

NEW COVENANT CHRISTIAN SCHOOL

Developing the Leaders of Tomorrow in a Christ-Centered Environment



Parent-Student Handbook

Pre-K for All

(Revised August 2016)

Table of Contents

Welcome to New Covenant Christian School	3
NCCS Contact Information	4
Re-Enrollment Procedure	5
Dress Code	5
<i>The Standard Uniform</i>	5
Arrival	6
<i>Settling In Policy</i>	6
<i>Separation and Adjustment Period</i>	6
<i>Clothes</i>	7
<i>Toilet Training</i>	7
Dismissal, Pickup, and Afterschool	7
<i>Dismissal</i>	7
<i>Pickup</i>	7
<i>Afterschool</i>	8
<i>Procedure If We Cannot Reach Authorized Pick-up Persons</i>	8
Attendance Policy	8
Tuition and Fees	9
Disciplinary Procedure	9
Moving Up Ceremonies	9
Family Engagement Guide for Parents	9
<i>Home Tasks</i>	9
<i>Partners in the Home Tasks Program</i>	10
The Teacher:	10
The Student:.....	10
The Parent:.....	10
School Trips	10
Schoolway Messaging System	11
Inclement Weather Policy	11
School Meals	11
<i>Meal Times</i>	11
<i>Policy on Food Brought by Parents and Caregivers</i>	11

<i>School Meal Cost</i>	12
<i>Student Meal Account</i>	12
<i>Student Meal Account Payments</i>	12
<i>Frequently Asked Questions</i>	12
Can my child bring his/her own lunch?	12
Where can I find menus?	13
What if my child’s account shows a meal was eaten when I know that I packed a lunch?	13
What happens when the account has a zero/negative balance?	13
What happens if I do not replenish my child’s account after receiving a Negative or Zero Balance Notice?	13
What if my child has money in his or her account at the end of the school year?	13
<i>Special Dietary Needs</i>	13
Personal Items	14
Student Illness	14
Medical Records.....	15
Minor Injuries	15
Emergencies and Medical Treatment	15
Safety	15
NCCS takes safety seriously. Visit the For Parents section of our website for a copy of our detailed Safety Plan.	15
Administering Medicine	15
Questions, Suggestions, and Complaints	16
Parent Teacher Association	16
Parent-Student Handbook Signature Page	0

Welcome to New Covenant Christian School

Dear Parent or Caregiver,

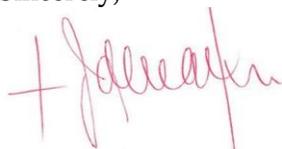
We are delighted that you have decided to enroll your child in New York City's system of free, full-day, high-quality pre-K education programs.

Pre-K is a wonderful opportunity for all our four year olds: it gives them the foundation they need for Kindergarten and a lifetime of learning. Our highly trained and dedicated teachers and administrators have created safe and structured classrooms with joyful and enriching lessons for our pre-K students. Your child will learn important skills, like how to work with other children, ask questions, solve problems, and learn new vocabulary.

In this booklet, you will find important information about what you and your child can expect from pre-K, and how to prepare for a successful school year.

New Covenant Christian School has a demonstrated commitment to providing families like yours with free, full-day, high-quality pre-K. We hope you are as excited as we are for this year of Pre-K for All, and we wish you and your child the best as you join our education system.

Sincerely,



Archbishop Joseph A. Alexander, Ph.D., D.D.

Founder, Chancellor, and Chair of the NCCS Board of Christian School Education

NCCS Contact Information

The NCCS Executive Office is the headquarters of the NCCS school system. Policies to manage and oversee all 4 schools comprising the NCCS school system are made through this office by the Director of Finance and Administration and the Chief Operating Officer. If you have a concern or question regarding the overall NCCS school system, you may direct them to this office.

New Covenant Christian School Executive Office

Address: 1179 Boston Road, Rear Suite
Bronx, NY 10456

Telephone: 718.328.6072 x 100

Fax: 718.620.2040

Director of Finance and Administration: Minister Rachel Macarthy

Chief Operating Officer: Ms. Sylvia Cleare

Each of the four schools in the NCCS system has its own office. You may direct school-specific questions or concerns to the appropriate school office using the information below:

New Covenant Christian High School – South Bronx Campus

Address: 1179 Boston Road, Bronx, NY 10456

Telephone: 718.328.6072 x 116

Fax: 718.328.3270

Principal: Mrs. Margo Manbode

New Covenant Christian School– South Bronx Campus, Early Childhood Learning Center

Address: 1181 Boston Road, Bronx, NY 10456

Telephone: 718.328.6072 x 112

Fax: 718.328.3270

Principal: Mrs. Marcia Mark

New Covenant Christian School– Central Bronx Campus

Address: 1925 Grand Concourse, Bronx, NY 10453

Telephone: 718.299.5250

Fax: 718.294.0974

Principal: Ms. Maria Cordero

New Covenant Christian School– Northeast Bronx Campus

Address: 1497 Needham Avenue, Bronx, NY 10469

Telephone: 718.519-8884

Fax: 718-519-8691

Principal: Mrs. Verna Blake

Re-Enrollment Procedure

In the spring, we will send you a re-enrollment letter informing you that the re-enrollment period has started and ask you to make a \$100 deposit toward the non-refundable Annual Fee discussed in the Tuition and Fees section below. If you will be re-enrolling your child for the next school year, you should follow the instructions in the letter to complete payment along with completing a new Student Personal Data Form. Full payment of the annual fee is required by July 15th of the upcoming school year. A new Financial Contract and School Meals Application will also need to be completed for the new school year. Questions about this process can be directed to the appropriate school office.

Dress Code

The Standard Uniform

During the academic year from September to June, UPK students are encouraged but not required to wear the standard NCCS uniform. Students are not required to wear the standard uniform during summer school.

The standard uniform is described below and can be purchased from any store where school uniforms are sold. Please note that by “Solid” below, we mean that the item of clothing must not contain any designs or patterns. If you cannot afford the standard uniform, you may send your child to school in any clothing appropriate for learning.

GENTLEMEN		LADIES	
Trouser:	Solid navy blue	Jumper (for Pre-K to Grade 5):	Solid navy blue with four pleats. Must be at least knee-length.
Sweater:	Solid navy blue with school emblem	Sweater:	Solid navy blue with school emblem
Shirt:	Solid white, button-down shirt (not Polo-Shirt)	Shirt (for Pre-K to Grade 5):	Solid white button-down shirt with Peter Pan collar
Neck Tie:	Solid maroon (no bow tie)	Neck Tie:	Solid maroon crisscross tie
		Stockings	Solid white or solid navy blue only
Shoes for all students: Solid black or solid dark blue dress shoes			

Arrival

The Pre K for All program begins at 8:30 a.m. As a courtesy to parents, NCCS offers early drop-off beginning at 7:30 a.m. for an additional fee described in the Tuition and Fees section below beginning September 2017. However, you may drop your child off any time after 8:00 a.m. without being charged the early drop-off fee. We nevertheless encourage students to arrive by at least 8:15 a.m. We want to establish good habits in relation to school right from the start, so we ask you to bring your child to school on time. Latecomers miss an important part of the day. They often have difficulty finding a place in an activity that is already in progress and adjusting to the rhythm of the group.

Parents of preschool children and parents whose children's school fees are subsidized by any agency are required to sign their children in and out daily.

Settling In Policy

Parents and caregivers are encouraged to stay with their children for as long as necessary or until the child has settled in. No child will be left in a distressed state. Staff will work with parents to ensure the child feels comfortable, safe, and happy.

Separation and Adjustment Period

Before school begins, you should start leaving your child with a babysitter (or someone other than family members). You might also ask a classmate from NCCS over to your house so that your child will have a friend when school begins.

On the first day of school, set the tone for your child's adjustment to a new building, class, friends, and teachers. All children need the understanding and support of their parents/caregivers during this period. You can best help your child in the following ways:

1. It is a natural reaction to have your child cling to you and or cry. Let him/her react to the new situation in his/her own way.
2. Let the teacher take the initiative in directing your child into an activity or a group. Some children need to observe and stand back before joining in.
3. Your child may sense your attitude/anxiety and body language. Many times it is the parent who has a difficult time separating. If you are relaxed, positive, and encouraging, you child will soon be too.
4. When you are ready, say "good-bye" to your child. Don't just leave. We always reassure the children that Mommies and Daddies will always come back to pick them up. Once you leave, please wait in the hall near the office until your child's teacher comes out with a report.

The separation process at NCCS is gradual, gentle, and handled on an individual basis.

Clothes

We would like an entire set of extra clothing a pair of underwear, and a box of wipes clearly labeled in a shoebox (also labeled) for emergencies. Because “play is the work of childhood,” please dress your child in washable and comfortable shoes. We encourage children to participate in all activities offered, from finger painting to playing with clay; we try to spend some time outside each day unless it is bitterly cold. No sandals; they cause turned ankles and stubbed toes. Girls will probably be more comfortable wearing pants in the winter. If you have boots for your child, send an extra pair of shoes to be worn indoors. Please label all sweaters, raincoats, winter jackets, etc. as many children have similar clothing. IN GENERAL, ALL CLOTHING SHOULD BE EASY FOR YOUR CHILD TO GET OFF AND ON BY HIMSELF OR HERSELF.

Toilet Training

We will be happy to reinforce any toilet training that you have begun at home. However, please remember that you, as parents are primarily responsible for leading the toilet training process. Personal hygiene (washing hands, wiping bottoms, and flushing toilets) is part of this training. Our accident policy is as follows: if your child is toilet trained, we will help your child change his/her clothes after an accident, assist in cleaning their legs, but we do not wipe genital areas.

Dismissal, Pickup, and Afterschool

Dismissal

The instructional day for NCCS Pre K for All program ends at 2:50 p.m., and you or an authorized person may pick up your child at this time. Children remain in their home classroom after dismissal until 3:00 p.m.

Pickup (And Signing Out)

At the beginning of the school year, we will require you to submit a Student Personal Data Form for each student you enroll in our school. Among other things, this form will confirm whether your child is permitted to leave the school on his or her own or whether the child must be picked up by authorized pick-up persons. We require each student to have 3 authorized pick-up persons: 1) the person who enrolls the child in the school, 2) the child’s emergency contact, and 3) any 3rd responsible adult. The form will also ask you to submit photos each authorized pick-up person.

If you indicate that a child must be picked up on the Student Personal Data Form, your child will only be released to the authorized pick-up persons who appear on the form. You may not designate an authorized pick-up person by telephone. Each authorized pick-up person must be 18 years old or older. Since we must release the child into the care of an adult, any person picking up a child must physically enter the school building to pick the child up from a classroom or other waiting area.

Afterschool

Children who have not been picked up by 3:00 p.m. will be escorted to an afterschool class, whether or not they participate in afterschool. Children who are not formally enrolled in afterschool but are in afterschool for the day because of a late pick up will be charged \$10 per hour. **If you fail to sign your child out when you are required to (either because your child participates in our pre-school program or any part of your child's school fees are paid by a government agency), we will charge you the maximum rate of \$30 per day instead of the \$10 per hour late fee.**

The school building closes at 6:00 p.m. It is very important that you or anyone you authorize to pick up your child ALWAYS comes on time. Afterschool ends at 5:30 p.m. Pick up is between 5:30 p.m. and 6 p.m. Late pick-up (after 6 p.m.) will result in a late pick-up fee that is due by the next business day.

Procedure If We Cannot Reach Authorized Pick-up Persons

If we cannot make contact with any authorized pick-up person by 7:00 p.m., then we will call the nearest local police precinct to inform them of the situation and request that your child be escorted by the police to the precinct.

Under no circumstances will NCCS employees transport your child to your home, your workplace, the employee's home, or any other location—unless you list the employee as an emergency contact person or authorized pickup person on the Student Personal Data Form.

Attendance Policy

Our attendance policies are based on the principle that regular school attendance maximizes the student interaction with teachers and peers and is a major component of academic success.

NCCS only offers full-time enrollment to its students. To be considered a full-time enrollee, a student must be attending classes for the entire school day (from 8:30 to 2:50).

Students are tardy if they arrive to school after 8:30 a.m., and students will have made an early departure if they leave school before 2:50 p.m. Lateness will be monitored daily and where necessary, parent contact will be made to identify ways to help families bring students on time.

Based upon our values, priorities, and evaluation of community needs, we have determined that absences, tardiness, and early departures will be considered excused or unexcused according to standards discussed in our Comprehensive Attendance policy located on the For Parents section of our website, www.ncchristianschool.org.

Tuition and Fees

The following chart describes tuition and fees charged by NCCS for UPK students:

Grade Level	Annual Tuition	Annual Fee	Early Drop-Off Fee as of 9/2017	Afterschool	Late Pickup Fee Per Hour	School Trips
Pre-Kindergarten 4*	FREE - UPK	NONE	\$100 monthly	\$200 monthly	\$10	FREE

**The Pre-K for All Program is fully subsidized by NYC's Department of Education.*

Disciplinary Procedure

When a child misbehaves or makes a decision that is harmful to self or others, we gently admonish the child about the error and encourage him or her to adopt better behavior.

Moving Up Ceremonies

Each year, NCCS hosts a moving up ceremony at the end of the school year to promote students to kindergarten.

Family Engagement Guide for Parents

One of our mission statements is to assist parents in the education of their child.

- 1) Newsletters at the start of each theme- This will include what children will be learning in the new theme and what parents can do at home to enhance what children are doing in school.
- 2) Parents can be used as resource personnel- We will invite parents who are able to share information with children. They will also be invited to read to the class or assist with class projects.
- 3) Communicate with parents- Teachers will make phone calls, text, or send notes to parents to inform them about some positives about their child and also their concerns.
- 4) Parent teacher conferences- Teachers will meet with parents to discuss the children's progress and what they can do at home to support their child's learning.

We have a open door policy as a way of encouraging open communication with our families and creating a climate in which every aspect of the school is open and helpful to the parents. Parents/Guardians are welcome to speak freely with administration daily because they are a part of the teaching learning process in the classroom. Additionally, we will always strive to provide materials in the parents first language.

Home Tasks

Home tasks are tasks that the student should complete at home under the supervision of a parent or caregiver. This work at home offers the child many opportunities to develop good study and work habits, and independence in thinking. Children learn to take advantage of opportunities for exploring further resources in their learning experiences. The parent's role is to guide, assist, stimulate and inspire the work of their children.

Partners in the Home Tasks Program

The Teacher:

- Makes the task clear and definite to the students.
- Explains to students how the task will help them.
- Shows students in general how the task may be done.
- Checks the tasks regularly.

The Student:

- Does the task to the best of his/her ability and through his/her own efforts.

The Parent:

- Provides a suitable place for the child to complete tasks.
- Shows an interest in the task that is being done.
- Offers help but only where the child does not have the ability to do the task by himself/herself.

School Trips

School trips are designed to enhance the learning experience and to give students a chance to enjoy the freedoms of childhood with their classroom peers. School trips are free. Attendance at school trips is not mandatory but is strongly encouraged.

If you decide that your child should not participate in a school trip, you should not bring your child to school on the day of the trip and make alternative arrangements for the care of your child for that day. If your child does not attend a school trip, that will count as an excused absence in accordance with our Comprehensive Attendance Policy available online in the For Parents section of our website, www.ncchristianschool.org.

At least one week before any school trip, we will send you a notification/consent slip that provides you with all the details about the trip and solicits your consent to allow your child to participate in the trip. We strongly encourage parents to accompany NCCS on trips, but space is limited so we encourage all interested parents to respond timely if they would like to attend. Students are usually jubilant and energetic about going somewhere new, and they can be quite a handful for teachers to manage by themselves. If you are unable to attend a trip, you can send a trusted friend or family member that your child respects and knows well to be a chaperone.

Please note that routine, off-site visits to nearby locations (such as libraries or a local park) are not considered school trips. Instead, they are an extension of the educational program offered by NCCS. By signing the Statement of Agreement on the back of the Student Personal Data Form, you agree to allow your child to participate in these off-site visits.

Schoolway Messaging System

Schoolway is a communication platform that allows NCCS to send you short messages about what's happening at our school. Through Schoolway, we can send you information about school emergencies, reminders about events, surveys, etc. It's much faster than making telephone calls, and it eliminates the need for us to send home paper announcements that you may never see because they get lost in your child's bookbag. And best of all, it's FREE for you to use!

You can download the Schoolway app right to your smartphone, or visit the NCCS Schoolway website at myschoolway.com/NCCS if you don't have a smartphone.

Inclement Weather Policy

In the event of inclement weather, NCCS will normally follow the closing and delayed opening schedule being implemented by the NYC public schools. However, we will always communicate our plan of action with you through Schoolway.

School Meals

NCCS participates in the National School Lunch Program for all school meals. Although it is called the school "lunch" program, participation in the program means that your child's breakfast meals (and snack, if they participate in afterschool) are also covered by the program.

At the beginning of every school year, parents will receive a "Letter to Parents Re: School Meals" which fully explains the program. Our Local Wellness Policy can be accessed from the school's website. We welcome parental suggestions and volunteer support in the implementation of our wellness policy. Please contact your local school office to sign up for the Wellness Committee.

Meal Times

Breakfast is served daily between 8:30am – 8:45am. Lunch is served between 11:00am and 11:30 pm.

We kindly ask that you not give your child sugared drinks before school. Sugared drinks include Kool-Aid, colored drinks, Arizona, some Capri-suns, or any 5% or 10% juice drinks. Milk and 100% juice are appropriate.

Policy on Food Brought by Parents and Caregivers

As of August 2016, NCCS will **only** serve food prepared in our kitchens to our students during school hours.

This means:

- If you would like to host a lunch party for your child's birthday during the school day and serve a special food item, you must coordinate with the school's administration at least 2 months in advance so that we can update our menu, get the ingredients, and prepare the food in our kitchen. You may otherwise still bring store-bought cake, pastries, and candies to distribute to your child's classmates without violating this policy—but do not bring any homemade goods.
- Any cultural events where parents are encouraged to cook a special dish representing their culture will be hosted by the NCCS Parent-Teacher Association and will be held on evenings or weekends to allow students to participate in the events with their parents.

School Meal Cost

All parents are strongly encouraged to have their children participate in the National School Lunch Program. The Application for Free and Reduced Price School Meals/Milk determines whether your child will receive free or reduced meal benefits. If you are eligible for reduced meal benefits, the meal cost per child for breakfast is \$0.25 and the \$0.25 for lunch. If you are not approved for free or reduced meal benefits, the meal cost per child for breakfast and lunch are indicated in "Letter to Parents Re: School Meals". That rate is subject to change yearly.

Student Meal Account

Every child will have a student meal account, where a credit can be applied. Each student's meal account operates as a Debit System. When your child eats breakfast or lunch, the cost per meal will be debited from their account.

Student Meal Account Payments

Payments must be made separately from tuition. Payment *will not* be accepted during meal times. Payments *will not* be accepted daily. Instead, a payment should be made in advance to build credit on your child's meal account. This form of pre-payment can be made at the school office, credit union, or online. Please indicate that the payment is being made as a **credit** to your child's **student meal account**. All payment methods are accepted- cash, credit card, money order, etc. Please be advised that you will be responsible for maintaining a credit on your child's meal account.

Frequently Asked Questions

Can my child bring his/her own lunch?

Yes, however, under USDA regulations and the National School Lunch Program (NSLP), the cafeteria staff cannot store, heat, or serve food that you send for your child if he or she does not participate in the School Lunch Program. Please be aware of this, and send an appropriate packed lunch with your child. However, we will strongly encourage all children to eat, or at least try, the food that has been prepared for them by our school. Furthermore, we will periodically get feedback directly from the students regarding items on the menu so that it can continuously be

tweaked to their satisfaction.

Where can I find menus?

Two weeks in advance, menus are posted in the cafeteria as well as on the school website at <http://ncchristianschool.org/school-meals/>.

What if my child's account shows a meal was eaten when I know that I packed a lunch?

Sometimes hungry, growing kids will eat their home-packed lunch on the bus or on the way to school, and then eat a school lunch meal. Also, if the school is offering a popular menu for lunch, the child may be tempted to have lunch at school instead of eating the packed lunch. The school secretary in conjunction with the cafeteria staff will gladly research any debited meals on your child's meal account.

What happens when the account has a zero/negative balance?

We will not deny meals to any child with a 0 credit balance on their account. Your child will always receive a meal, even when there is no money on their student meal account. The child's meal account will be billed, and you will be informed of any charges at the end of the month. PLEASE ensure you have an accurate email on file with the school office. Negative Balance Notices /Zero Balance Notices will be emailed to the parent or guardian. The parent or guardian should then replenish the student meal account with any money owed immediately, and/or additional pre-pay money by using the above mentioned methods of pre-payment.

What happens if I do not replenish my child's account after receiving a Negative or Zero Balance Notice?

Your child will not be denied meals even if there is no money in his or her meal account. However, if you do not replenish the account by the date specified in the notice, you will owe NCCS at debt. We will enlist the help of a debt collection agency to recover any monies owed to us.

What if my child has money in his or her account at the end of the school year?

All funds remaining on the account carries over to the next year. Should any child leave the school or graduate, the remaining balance will be issued as a refund after receiving a written request from the parent and/or guardian.

Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, **parents are responsible** for communicating any special dietary needs of their child, including food allergies, to the school office.

Substitutions to regular school meals provided by our school lunch program will be made for students who are unable to eat regular meals due to qualifying dietary needs. Any special needs must be certified in writing by the student's physician. The nature of the student's qualifying dietary need, the reason such need prevents the student from eating regular school meals

(including foods/beverages to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. When the school office is notified of a student's special dietary needs through the submission of the Student Personal Data Form, a highlighted notice is put on the student's record with the list of food/beverage restrictions as well as sharing this information with the food service staff via notice posted in the kitchen to ensure compliance.

For example: Students who are lactose intolerant must have a written notice from a physician in order to receive Lactaid milk or bottled water/orange juice in place of milk. USDA guidelines prohibit serving substitute beverages to students **without written medical directives from a medical authority. Notes from parents requesting any beverage other than milk are not acceptable under USDA guidelines of the National School Lunch Program.**

Personal Items

Students should not bring cellular phones, toys, or games to school. If they bring such items, they are responsible for them. NCCS will not be responsible for locating any cell phone, toy, or game that is brought to school and is misplaced or stolen.

Some other personal items are easily lost, stolen, and/or broken. School personnel will investigate all such cases; however, NCCS is not responsible for replacing or bearing any costs associated with a personal item that is lost, stolen, or broken on school property or during school hours.

Student Illness

Your child's health is very important to us. A medical history of your child as well as a current copy of his/her immunization record showing that standard immunizations have been administered is required. Please be considerate of others and keep your child home if he/she has:

- A stomach virus within the past 24 hours (nausea, vomiting, diarrhea, etc.)
- A fever or has had one during the previous 24 hour period.
- A cold, heavy nasal discharge, constant cough, or headache.
- Earache or sore throat.
- Swollen or inflamed eyes.
- Skin rash or sores.
- Any symptoms of a possible communicable disease. Any child diagnosed with a contagious disease should be reported to the school in order for a notice to be posted for parents.

We will not allow any child with symptoms of illness in the school without a signed doctor's note. If we notice any unreported rashes, we will immediately call you to pick up your child.

Medical Records

It is mandatory that all students have updated medical records on file on or before October 31st. Students without records on file will not be permitted in school after October 31st.

Minor Injuries

We are constantly mindful of the safety of our students; however from time to time, children experience bruised knees or minor cuts or scrapes which require first aid attention. This care, which includes washing with soap and water, use of band-aids and/or ice packs will be promptly administered by our staff. You will receive a written notification from your child's teacher giving you the details of the minor accident. A copy of this report is also kept in your child's file. Please also take special notice to ensure that your child's nails are cut short and well-groomed to avoid accidents.

Emergencies and Medical Treatment

Our staff are certified in First Aid/CPR protocol. However, if your child experiences a health emergency beyond a minor cut or scrape, we will contact you immediately to seek instructions from you about the course of action you want us to take. If we cannot contact you, we will reach out to the emergency contact person for instructions. If we cannot reach the emergency contact person, we will contact the family physician you listed on the Student Personal Data Form, if any. If we cannot make contact with you, the emergency contact person, or your family physician, we will take the steps necessary in our discretion to secure emergency medical treatment for your child.

Recall that you authorize us to seek emergency medical treatment for your child in Paragraph 4 of the Statement of Agreement on the back of the Student Personal Data Form or emergency contact card that you must sign every academic year. You, not NCCS, will be responsible for the costs of this treatment.

Safety

NCCS takes safety seriously. Visit the For Parents section of our website for a copy of our detailed Safety Plan.

Administering Medicine

NCCS staff are generally prohibited from administering medicine to students.

Students needing occasional medications, such as penicillin, etc. for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent/caregiver and accompanied by a written authorization from the parent/caregiver that includes the name of the medication and instructions for its administration (time and dosage).

Questions, Suggestions, and Complaints

NCCS has an open door policy. We encourage parents and caregivers to bring any issues to the attention of the administration at any time. Address issues concerning behavior of students in the classroom with your child's primary teacher. Address issues with teachers to the principal on site. Address issues with any school principal with the Director of Finance and Administration. You can contact principals and the Director of Finance and Administration using the NCCS Contact Info sheet at the beginning of this handbook.

Address issues with the Director of Finance and Administration to the NCCS Board of Christian School Education. You can use a special dropbox at the NCCS Needham Avenue Branch for this purpose and submit your thoughts in writing via hand delivery or by mail to:

New Covenant Christian School
1497 Needham Avenue
ATTN: NCCS Board of Christian School Education Dropbox
Bronx, NY 10469

Parent Teacher Association

You are our partner! The Parent Teacher Association is a vital part of the NCCS family, and we need parents to be **ACTIVE** members to contribute thoughts, ideas, and resources to build our school and help us walk in excellence. The Parent Teacher Association will work closely with the school administration to develop policies and implement new programs for the benefit of the students. The PTA schedule is set at the beginning of every school year.



NEW COVENANT CHRISTIAN SCHOOL

Developing the Leaders of Tomorrow in a Christ-Centered Environment

Executive Office: 1179 Boston Road (Rear Suite), Bronx, NY 10456

Tel. 718 328 6072 x 100/Fax. 718 620 2040

Parent-Student Handbook Signature Page

I _____ have received the 2016 edition of the New Covenant Christian School Parent Handbook for Pre-Kindergarten to Grade 5. I understand the policies described in the Handbook and agree that these policies will govern the relationship between NCCS and my family. my and my child's relationship with NCCS.

Parent Signature

Date

PLEASE RETURN THIS PAGE TO YOUR LOCAL SCHOOL OFFICE AFTER IT HAS BEEN SIGNED.