



PARENT HANDBOOK

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Mission Statement

The Mission of our faith-based institution is to cultivate lifelong disciples rooted in spiritual growth, personal responsibility, and academic excellence. We are dedicated to nurturing each individual's commitment to faith, character, and purpose, empowering them to become leaders who positively impact their communities and the world. Through Christ-centered teaching and mentorship, we strive to foster an environment where discipline and integrity flourish, preparing every student to thrive in all aspects of life.

Introduction

Welcome to the Nazaree Full Gospel School (NFGS) operating under Nazaree Community Development Corporation (NCDC). We are so excited that you have chosen us to provide care for your child(ren). This parent handbook will provide you with information about our policies and procedures here at the NFGS. Throughout this handbook you will see the word "Center" used to refer to the Nazaree Full Gospel School. If you have any questions concerning the information presented in this handbook, please contact the Executive Director. Again, welcome to the Nazaree Full Gospel School.

This institution is an equal opportunity provider:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil right regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Vision Statement

Our vision is to be a beacon of hope and transformation, guiding individuals and families to embrace disciplined lives anchored in faith. We seek to inspire our community to pursue holistic success - spiritually, intellectually, socially, emotionally, and physically while continually growing in devotion, service, and leadership for the glory of God.

License

The Center is licensed by the State of Alabama's Department of Human Resources. This shows compliance with the Child Care Licensing and Performance Standards for Day Care and Nighttime Center Regulations and Procedures as prescribed by the State of Alabama Department of Human Resources. This document is available for review at <http://dhr.alabama.gov/>



Our Learning Goals

It is our goal to provide a nurturing, caring, and positive environment. We create a warm and exciting place for infants, toddlers, and preschoolers to learn. We connect the relationship between home and school, we guide children to continue self-image, and we build and promote social skills in a school setting. Sensory, motor, perceptual, spiritual, and language skills are introduced through materials and activities that are both child-centered and teacher-directed. Experiences are planned to emphasize the process rather than the product, fostering a sense of accomplishment and pride.

According to the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed with the balance of structure and free choice, as well as active and quiet time.

Classroom Organization

Nazaree Full Gospel School is divided into five (5) age groupings:

- Infants - Six weeks to approximately 1 years
- Younger Toddlers - Approximately 1 through 2 years
- Older Toddlers - 2 through 3 years
- Pre-School - 3 through 4 years
- Kindergarten - 5 years

Teaching Staff Credentials

All teaching is required to meet the criteria as set forth by the Alabama Department of Human Resources; however, many of our teachers have obtained certifications that exceed DHR requirements. All regularly participate in ongoing training to enhance their skills, knowledge, and understanding of Early Childhood Education.

Alabama Quality STARS

Nazaree Full Gospel School is a 4-STAR center. We provide a high-quality program that goes above and beyond the DHR Performance Standards. What is Alabama Quality STARS? Alabama's QRIS (Quality Rating and Improvement System) is a partnership between the Alabama Department of Human Resources and the Alabama Department of Early Childhood Education. This system awards STAR levels to early childhood care and education programs that meet a set of defined program standards which are comprised of standardized, research-based criteria. By participating in this program, early care and education providers will embark on a path of continuous quality and improvement. Alabama Quality STARS is committed to recognizing a program's strength while providing support to forge a path to continuous improvement.



Programs have to meet a minimum score requirement on both the Best Practice Rubric and CLASS scoring model in order to meet different STAR levels.

Curriculum

NFGS curriculum is based on the knowledge that youth learn through active exploration of their environment as well implementing and teaching biblical lessons. Our standards and objectives derive from Alabama Department of Early Childhood Education, Nazaree Curriculum, and Biblical Standards. The standards focus on four main components:

1. Relationships and Connections
2. Exploration and Critical Thinking (Math and Science)
3. Communication (Language and Literacy/Creative Arts)
4. Physical Development and Health

Alabama First Class PreK

NFGS now offers First Class PreK. Alabama's high-quality, voluntary First Class Pre-K program provides effective, high quality early childhood experiences that prepare four-year-olds for school success and lifelong learning. First Class Pre-K is administered by the Alabama Department of Early Childhood Education.

Nazaree Kindergarten Program

Our kindergarten program reflects our belief that every child is uniquely created by God with purpose and potential. Learning experiences are hands-on, developmentally appropriate, and intentionally structured to help students grow in:

- Faith formation - understanding God's love, practicing prayer, and applying biblical truths
- Academic readiness - building strong foundations in literacy, math, science, and social studies
- Character development - practicing kindness, responsibility, and respect
- Social-emotional growth - learning to work with others, communicate feelings, and solve problems

Kindergarten Curriculum

Purposeful Design provides a biblically integrated, research-based curriculum that supports both spiritual and academic development.

NFGS Material Rotation Policy

The classroom NFGS Center will be arranged to accommodate a variety of children's needs and strengths. Activities will be implemented for children that will stimulate learning across all domains of development. The teaching staff is provided with the resources needed to



implement a program where each child feels successful and has life-long learning. Adding materials enhances the environment by promoting language and literacy skills in children. If the classroom includes dual language learners, the environmental print will be displayed in the second language.

The staff will change the materials or props in all centers on a weekly basis to maintain the interests of the children and to reinforce the curriculum theme. The staff must provide activities that are age-appropriate for each child. Teachers will modify or change activities as needed to meet the individual needs of children.

Another component of the context of the curriculum is NFGS Center materials and equipment in the classrooms. The materials and equipment at the NFGS Center are intentionally chosen to support children's learning, interests, and skill levels. These materials:

- a. Reflect on the lives of the children and families.
- b. Reflect the diversity found in society, including gender, age, culture, race, language, and abilities.
- c. Provide for children's safety while being appropriately challenging and durable.
- d. Encourage exploration, experimentation, and discovery.
- e. Promote action and interaction.
- f. Organize to support independent use.
- g. Rotate to reflect changing curriculum and accommodate new interests and skill levels.
- h. Appropriate for the age level of the children and stage of development
- i. Are ample in quantity and rich in variety
- j. Accommodate children's developmental delays and disabilities

Serving Children with Additional Needs

The objective of serving children with additional needs is to create a plan and provide strategies for meeting the needs of children and their parents. When developing the plan our purpose is to ensure that:

1. The staff will work with the guardians of the child to complete a plan of action to support the child.
2. The staff will implement the action plan into the daily plan. The objective of serving children with additional needs is to create a plan and provide strategies for meeting the needs of children and their parents. When developing the plan our purpose is to ensure that:



- a. All components of the curriculum are appropriately involved in the integration of services for children with disabilities and their parents.
 - b. All resources are used efficiently.
 - c. Plans are updated as needed.
 - d. The plan includes provisions for children with additional needs to be included in the full range of activities and provided any physical modifications necessary to meet the needs of children.
 - e. The plan is used as a working document, which guides all aspects of the program's efforts to serve children with additional needs. The plan will take into account the needs of the children for small group activities, for modifications of large group activities, and for any individual special help.
3. If necessary, the parent(s) of this child will be contacted for a parent conference to review findings and to give written parental consent for the child to be referred to the LEA for a full evaluation upon parent request.

Screen Time Policy

At the Nazaree Full Gospel School we care about the health and well-being of the children in our care, we follow best practice recommendations on screen time.

- Children over 2 should watch less than 30 minutes (no more than 1 hour according to DHR performance standards) daily for educational use.
- Usage of any visual media (video, DVD, smartboard, YouTube, Internet) is required to be included in the lesson plan and to be related to the curriculum.
- Smartboards are to be utilized as educational tools.
- Electronic media must be age appropriate. Educational DVDs may be used occasionally to supplement curriculum or as a special event rather than as part of the regular daily routine.

Parent's Role and Responsibility

NFGS recognizes the vital role parents play in the school life of their children. Parents must cooperate with the Center in carrying out all governmental laws, rules, and regulations affecting the operation.



Expectations of Parents

- Read newsletters, Brightwheel, and daily sheets sent home.
- Value staff members and show them common courtesy. Caregivers are not babysitters. We employ teachers who have training and education in child development. Show respect for their position as an important part of your child's development.
- Supervise your children in the building. Your child's safety and well-being is our primary concern.
- Keep a sick child at home. The state mandates health regulations to prevent the spread of infectious illnesses. Although it may seem inconvenient at times, these rules also keep your child from being infected by others as well. It is up to you to have a back-up plan for a child who cannot attend.
- Address concerns in a respectful way to the appropriate person.
- Make sure the children get a good night's rest so they are ready for their busy day.

Developmental Screening

Screening for all children will be conducted twice a year. The staff will use the Alabama Early Learning Guidelines (AELG) Checklist in the fall and Spring of each new year. Assessment results and ongoing observations (anecdotal notes) will be used by the staff to individualize instruction for each child.

ASQ-3 is a valid and reliable screening tool, the parent will administer a research-based standardized developmental screening for each child enrolled in the program annually. Child screening is used to determine the developmental level of each domain for all children in order that an individual program can be planned

Parent Teacher Conferences

Each classroom teacher will conduct an evaluation of your child for the purpose of having a Parent/Teacher Conference. The conferences will be conducted twice during the school year. At that time, we will review your child's assessments to evaluate progress, set goals for the next 6 months, and discuss any questions or concerns. All parents/guardians are expected to participate in these conferences if possible. The conferences can be scheduled to accommodate even the most challenging schedules.

NFGS TRANSITION ACTION PLAN

Transitions are important times in the life of your child. During a period of transition, children can feel excitement and fear among other emotions. Nazaree Full Gospel will work with both you and your child to prepare them for this great milestone. The transition process begins at the moment your child enrolls in the program. The provider begins collecting information. The



Nazaree Full Gospel staff will work with you to set goals for your child, help you explore the educational options for your child. The Nazaree Full Gospel staff will plan and provide activities for your child to prepare them for their next educational placement. The Nazaree Full Gospel staff will provide parents with district information including enrollment dates and assist parents with completing any necessary paperwork if needed. Families will also receive tips and strategies to help their children prepare for the next phase of learning.

NAZAREE FULL GOSPEL SCHOOL PARENT AGREEMENT

1.) **REGISTRATION:** Registration can be completed only by submitting all signed registration forms and a \$45 registration fee. An interview by the Executive Director or designee is required to initially register a child. Spaces are reserved in the Center only with payment of this non-refundable fee. At time of enrollment, a one-week non-refundable tuition deposit will be charged.

Required Forms/Documentation:

- Child's Preadmission Record before the first day of school
- Certificate of Immunization (Form from your child's pediatrician)
- Childcare South Award Letter (if applicable)
- Health/Emergency Form (this form also includes allergy information)
- Signed statement that parents have received and read the Parent Handbook
- Photocopy of parent I.D.

Immunization

The Alabama State Certificate of Immunization forms are required by state law and provide information concerning each child's immunization and physical exams. NFGS allows NO exceptions. We require that a child's health certificate be completed no more than six months prior to the day the child enters the Center. Parents are required to keep the immunization record up to date, as the health department has the authority to send children home if immunizations are not current, a child who is legally under-immunized will be excluded promptly from attendance in the center if a vaccine-preventable disease occurs in the program.



2.) TUITION: Effective February 1, 2026.

Daycare fees are as follows:

Age	Part time Rate	Full time Rate
Infant/Toddlers (6 weeks – 2 years old)	\$82.50	\$165.00
Preschoolers (3 – 5 years old)	\$77.50	\$155.00
School Age	\$75.00	\$150.00
Registration Fee	\$45.00	N/A
Daily Rate	\$35.00	
Late Fee	\$30.00 Due Tuesday Morning	(cash, website, or cashapp)

Full-time is 40 hours. Parents are required to pay for the full plan for which they have registered, **even if the child is absent from the Center. After two weeks of no payments, we reserve the right to terminate daycare service to your child(ren).** Nazaree Full Gospel School reserves the right to increase tuition with a 30 day-advanced notice in writing.

Kindergarten fees are as follows:

Age	School Rate
Students (5 years old)	\$660.00
Registration Fee	\$100.00
Book Fee	\$150.00
Technology	\$25.00
Late Fee	\$25.00 (cash, website, or cashapp)
After School	\$50.00

All Kindergarten students must be 5 years of old by September 1st. **Returning Students:** To reserve a place for the school year, the registration fee must accompany a completed school enrollment form. The registration fee is non-refundable. Registration and book fees must be paid by July 1st for all returning students. **New Students:** All new students must pay both registration and book fees at the time of enrollment. **Tuition:** The tuition at NFGS is a fixed amount and is divided among a 10-month calendar. Tuition may be paid monthly or annually. If your choice is to pay monthly, all tuition payments must be paid on the 1st of each month. The first payment is due on August 1st, and the last payment is due on May 1st. There will be a \$25.00 late charge if tuition is not paid by the 6th of the month. If tuition is not paid by the 15th of the month, then a child may not return to school until the tuition has been paid in full. **NOTE:** Church members in good standing will receive a discounted tuition rate. Please check in the office for the amount.



(Kindergarten) \$660.00 Monthly \$660 x 10 months = \$6,600

Afterschool care is available at a rate of \$50.00 a week for all NFGS students enrolled at the center.

3.) **PAYMENT DAY:** Payment is due every Monday. If the Center is closed on a Monday tuition is due on the following business day by 5 p.m. Payments may be received on Monday until 11:59 pm.

4.) **ONLINE PAYMENT:** Parents may pay their tuition online through the Brightwheel App. A billing plan will be created for those parents who choose to use this payment method. Please keep in mind that if you choose “autopay,” make sure funds are available. If a payment is rejected, you will be responsible for the \$30 late fee.

5.) **LATE PAYMENT PENALTY:** If payment is not made by **Monday** of each week, a late fee of \$30.00 will be added to your account. On **Tuesday, Nazaree Full Gospel School reserves the right to discontinue services to any family that is in arrears or that has repeated occasions of late payment.** When payment becomes two (2) full calendar weeks behind; the child may not return to the Center until payment has been made in full. The slot will be held for only one (1) week. If the family fails to pay on this balance in a timely manner, a collection cost equal to one half of the outstanding balance amount will be added to the account.

6.) **RETURNED CHECK CHARGE:** There will be a \$35.00 charge for any check returned due to insufficient funds. If insufficient funds should occur, we will not accept another check for the child(ren).

7.) **OPERATING SCHEDULE:** The Center is open from **6:30 a.m. to 5:30 p.m. Monday through Friday year round. Children must arrive at the Center before 9:00 a.m.** No child will be received into the Center after 9:00 a.m. unless they are accompanied with a doctor’s note. Your child has to be physically in the building by 9:00 am. Hours of operation and/or major legal holiday closings are subject to change. Parents will be notified in advance of such closings.

8.) **LATE PICK-UP:** The Center closes at 5:30 p.m. Pick-up time and closing time is strictly enforced. After 5:30 p.m. a \$5.00 late charge will be added for every 5 minutes that the parent is late picking up the child(ren) after the Center closes.

9.) **HOLIDAYS:** The Center will be closed for the major legal holidays: New Year’s Eve, New Year’s Day, Rev. Dr. Martin Luther King Jr. Birthday, Family Fun Days (Mardi Gras), Memorial Day, Juneteenth, The 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas



Eve and Christmas Day. Parents will be notified in writing and closing dates will be posted at the center.

10.) **HOLIDAY BREAKS:** The Center will be closed one week for **Spring Break, Thanksgiving, and Christmas** throughout **New Year's Day**. Parents will receive, well in advance, notice of the dates by way of a special bulletin. Please know that during this week(s) you are required to pay your child's tuition and co-pays, in your usual manner, to retain your child's space at the center.

11.) **WITHDRAWAL/TERMINATION FROM THE CENTER:** Parents may withdraw the child(ren) from the Center by giving a two-week advanced notice in writing. Parents must pay for these two weeks in full whether or not their child attends. If a child is unable to adjust in a reasonable period of time, we reserve the right to remove the child from the program. We reserve the right to dismiss a child(ren) from the Center for any reasons we deem necessary or for reasons that impede or interfere with the day-to-day operation of the Center.

12.) **SICKNESS:** By state regulations, children may not come to the Center if they are sick. Children who become ill while at the Center will be placed in isolation briefly while the parent is notified and instructed to have the child picked up as soon as possible. The child may not return the next day; but they may return the day after that. If the child is sick Monday, they may not return until Wednesday.

These are examples of common illnesses: Fever, Diarrhea, Vomiting and Pink Eye

If the child(ren), is absent for more than one day the Center will contact the parent at 9:30 a.m. of the second day of absence.

13.) **INJURIES/ACCIDENTS:** If your child is involved in an accident or injured, i.e., head injury, broken skin, or bruising, you will be notified by phone. Upon arrival to pick up your child you will be given a written accident or injury referral.

14.) **PHYSICAL:** Parents are required to provide the Center with, yearly, updated medical forms for their children and as new immunizations are given, we ask that you provide us with the updated immunization certificate in a timely manner.

15.) **MEDICATIONS:** Medications will **NOT** be given to a child at the center given under any circumstances.

16.) **NAPS:** Children under the age of 5 (five) are required to have a rest period, daily, if they attend the Center full days. The Center will provide a clean cot or crib for every child.



17.) **CLOTHING/UNIFORM:** Uniforms consist of a hunter green shirt, navy blue bottoms, a black belt, and enclosed shoes. Parents are required to provide at least one complete change of clothes to remain at the Center in case of accidents. These clothes must be labeled and need to be changed as the child grows and as the seasons change.

18.) **TOYS/ELECTRONIC DEVICES:** No toys, including iPads, Tablets or cell phones, etc., from home, will be allowed in the Center unless the parent is notified in writing for “show and tell.”

19.) **MEALS:** Balanced, nutritional meals are provided. Children will be served the approved Center meals (Breakfast, lunch, and afternoon snack). Food substitutions for personal, religious, or medical reasons may be accommodated. If resultant meal patterns or serving sizes will not meet the child’s nutritional needs, a medical statement must be obtained documenting the appropriateness of the variation. Efforts will be made to provide substitutions through our food service provider. If suitable substitutes are not available parents must provide appropriate substitutes. Our Center provides meals from the Child and Adult Care Food Program sponsored by the U. S. Department of Agriculture.

Your child must be in the building by 8:50 a.m. to receive breakfast. Breakfast ends at 9:00. If you know you will be arriving after this time, we strongly suggest you provide your child with breakfast.

20.) **ARRIVAL AND PICK-UP:** Parents will sign their child(ren) in upon arrival. The child must be scanned-in as well if your child receives Child Care South. Parents will drop their child(ren) off at the front door. They will be escorted to their classroom. At the end of the day, the child(ren) must be signed out and will be released **ONLY** to someone on the pick-up list carrying proper identification. The person picking up the child(ren) must be at least 16 years old. Parents are encouraged to have their children say “goodbye” to their teacher.

21.) **INFANT CARE:** Parents must provide formula, baby bottles, diapers, wipes, and several changes of clothes. All infant materials must be labeled, including bottles. **NO GLASS BOTTLES!**





Nazaree Full Gospel School

PARENT AGREEMENT

I, _____, have read

The above agreement, understand it, and agree to comply with the rules and policies stated for my

child(ren).

I am aware that I am responsible for reading and abiding by the policies and procedures stated in the

Parent Handbook. I understand that failure to comply may result in termination of services to my family.

Signature _____

Date ____ / ____ / ____