



2026-2027

Student and Parent Handbook:

For NorthEast Christian Learning Academy

NorthEast Christian Church

990 Star Shoot Pkwy

Lexington, Ky 40509

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The Academy's 2026-2027 School Calendar

September 1st	Open house 5:00-8:00 pm
September 8th	First day of school
September 28th - October 5th	Fall break; No school
September- TBA	Evan's Orchard field trip <i>(this is on a Friday and is optional-More info will be given closer to the month of the event)</i>
October 29th	Costume Parade for preK 3 & 4 Classes at 1:30 PM <ul style="list-style-type: none"> • Train, Truck, & Camel • Airplane, Pushcart, Giraffe, & Covered Wagon
November 3rd	Election Day - No School
November 23rd - 26th	Thanksgiving Week; No school
December 17th	Christmas Program for Giraffe, Train and Truck at 10:00 AM Christmas Program for Airplane, Camel, Pushcart and Covered Wagon at 1:30 PM Last Day for Fall Semester!
December 18th - January 4th	Christmas Break; No school
January 5th	First day of school back from Christmas break
January 18th	Martin Luther King Jr. Day; No school
February 15th	Presidents Day; No school
April 5th - 12th	Spring Break; No School
March 24th & 25th	Easter egg hunt
April TBA	School Pictures <i>(More info will be given closer to the month of the event)</i>
April 26th	PreK Parent Teacher Conferences -Truck and Airplane Rooms
April 27th	PreK Parent Teacher Conferences -Giraffe and Covered Wagons Rooms
April 28th	PreK Parent Teacher Conferences -Train Room
April 29th	PreK Parent Teacher Conferences -Camel & Pushcart Rooms
May 3rd	Field Day for Kite (MW), Toucan (MW)
May 4th	Field Day for Kite, Zebra, Toucan (TTH)

May 5th	Field Day for Truck, Airplane and Covered Wagon
May 6th	Field Day for Train, Giraffe, and Pushcart
May 18th	Election Primaries; No School
May 20th	Last Day of School: 3 year old End of the Year celebration at 10:00 AM Four Year old Graduation Ceremony at 1:00 PM
May 24th - 26th**	Possible weather make up days

**** If Fayette County changes their school calendar, The Academy will also be adjusting our School Calendar****

Mission Statement

The mission of the Academy is to create an academically enriched Christian environment. Within this safe and loving environment, we help children develop good social skills and enhance their reading, writing and mathematical skills to prepare them for a successful future in Kindergarten and beyond. We strive to make the Academy a blessing to both parents and children! We do this by providing a faith-based monthly curriculum within the classroom and with a special class Music and Movement. Our small class sizes in age appropriate settings allow for focused attention and optimal care.

Program Overview

Classrooms:

The Academy accepts children 2 months of age through 5 years of age. Children will be placed in an age appropriate room with an age appropriate teacher ratio.

Areas The Academy will Cover with Curriculum and Lesson Plans

- **Preschool-**
 - Christian Curriculum
 - Numbers
 - Letters
 - Shapes
 - Colors
 - Recreation
 - Art Activities
 - Musical Activities
 - Good Manners
 - Good Citizenship
- **Toddler & Infant-** we will strive to develop the 7 Intelligences of Your Child
 - The 7 Intelligences are labeled as follows:
 1. Visual/spatial
 2. Verbal
 3. Musical
 4. Kinesthetic (movement)
 5. Logical/mathematical
 6. Interpersonal
 7. Intrapersonal

General Information

Classes Offered:

Classroom Ratios

Infant Room	5-6 Students / 2 Teacher
One year old Rooms	8-9 Students / 2 Teachers
Two year old Rooms	10-11 Students / 2 Teachers
Three year old Rooms	10-11 Students / 2 Teachers
Four year old Rooms	10-11 Students / 2 Teachers

*We keep our student/teacher ratios **BELOW STATE MINIMUMS** because we believe this will result in the students getting more attention and a better quality of instruction!*

Hours of Operation:

Mondays-	9:30 A.M. - 2:00 P.M.
Tuesdays-	9:30 A.M. - 2:00 P.M.
Wednesdays-	9:30 A.M. - 2:00 P.M.
Thursdays-	9:30 A.M. - 2:00 P.M.

Policies

Snack:

Parents are to provide a healthy snack for their child. All snacks should be healthy and ready to eat as is. The Academy is not able to warm, cut or prepare any meals or snacks. Snacks must contain two of the following: a) milk, b) protein, c) bread or d) fruit or vegetable or 100% juice. All items need to be **nut free**. Snack time will be between 9:30AM - 10:30 AM.

Lunch:

Parents are to provide a healthy lunch for their child. All lunches should be healthy and ready to eat as is. The Academy is not able to warm, cut or prepare any meals or snacks. Lunch must contain a) dairy, b) protein, c) bread or grain and d) two servings of two different vegetables or one fruit and one vegetable. Lunch should include a drink box or bottle. All items in the provided lunch need to be **nut free**. At times, a teacher or the administrator may arrange to have lunch brought in for the students. Parents will be notified, in advance of the date and cost of the delivered meal. Children will eat lunch around 11:30 AM – 12:30 PM.

Clothing:

Clothing should be comfortable and washable. We do art activities each day at the Academy and this may include the use of markers, paint, glue, and/or glitter. Please also bring an extra change of clothing in case of an accident. Please have these in a bag or backpack that is labeled with your child's name.

Rest Time:

Each class will have an age appropriate rest period. Parents need to bring a labeled blanket, or large towel for their child daily. Children do not have to sleep during rest time, but will be encouraged to stay on their mat, so as not to disturb the children who choose to sleep. Children under the age of 1 will need a sleep sack instead of a blanket.

Diapers:

Parents need to supply diapers for their child each day. If your child runs out of supplies we will happily provide what is necessary, and we will provide a reminder of what is needed for the next day.

All children in the 3 and 4 year old classrooms must be fully potty trained. "Fully Potty Trained" means they are able to sit on the potty with success, pull pants on and off (assistance given when needed), and wash hands. We do not have the facilities to change diapers/pull up in those classrooms. If accidents occur on a regular basis, staff may ask families to stay at home for an extended period of time to allow potty training. This time at home will be at the parents expense. Tuition will not be reduced and forgiven. Please see Potty Training Acknowledgement and Agreement form.



Potty Training Acknowledgement & Readiness Agreement

The Academy – Preschool & Pre-K Programs

To support a successful and positive classroom experience in our Three-Year-Old Preschool and Four-Year-Old Pre-K programs, The Academy maintains certain developmental readiness expectations for all students.

One important readiness skill is **independent toileting (potty training)**.



Potty Training Expectations

Students are expected to be **toilet trained prior to the first day of school**. This includes, with age-appropriate independence:

- Communicating the need to use the restroom
- Pulling pants up and down
- Sitting on the toilet and use to use independently
- Wiping and handwashing with minimal assistance

Teachers and staff will always provide support and encouragement as needed; however, our classroom structure does not allow for ongoing diapering or pull-up changes as part of the daily routine.



In the Event of Accidents

Occasional accidents may occur, especially during the transition period. When this happens:

- A staff member will assist the child in a private, supportive manner
- The classroom area will be cleaned and sanitized as required
- Instructional time may be briefly interrupted while care is provided

We appreciate your understanding as maintaining a clean and safe environment for all students is a priority.



Ongoing Concerns & Support

If a child experiences frequent or ongoing toileting accidents, the teaching team will connect with parents/guardians to discuss:

- The child's current readiness level
- Possible support strategies
- A plan to help the child be successful in the classroom environment

Possible next steps may include, depending on individual circumstances:

- A short pause from the program to allow additional readiness development. Tuition will not be reduced and forgiven.
- A modified schedule (such as shortened school days). Tuition will not be reduced and forgiven.
- A collaborative plan between family and school to support progress
- Parents may receive a phone call from the teaching staff to come to school to change a child's soiled clothing.

Our goal is always to work together with families to support each child's success.

 **Transition Reminder**

If your child is not fully toilet trained or is still experiencing frequent accidents prior to the start of the school year, we ask that you notify The Academy by August 1st so we can partner with you in planning a smooth and supportive transition.

 **Parent/Guardian Acknowledgement**

I acknowledge that I have read and understand The Academy's potty training readiness expectations for enrollment in the Preschool and Pre-K programs.

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Discipline:

Positive redirection is our main method of discipline. This may include letting a child know what behavior is not acceptable and then providing an alternative option for that child. An example might look like, "Madeline, we do not throw blocks. It could hurt our friends. Why don't we go over to the table and play with the puzzles?" When necessary a child may be given an age appropriate time out from other children.

Teachers will always communicate what behaviors are acceptable and which behaviors are not acceptable to the children and use redirection as the primary method.

After redirection and modeling attempts, a child may be put in timeout (a time separated from peers for reflection). Timeout times vary based on the child's age, severity of act, ability to comprehend the act, etc. The general rule is 1 minute for each year of life.

If a child displays aggressive behavior such as hitting, kicking, or biting, parents will receive verbal and written communication from the Coordinator. After two acts of aggressive behavior, the child may be asked to go home for the day or week depending on the severity. After three acts of aggressive behavior, the child will be asked to go home for one month at the parent's expense. After the month's suspension, if the behavior comes, the child may be asked to leave the program.

Transportation:

Transportation is the responsibility of the parents.

Parking:

NorthEast Christian Church has a large parking area. To access the closest entrance to the Academy, please park in the East Wing parking lot of the church. Please do not leave vehicles running or children unattended while dropping off or picking up children.

Health and Safety Information:

Please understand that the following rules and regulations are in place for the safety and well-being of the children at the Academy.

Arrival and Departure:

Upon entering the building, each parent will use the Procure app on their phone to scan the new check in and out QR code. During times of illness and increased COVID and other easily spreadable illnesses, once the QR code is scanned, parents may be asked to answer a few check-in questions about travel and COVID-19 exposure. If answered yes to any of the questions AND the child has a fever of 100.1 or higher the child will not

be allowed to enter the classroom. To maintain social distancing we ask that only one parent or guardian drops off and picks up. During drop off and pick up to help with traffic flow we ask that **everyone enters through the Tree entrance and exits through the playground doors.**

If a child is dropped off later than 9:45 the child will be escorted to their classroom by the Coordinator so as not to disrupt the class. If you need to pick up your child early, please notify the Coordinator and the Teacher so they can have your child ready with their belongings when you arrive.

If a child is not picked up by a parent or approved caregiver by 2:15, the parent will be called. If a child is still not picked up by 2:30 with no response from parents. The church officials and proper authorities will be called.

If someone other than the parent or regular caregiver arrives to pick up your child, they must show their driver's license and be on the approved pick-up list on the child's Procure profile. If they are not on the list and/or no notification by parents on change of routine, the child will remain at the Academy and a parent will be called.

Weather Policy:

The Academy follows Fayette County Schools in regards to school closing, weather closing, and delays.

- If Fayette County Public Schools are not in session, the Academy is not in session.
- If Fayette County is delayed by 1 hour then the Academy will also be delayed by 1 hour, opening at 10:30.
- If Fayette County is delayed 2 hours due to snow/road conditions, then the Academy will be closed.
- If Fayette County is delayed 2 hours due to extreme temperatures or non-weather related events, the Academy will be operating on a 1 hour delay, opening at 10:30.
- The Director has final say in all closures and reopenings.

For any type of closure or delay an email/Procure messaging will be sent by 7 am that morning letting you know if we are in session or not.

In the event of an emergency during the Academy hours, children will be taken to a safe place until the emergency has passed and/or children have been picked up by parents/guardians or authorized personnel. Please refer to www.wkyt.com and www.lex18.com for cancellations/delays.

Snow Days:

After the Academy has missed 8 days due to snow/weather cancellations we may use the 2 built in Make-Up days (bad weather days 9 & 10 in our May Calendar) or the Academy will prorate May's tuition up to two additional days.

Sick Policy:

- A child who is ill should not be at the Academy. A child who has any of the following is considered ill – vomiting, diarrhea, pink eye, head lice, difficulty breathing, an untreated infection, a contagious infection, excessive green/yellow drainage from the nose or eyes, or a fever of 100.1 degrees or higher. Children who are not feeling well are more vulnerable to infection so when in doubt, keep your child home. This is in the best interest of your child, the other children at the Academy and our Academy staff.
- If your child should become ill while at the Academy, we will immediately notify a parent and the child must be picked up in a timely manner.
- In order to return to the Academy children must:
 - Be fever free for 24 hours without the use of fever reducing medication
 - Be vomit/diarrhea free for 24 hours without the use of medication
 - Be clear from excessive drainage from eyes/nose
 - Be free from head lice and have been treated with either prescription or over the counter remedies
 - Be infection free (this includes pink eye) or on the proper medical remedy and not be contagious (if you are unsure whether your child can return, please ask your doctor)
- The staff at the Academy is not authorized to administer medication to children with the exception of an Epi-pen and inhaler.
- Children are not permitted to administer their own medication. If necessary, parents will be permitted to come and give their child medication during Academy hours.

**The Academy reserves the right to ask for a doctor's note clearing the child to return. **

Accidents/Injuries:

In the unfortunate event that your child is injured while at the Academy, we will first and foremost keep your child calm and comfortable while addressing the injury. Minor injuries such as bumps, scrapes, etc. will be treated with a band-aid and or ice pack. The injury will be documented and parents will be notified both verbally and in writing when they arrive to pick up their child.

If an injury is determined to need more treatment than a band-aid or ice pack, the parent or guardian will be notified immediately by phone.

If an injury is life threatening, trained rescue personnel will be called through 911 and then the parent will be notified by phone. **For this reason, we ask that all of your phone numbers and contact information be kept current throughout the year. Please make the Director aware of any and all changes in a timely manner.**

Registration and Tuition:

Registration For The School Year:

1. Current family registration begins February 1st
2. Members of NorthEast Christian Church & Families who are on the current school year's waitlist begins February 15th
3. New non-Church Members families begin registering March 1st

Information Need for Enrollment:

- In order to enroll your child into the Academy program, we need the following:
 1. Fill out online Registration Form
 2. Non-refundable Registration Fee
- By the first day of the Academy, we need to have the following:
 1. Authorization for Emergency Treatment
 2. Health History Form
 3. Release to participate form
 4. Contact Information
 5. Photo Permission Form
 6. Fee Policy Form / Tuition Contract
 7. A current copy of your child's immunization record
 8. The First Month of Tuition paid

All information in the child's file must stay current. Please make the Coordinator aware of any changes in address, phone number, name, or custody immediately.

Notice of Non-Discriminatory Policy as to students:

NorthEast Christian Learning Academy of Lexington Kentucky, admits students of any race, color, nationality or ethnic origin and religion

Notice of Christian Foundation and Religious Education:

NorthEast Christian Academy includes Christian teachings in its curriculum.

Registration Fee: This is a ONE TIME \$100 FEE paid at the time of Registration or Enrollment. This fee is NOT refundable.

Tuition: Tuition is a YEARLY FEE broken up into 9 equal monthly payments for your convenience (September - May). Tuition is due on the 1st of each month. There is a sibling discount of \$15 off the second child each month.

- Tuition can be paid via cash, check or online by credit card.
 - All checks need to be made to NorthEast Christian Learning Academy (or NCLA).
 - To pay by credit card go to the Brightwheel app. The app can be set up for autopay each month. **There will be a small fee (last known 2.9%) added**

to your monthly tuition payment if you choose to pay by credit card/Brightwheel app.

- You may also pay for the whole semester or year in one installment.

Class	Monthly Cost for Tuesdays & Thursdays OR Monday & Wednesday	Monthly Cost for Mondays - Thursdays.
Baby Room (Sailboat)	\$300	\$600
One year old room (Kite)	\$290	\$580
Two year old rooms (Toucan & Zebra)	\$290	\$580
Three year old rooms (Truck, Giraffe & Bridge)	\$275	\$550
Four year old rooms (Airplane, Camel & Covered Wagon)	\$275	\$550
Four and Three year old room: 3 Days (Pushcart and Train)		Three day option \$412

****These prices do not reflect the online payment fee****

NSF Checks: If your check is returned due to Non Sufficient Funds you will be charged a \$25.00 fee.

Financial Responsibilities of withdrawal of child:

- If you decide to withdraw your child during the fall semester through February, you must give notification to the Coordinator in writing **30 days prior to withdrawal of your child.** You will be responsible for the tuition of the month the 30th day occurs.
- If you withdraw your child after August 1st before school starts, you are responsible for the first month's tuition.
- If you withdraw a child **on or after February 1st, for the Spring Semester, you will be responsible for the remainder of the semester tuition of February through May.**
- **If payment is not made via cash, check or online payment by the 15th of the month, the kid and family will be asked to leave the program until payment is received.**

-Failure to pay tuition as stated above is the reason for a child's dismissal from the program.

*While we strive to be accurate, unintentional errors may occur. We reserve the right to correct any errors.

CHILDREN AND PARENTS RIGHTS

Pursuant to KRS 199.898 Rights for children in child-care programs and their parents, custodians, or guardians - Posting and distribution requirements.

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Effective: July 15, 1998

History: Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. -- Created 1992 Ky. Acts ch. 57, sec. 1, effective July 14, 1992.

Student Handbook Signature Page

I the parent/guardian of (Child's Name:) _____
acknowledge that I have read and agree to follow the guidelines and procedures
outlined in this handbook.

(Parent Signature)

(Date)

****Parents, please keep handbook portion of this packet and only turned in the
signature page****