

NEW LIFE CHRISTIAN ACADEMY



Preschool Parent Handbook

2026-2027 School Year

An Alabama Quality STARS Five-Star Child Care Center

601 Union Hill Road | Troy, Alabama 36081
(334) 566-0424 | newlifechristianacademytroy.com

OUR MISSION

To educate students academically, spiritually, and culturally; to develop their character; and to help students realize their God-given potential and live lives that glorify God.

WELCOME. A MESSAGE FROM THE DIRECTOR

LaTasha B. Vaughn, M.Ed.
Director



Dear Parents and Guardians,

Welcome to New Life Christian Academy Early Learning Center. We are honored that you have entrusted us with the care, education, and spiritual development of your child. Our goal is to provide a safe, loving, Christ-centered environment where every child is encouraged to learn, grow, build confidence, and discover his or her God-given potential.

As an Alabama Quality STARS Five-Star Child Care Center, we are committed to maintaining high standards in teacher-child interactions, learning environments, family engagement, staff development, health and safety, and program operations. Our teachers and staff work diligently to provide meaningful learning experiences while treating every child and family with dignity, respect, compassion, and care.

Children are most successful when families and the school work together. Please communicate with us, keep your information current in 1Core, review school notices, and ask questions whenever assistance is needed. Families receiving Alabama DHR/Family Guidance child-care assistance must also keep their ARISE CARE information on authorization current.

Thank you for choosing New Life Christian Academy. We look forward to partnering with you throughout the 2026-2027 school year and celebrating your child's growth, accomplishments, and joyful learning experiences.

With appreciation,
LaTasha B Vaughn

New Life Christian Academy Early Learning Center

QUICK REFERENCE

ITEM	INFORMATION
School Hours	7:30 a.m.-5:15 p.m., Monday-Friday, except announced holidays and closures
Arrival / Departure	An authorized adult must escort the child and complete 1Core check-in/check-out
Weekly Tuition	Due in advance each Monday; \$25 late fee begins Wednesday
Late Pickup	\$1.00 per minute, per child, after 5:15 p.m.
Office	601 Union Hill Road, Troy, Alabama 36081 (334) 566-0424
Website	newlifechristianacademytroy.com

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1. MISSION, FAITH, AND PROGRAM IDENTITY

Our Mission

To educate students academically, spiritually, and culturally; to develop their character; and to help students realize their God-given potential and live lives that glorify God.

Alabama Quality STARS Five-Star Designation

New Life Christian Academy Early Learning Center is recognized as an Alabama Quality STARS Five-Star Child Care Center, the highest rating level in Alabama's Quality Rating and Improvement System. The designation reflects high-quality teacher-child interactions, family engagement, professional practices, learning environments, program design, and sound business practices. The Academy is committed to continuous quality improvement and ongoing review.

Statement of Faith

- We believe the Bible to be the inspired, only infallible, and authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ; His virgin birth, sinless life, miracles, atoning death through His shed blood, bodily resurrection, ascension to the right hand of the Father, and personal return in power and glory.
- We believe in the resurrection of both the saved and the lost - the saved unto the resurrection of life and the lost unto the resurrection of damnation - and that heaven and hell are definite places.
- We believe that regeneration by the Holy Spirit is essential for the salvation of lost and sinful people.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

Spiritual and Educational Objectives

- Lead students to a saving knowledge of Jesus Christ (John 1:12; Matthew 16:26).
- Teach the Bible as God's inspired Word and develop love and respect for it (Deuteronomy 4:10; 6:6).
- Develop a desire to know and obey the will of God and equip students to carry it out daily (Matthew 26:39; 1 Thessalonians 4:3-12; 1 Timothy 4:12).
- Encourage love for Christ, biblical conviction, self-discipline, responsibility, and faithfulness (Ephesians 3:19; Psalm 119:46; Acts 24:16; 1 Corinthians 4:2).
- Teach students to examine everything in the light of God's Word and to place God first (1 Corinthians 11:28; Matthew 6:33).
- Train leaders who will be faithful servants of God.

Nondiscrimination

New Life Christian Academy admits students of any race, color, national origin, or ethnic origin to all rights, privileges, programs, and activities generally made available to students. The Academy does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics, or other school-administered programs.

2. ADMISSIONS, REGISTRATION, AND ENROLLMENT

Admissions and Age Requirements

Children are accepted from 31 months of age through age 12, subject to program availability and age-specific requirements. For the 2026-2027 school year, a child in the two-year-old preschool program must be at least 31 months old by September 1, 2026; a child in the three-year-old preschool program must be age three by September 1, 2026; and a child applying for Pre-Kindergarten must be age four by September 1, 2026. Administration has final authority to determine classroom or grade placement.

1Core Registration and Records

New Life Christian Academy uses 1Core for registration, enrollment records, family information, emergency contacts, authorized pickup persons, attendance, billing, and parent communication. All families must complete the school registration process in 1Core.

Parents or legal guardians must accept the enrollment offer, complete required forms and electronic signatures, provide accurate medical and emergency information, identify all authorized pickup persons, and pay applicable fees. Families are responsible for keeping addresses, telephone numbers, email addresses, employment information, emergency contacts, medical information, and authorized pickup lists current.

Alabama DHR / Family Guidance Child-Care Assistance

New Life Christian Academy participates in the Alabama Department of Human Resources Child-Care Subsidy Program. Eligibility, approval, provider placement, copayments, and child-care authorizations are determined by Alabama DHR and its designated Child Care Management Agency, including the Family Guidance Center. The Academy does not determine eligibility and cannot guarantee approval or continued assistance.

Families applying for or receiving assistance must complete required steps through the ARISE CARE Family Portal and must also complete the Academy's separate registration process in 1Core. Registration in one system does not complete registration in the other.

Child-care assistance is not credited until the Academy receives or verifies an active authorization showing the approved start date, care schedule, provider placement, and family copayment, when applicable. Care provided before an authorization begins, after it expires, or outside the approved schedule may be charged at the regular rate.

Parents must follow Alabama DHR attendance requirements and accurately record daily attendance through the required ARISE CARE method. The Academy's internal attendance records do not replace DHR attendance records. Parents remain responsible for copayments, registration fees, unauthorized care, and any balance not paid by the subsidy program.

Changes in address, telephone number, email address, household members, income, employment or school status, custody, child-care schedule, authorized pickup persons, and medical information must be reported to both the Academy and the appropriate ARISE CARE or Family Guidance representative.

School staff may provide general assistance, but families must contact their assigned caseworker, Family Guidance, or Alabama DHR regarding eligibility, application status, required documents, authorization dates, copayments, or attendance-system issues.

Waiting List

To place a child on the waiting list, the family must complete the required application and pay the first week's tuition in advance. Advance tuition will be refunded if an opening does not become available within the family's required time frame.

Re-Enrollment After a Long Absence

A \$40 re-enrollment fee may apply when a child returns after a long absence due to illness, vacation, or transfer. Applicable restrictions will be explained by the school office.

Part-Time Enrollment

The agreed part-time rate remains due whether or not the child is absent. Initial registration and start-up fees are the same as for full-time enrollment.

Withdrawal

A 30-day written notice is required to withdraw a child. Weekly tuition remains due throughout the notice period. An early withdrawal fee of \$50 applies when a child is withdrawn or expelled. All balances must be paid before academic records are released.

Dismissal from the Program

The Academy may dismiss a child after continued efforts to address behavior that substantially disrupts the class, involves inappropriate language, or creates a risk of physical or emotional harm to the child, staff, or other children. The Academy may also end enrollment when the family and school are unable to maintain a workable relationship or comply with school policies.

3. DAILY OPERATIONS, ATTENDANCE, AND TRANSPORTATION

School Hours

New Life Christian Academy Early Learning Center is open from 7:30 a.m. to 5:15 p.m., Monday through Friday, except for announced holidays, inclement-weather closings, and other approved closures.

Arrival and Departure

A parent, guardian, or other authorized adult must personally escort each child into and out of the center and complete the required electronic signature and time entry in 1Core at every arrival and departure. A paper sign-in/sign-out form will be used when required or during a system outage. Children may not be dropped off at the door, parking lot, classroom, playground, or other area without completing the school's check-in procedure.

Release of Children

Children will be released only to a parent, legal guardian, or person authorized in writing on the child's enrollment record. Written authorization is required before release to a person who is not already listed. Telephone or verbal permission alone does not replace written authorization.

Unfamiliar authorized persons must present government-issued photographic identification. Authorized pickup persons must be at least 19 years of age. Parents must complete the required 1Core or backup check-out procedure before removing a child from the center.

Late Pickup

A late fee of \$1.00 per minute, per child, is charged after the center's closing time. The fee will be added to the family account.

Before- and After-School Care

The Academy offers before- and after-school care, subject to program availability and the family's approved schedule.

Open-Door and Classroom Observation

Parents and authorized family members on the permitted pickup list may visit or pick up a child during operating hours after signing in at the school office. Classroom observations are welcomed but must be cleared through the office. Parents should not interrupt instruction; messages and conference requests should be directed through the office.

Transportation

The Academy may provide limited routine transportation and may arrange transportation for approved field trips or other away-from-center activities. Transportation is not guaranteed and is available only when space, staffing, vehicles, routes, and administrative approval permit. Unless a child has been accepted into an approved transportation arrangement, the parent or guardian is responsible for transportation to and from the center.

Written parent or guardian permission and all required emergency, medical, pickup, and transportation information must be on file before a child uses transportation arranged, contracted, or provided by the Academy. Separate written notice and permission will be obtained for field trips and other away-from-center activities. Transportation includes Academy or contracted vehicles and walking to or from away-from-center activities.

Drivers must be properly licensed and authorized. Vehicles must be appropriately insured, maintained, and inspected. Each child must have an individual seat and use an age- and size-appropriate passenger restraint as required by law. Children must remain seated and secured while the vehicle is moving.

Attendance and transportation checklists will be used at every loading and unloading location. A designated staff member and the driver will account for every child, inspect each seat after unloading, and verify that no child remains in the vehicle. No child will be left in a vehicle without adult supervision.

Children will be picked up and released only at approved locations and only to an authorized adult. Schedule, route, pickup, or drop-off changes must be submitted in writing and approved before taking effect. Parents must arrange immediate pickup if transportation is delayed, interrupted, or unavailable.

The vehicle will carry emergency contact information, required health information, a first-aid kit, and a means of communication. In an accident, mechanical breakdown, severe-weather event, or other emergency, staff will protect and account for all children, contact emergency services when needed, notify the center, and communicate with parents as soon as reasonably possible.

By signing the Parental Agreement and any required transportation or trip form, the parent or guardian acknowledges that the Alabama Department of Human Resources does not inspect activities conducted away from the center and that New Life Christian Academy assumes responsibility for transportation and away-from-center activities it arranges.

Holidays and Emergency Closures

The annual calendar identifies scheduled holidays and closures. The center is closed for Labor Day, Thanksgiving holidays, Christmas break, New Year's Day, Memorial Day, and Independence Day, as announced. Holiday and scheduled closure days were considered when tuition rates were established, so tuition is not reduced for these days. For severe weather or other circumstances beyond the Academy's control, the Academy will communicate its operating decision and generally follow local public-school operating procedures.

Summer Program

Summer programming combines theme-based activities, play, special events, and academic review. Themes may include Outer Space, Carnival, Western, and other topics. Special event notices, including bounce-house, water-slide, or similar activity information, will be posted or sent to families.

4. TUITION, FEES, AND FINANCIAL POLICIES

2026-2027 Fee Schedule

FEE / PROGRAM	AMOUNT
Registration fee (non-refundable)	\$75.00
Preschool book/material fee (non-refundable)	\$75.00
Pre-Kindergarten book/material fee (non-refundable)	\$95.00
Alabama First Class Pre-K Program	Free
Preschool: 7:30 a.m.-3:15 p.m.	\$132.00 weekly
School-aged care: 7:30 a.m.-3:15 p.m.	\$110.00 weekly
Extended day: 3:15 p.m.-5:15 p.m.	\$50.00 weekly
Part-time: 8:00 a.m.-12:00 p.m.	\$66.00 weekly
Late tuition fee beginning Wednesday	\$25.00
Late pickup after closing	\$1.00 per minute, per child
Returned-check fee	\$35.00
Re-enrollment after qualifying long absence	\$40.00
Early withdrawal / expulsion fee	\$50.00
Certified-mail notice charge	\$15.00

Tuition Due Dates and Late Fees

Weekly tuition is due in advance each Monday. Payments may be made through Tuesday morning without a late fee. Beginning Wednesday, a \$25 late fee is added to the account. If payment is not received by Friday, the child may not attend beginning the following Monday until the account is current. Weekly tuition remains due during absences, holidays, and scheduled closures because the child's space is reserved.

Payment Procedures

Payments and account information are managed through 1Core. Families must use payment methods approved by the school or contact the office for assistance. Payments should not be sent with a child. Parents are responsible for reviewing their 1Core account and promptly reporting billing questions or discrepancies. Post-dated checks are not accepted.

Returned Checks

A \$35 returned-check fee applies. After two returned checks, all future payments must be made by money order, cashier's check, or another payment method approved by the school.

Multiple-Child Discounts

The Academy offers discounts for multiple children in the same family. Families should contact the school office for current details.

Fundraising

Fundraisers are used to offset tuition costs, and all students are encouraged to participate.

Past-Due Accounts and Collections

All unpaid accounts may be referred to a collection agency. Families are responsible for costs incurred in collecting past-due amounts. A \$15 charge may be added for certified-mail notices concerning attendance, discipline, or finances.

Tax Information

Tuition payment information and the school's federal identification information are available upon request as a courtesy to families whose accounts are in good standing. The Academy is not required to mail or fax this information.

5. LEARNING PROGRAM AND FAMILY ENGAGEMENT

Character Development

The Academy supports character development through Bible verses and stories, instruction in conflict resolution, friendship skills, respect for parents and teachers, and opportunities to practice responsibility and self-discipline.

Assessment Plan

Assessment is an ongoing process that includes observation and provides information about development over time. The Academy uses an assessment tool aligned with the Alabama Early Learning Guidelines (AELG).

A baseline assessment is completed after a child has been in the program for at least four weeks. An endpoint assessment is completed near the end of the 9- to 12-month program period. Assessment data is used to guide classroom instruction, planning, and individual or small-group support.

Formative assessments may be used during lessons or units to check understanding. When a child experiences learning difficulties, diagnostic information may help identify concerns involving comprehension, memory, speech, or hand-eye coordination. Assessment results help teachers determine appropriate next steps and whether additional plans are needed.

Promotion and Placement

Students may progress at their own pace and may advance to the next level after successfully completing the prior material and receiving teacher and administrative approval.

Dance Instruction

Dance instruction is available for children age three and older. The class consists of one 30-minute lesson per week taught or monitored by a professional instructor. The cost is added to the family account.

Family Involvement and Parent Conferences

Parents are a child's first teachers. The Academy encourages strong links between home and school through parent-teacher conferences, monthly newsletters, classroom communication, school programs, parties, book fairs, and other family events. Homework may be sent home on Tuesdays and Thursdays and may be completed on another night when needed. Families should contact the office to arrange a conference whenever a concern arises.

Meals and Snacks

The Academy participates in the Community Eligibility Provision (CEP) and offers meals through the USDA-approved National School Lunch Program. Families do not need to complete free and reduced-price lunch applications. Menus are posted monthly in the office. Children do not need to bring lunch unless the school gives specific instructions. Bubble gum and chewing gum are not permitted.

Birthday and Holiday Celebrations

The Academy celebrates holidays and special occasions throughout the year. Families may be asked to donate party items. All food donations must be store-bought, unopened, and free of nuts and peanuts. Home-baked items are not accepted. Parents who wish to provide a birthday treat must notify the director in advance. Birthday celebrations are held during afternoon snack time so they do not interfere with lunch service.

Dress Code

- Girls may wear approved blue-and-gold plaid jumpers, skirts, or skorts with a Peter Pan blouse.
- Boys and girls may wear light-blue or light-yellow polo shirts.
- Boys may wear navy-blue or khaki pants.
- Shoes must be closed-toe with the heel covered; rubber soles are recommended.
- Socks, tights, and leggings must be navy blue or black.
- Hair must be neat and may not create a classroom distraction.

- Undershirts, when worn, must be in school colors.
- Approved uniform vendors and online purchasing information are available through the school office.

Supplies and Personal Belongings

Each preschool child must bring a labeled backpack containing a complete change of clothing. Clothing must be replaced after use or when it no longer fits. Preschool and Pre-K families will receive an additional supply list at the beginning of the school year.

All personal items, including bottles and sippy cups, must be labeled with the child's first and last name. Children should not bring valuable items, cell phones, iPods, dangerous objects, or inappropriate items. Everything brought to school must fit in the child's backpack. Dangerous or inappropriate items will be confiscated and returned to the parent or guardian. The Academy will make reasonable efforts to protect belongings but cannot assume responsibility for lost or damaged personal property.

6. HEALTH, SAFETY, AND EMERGENCY PROCEDURES

Required Health and Enrollment Records

A complete enrollment record must be on file before or on the child's first day of attendance. Required records include a valid Alabama Certificate of Immunization or approved exemption documentation, a copy of the child's birth certificate, emergency medical authorization, and all other required enrollment information. Immunization records must remain current. A child may be excluded from attendance when required records are missing or expired. Records may be reviewed by authorized county, state, health, licensing, and accrediting representatives.

Illness and Exclusion from Care

To protect all children, a child will be excluded from the classroom when any of the following symptoms or conditions occur:

1. Fever of 100 degrees Fahrenheit or above.
2. Nausea, vomiting, or abdominal pain.
3. Diarrhea.
4. Unusual drowsiness or tiredness.
5. Sore throat, colored mucus, acute cold, or persistent non-allergic cough.
6. Red, inflamed, or discharging eyes.
7. Swollen glands around the jaws, ears, or neck.
8. Impetigo until 24 hours after acceptable antibiotic treatment has begun and is documented.
9. A skin sore that is oozing fluid, yellow pus in blisters, or pus with an odor.
10. Another undiagnosed skin condition.

Illness During the School Day

When a child becomes ill at school, the child will be separated from the classroom and taken to the designated rest area for ill children in the front office. The parent or guardian will be notified and must arrange immediate pickup. The family may receive a written medical information notice documenting observed symptoms and may receive a medical referral when pediatrician authorization is required before return.

Contagious Disease Notification

The Academy will notify families in writing when a child may have been exposed to a contagious disease or condition. Each year, no later than September 1, the center will provide educational information about influenza. Families must notify the center when a child is known to have been exposed to a contagious condition outside the center.

Food Allergies

A child with a food allergy must have a written care plan describing the allergen, avoidance measures, symptoms, emergency treatment, and any prescribed medication. Nut- and peanut-containing foods are not permitted for classroom parties or shared treats.

Medication and Medical Procedures

The Academy does not routinely administer medication. When medication or a medical procedure is medically necessary during the school day, it may be administered only by designated staff after the school receives an order from the child's health professional and a written, signed parent or guardian authorization on the required form. Medication must be unexpired, provided in its original properly labeled container, stored securely, administered according to written directions, and documented each time it is given. This policy also applies to over-the-counter and topical products, including sunscreen and insect repellent.

Head Lice

When head lice are confirmed, the parent or guardian will be notified. The child may remain until the end of the school day unless the child cannot participate comfortably. The child may return after appropriate treatment has begun. Nits alone are not a reason for continued exclusion; however, families must complete treatment and follow additional directions from the school, healthcare provider, or public health department during an outbreak.

Basic Rule of Thumb If a child is not well enough to play outdoors, the child is not well enough to attend school.

Emergency Preparedness

Emergency drills are conducted regularly so staff and children are familiar with evacuation, shelter-in-place, severe-weather, lockdown, reunification, and communication procedures. A complete Emergency Preparedness and Response Plan is maintained in the school office and is available for parent review. Families must keep emergency contact information current in 1Core and follow all instructions issued by the Academy during an emergency. In a community emergency or disaster, students will remain under staff supervision in the safest available location on campus until reunification instructions are provided.

Staff Screening and Training

Every employee is screened as required by state law, including fingerprinting and background checks. Staff members receive first-aid and CPR training, attend in-service training, and are encouraged to continue their professional development.

Smoke-Free Facility

The Academy is completely smoke-free. Smoking is not permitted anywhere on school property, including parking areas.

7. POSITIVE GUIDANCE, DISCIPLINE, AND STUDENT CONDUCT

Positive Guidance

The Academy provides a stimulating, loving environment designed to foster appropriate behavior and a strong sense of self-esteem. Staff members use positive feedback, clear and consistent expectations, engaging learning activities, redirection, and guidance in expressing feelings and resolving conflict. Children are taught to respect themselves, other people, and property. No person or property should be hurt physically or emotionally.

Discipline Procedures

When a behavior concern occurs, staff will first use positive attention, praise, redirection, and an appropriate transition to another activity. When needed, a child may receive a brief supervised calming period. If concerns continue, the Academy will request a parent conference and work with the family to identify causes and appropriate supports.

Corporal Punishment Prohibited

New Life Christian Academy strictly prohibits corporal punishment in any form. Concerns about discipline should be reported promptly to the director or administration so they can be investigated. Staff members who violate this policy may face dismissal.

Safety and Continued Enrollment

Administration has full discretion to apply appropriate school discipline, including suspension or dismissal when necessary. The Academy reserves the right to dismiss a child whose continuing conduct creates substantial disruption or a safety concern, or when a family repeatedly fails to cooperate with school policies and procedures.

8. COMMUNICATION, PRIVACY, AND POLICY ACKNOWLEDGMENT

Parent-Teacher Communication

Parents are encouraged to send a note to the teacher or call the school office to arrange a conference as soon as a need arises. Classes should not be interrupted during instructional time. The school office will assist families in contacting a teacher or student. Families should review school notices, monthly newsletters, 1Core messages, and posted information.

Photography and Videotaping

Unauthorized photography or video recording is not permitted on school grounds. Parents and visitors may not photograph or record children or staff without authorization. The Academy may photograph or video children for classroom documentation, school publications, promotional materials, news releases, the school website, or school social media only in accordance with the family's signed media authorization. Families may decline permission using the form in the enrollment packet.

Policy Changes

Policies and terms may be updated from time to time. Families will be notified in writing of changes. Continued enrollment requires compliance with the current handbook, published policies, financial terms, and signed agreements.

Required Acknowledgment Each family must sign and return the Parent Handbook Acknowledgment and related enrollment forms in the separate Parent Enrollment and Agreement Packet.

Thank you for partnering with New Life Christian Academy Early Learning Center.