on the application. Additional people may be added by calling the Preschool Office or emailing the information. Anyone that is not recognized by the teacher or the Welcome Desk will have to supply their driver's license and be scanned by the Raptor system and checked to see if they are on the approved dismissal list.

### **Security**

One of our main priorities at NCS is providing our children with a safe and secure learning environment. In an effort to provide this, we ask that all parents agree to and follow the Elementary Campus Security Guidelines. They will be handed out at orientation and during the first week of school. After reading the guidelines, please sign and return the agreement card to the welcome desk no later than the first week of school. Each parent/guardian that comes on campus must sign these guidelines. A commissioned security officer is on the premises from 7:00 am. to 6:00 pm..

### **Summer Program**

The Northland Christian School Summer Program is designed to be a fun learning environment for children ages 18 months through 5 years of age. The program includes daily curriculum with Bible lessons, songs, finger plays, arts and crafts, group and individual play. Opportunities for letter and number recognition, science, social studies and other areas of preschool learning will be explored. Fine and gross motor skill development is supported and special activities are planned that will provide hours of fun and entertainment. The teachers are loving, trained professionals who enjoy teaching in a Christ-centered environment.

This program is typically an eight or nine week program, with a three-day (Monday/Wednesday/Friday) option and a five-day option. The regular program day is 8:00 a.m. – 3:00 p.m. with extended day hours available (6:45 a.m. to 6:15 p.m.). The non-refundable enrollment fee for the summer program is \$75.

Tuition will be due in full at the end of May. Tuition for 5 day students only may be paid in two installments with one-half due by the end of May and the second half due by the first of July.

### **Suspension**

After a reasonable period of time, if it is determined that a child's needs require the teacher to be excessively distracted from the needs of the rest of the class, parents will be asked to make other arrangements for child care.

## **Uniform Requirements**

Most uniform items may be purchased through the Cougar Store located in Building One on the Secondary Campus, 4363 Sylvanfield. The phone number is 281-587-6416.

### **PRESCHOOL BOYS**

Monday through Friday:

- Knit polo shirt with school logo, short or long sleeved, red, white, and black
- Slacks, knee length shorts or sweatpants (elastic waist acceptable), black or khaki. Please note that pants/shorts are available for purchase at the Cougar Store, but may be purchased elsewhere if pants/shorts are solid black or khaki and do not display logos, designs or insignias. Cargo pants/ shorts may also be worn as long as they do not display logos, designs or insignias.
- For safety reasons, rubber-soled shoes are to be worn daily. **Sandals or Crocs are not allowed.**

Friday (*Optional*):

- Approved uniform items for Monday through Thursday; or
- NCS/Cougar logo spirit wear purchased through the Cougar Store;
- Blue jeans

Outerwear

NCS-branded jackets, coats and hoodies are not required for preschool students but may be purchased from the Cougar Store.

### **PRESCHOOL GIRLS**

Monday through Friday:

- Knit polo shirt with school logo, short or long sleeved, red, white, and black
- White blouse with collar
- Slacks, knee length shorts, skirt, skort, or sweat pants (elastic waist acceptable), black or khaki. Please note that pants, shorts, and skirts are available for purchase at the Cougar Store, but may be purchased elsewhere if pants, shorts, skirts, skorts are solid black or khaki and do not display logos, designs or insignias.
- For safety reasons, rubber-soled shoes are to be worn daily. **Sandals or Crocs are not allowed.**

Black Stewart Plaid Items:

- Jumper
  - Skirt
- (plaid available in the Cougar Store only)

Friday (*optional*):

- Approved uniform items for Monday through Thursday; or
- NCS/Cougar logo spirit wear purchased through the Cougar Store;
- Blue jeans

## Outerwear

NCS-branded jackets, coats and hoodies are not required for preschool students but may be purchased from the Cougar Store.

## **PLEASE NOTE:**

A specially designed bright yellow field trip t-shirt is required for all 3 and 4 year olds and is available for purchase in the Cougar Store. Uniforms are not required for Lower Preschool (18 months - 2 years) students.

\*Some uniform items are limited to quantities in stock.

## **Tuition**

Tuition is due in full upon enrollment at Northland Christian School, unless the monthly payment option is elected. Parents must set up a monthly draft with the FACTS Management System. Multiple occurrences of returned payments may result in loss of the monthly payment option.

## **Vision and Hearing Screening**

Parents are notified when the vision and hearing screenings will occur with students that are four years old and older. As Texas law requires, copies of complete screenings must be kept on file. Parents will be notified if further testing is recommended. Further information can be accessed at [www.dshs.state.tx.us/vhs/](http://www.dshs.state.tx.us/vhs/).

## **Volunteers**

If you would like to participate in any field trip or school function, parents and other volunteers are required to undergo a criminal background check. Forms can be accessed on the Northland Christian School website under "Quick Links" or in the Preschool/Elementary Office. The Consent to Perform Criminal History Background Check in Compliance with the FCRA (Fair Credit Reporting Act) should be submitted to the Preschool/Elementary Office at least two weeks prior to the field trip or school function.

## **Weather**

In case of bad weather (such as hurricanes, flooding, icy streets, etc.) or in other crisis response situations, dismissal or delayed school schedules will be published on the NCS web page at [www.northlandchristian.org](http://www.northlandchristian.org). Resumption of school also will be published in like manner. Please note that web page access can be achieved even if electricity is off at your current location. For example:

- Make a telephone call to a relative or friend who would have internet access, regardless of where he or she might live.
- Text Message a friend or relative (Texting will work even when signal strength is too weak for cellular service).
- Visit commercial establishments (Starbucks; Kinko's; etc.) which advertise internet access.
- Access the web via cellular telephone.

\*\* TDFPS - Texas Department of Family and Protective Services

**Withdrawal**

There must be a 30-day written notice given to the Preschool Office in order to not incur a \$50 withdrawal fee.