



BIENVENIDOS!
A New World of Learning
Bilingual Academy
PARENT HANDBOOK
2020 – 2021

ACADEMIC SCHOOL YEAR

“Your Preferred Bilingual Academy”

1640 Michigan Avenue
Virginia Beach, VA 23454
(757) 756-4274
ANEWWORLD.BC@GMAIL.COM

TABLE OF CONTENTS

| Pg. | | Pg. |
|-------|-----------------------------------|-----------------------------------|
| 3 | MISSION STATEMENT | 12/13 |
| 3 | STATEMENT OF NONDISCRIMINATION | ENROLLMENT |
| 3 | STATEMENT OF EDUCATION | 13 |
| 3 | HOURS OF OPERATION | BEHAVIORS WHICH MAY RESULT IN |
| 3 | HOLIDAYS AND STAFF TRAINING DAYS | TERMINATION OF ENROLLMENT |
| 4 | SCHOOL CLOSINGS AND SCHOOL DELAYS | 13 |
| 4 | PARENTAL AGREEMENT | ADMINISTRATION OF MEDICATION |
| 5 | STAFF QUALIFICATIONS | 14 |
| 5 | ADMISSION PROCEDURE AND POLICY | APPLICATION OF SUNSCREEN |
| 5 | ENROLLMENT REQUIREMENTS BEFORE | 14 |
| 5 | ADMISSION | APPLICATION OF INSECT REPELLENT |
| 5 | IMMUNIZATION | 14 |
| 5 | ADDRESS/PHONE NUMBER CHANGE | CURRICULUM |
| 6 | LATE PICK-UP AFTER SCHEDULED | 14/15 |
| 6 | DEPART/CLOSING TIME | DISCIPLINE |
| 6 | ARRIVALS | 15 |
| 6 | DEPARTURES | EVALUATIONS |
| 6 | STUDENT RELEASE RESTRICTIONS | 15 |
| 7 | PARENT'S RIGHTS & STUDENT RECORDS | HOMEWORK |
| 7 | ABSENCES | 15 |
| 7 | LATE ARRIVAL TO CLASS | EXTENDED CURRICULUM |
| 7 | ARRIVING LATE OR ABSENT FROM | 16 |
| 7 | ANOTHER LOCATION | SUMMER PROGRAM |
| 7 | STUDENT ILLNESS | 16 |
| 8 /9 | COVID/PANDEMIC | NAPTIME |
| 9 | IN HOUSE FIELD TRIPS | 16 |
| 9 | DRESS CODE | PILLOWS |
| 10 | EMERGENCY DRILLS | 16 |
| 10 | EMERGENCY PROTOCOL | OUTSIDE TIME |
| 10/11 | MEDICAL EMERGENCY | 16 |
| 11/12 | MEDICAL CARE | CHANGE OF CLOTHES |
| | | 16 |
| | | TOYS FROM HOME |
| | | 16 |
| | | LUNCH AND SNACKS |
| | | 17 |
| | | PARTIES |
| | | 17 |
| | | PORTRAITS |
| | | 17 |
| | | CHRISTMAS AND SPRING PROGRAMS |
| | | 17 |
| | | FUNDRAISERS |
| | | 17 |
| | | LINES OF AUTHORITY AND |
| | | COMMUNICATION |
| | | 18 |
| | | REPORTING CHILD ABUSE AND NEGLECT |
| | | 18 |
| | | TUITION |
| | | 19 |
| | | METHODS OF PAYMENT |
| | | 19 |
| | | RETURNED PAYMENT |
| | | 19 |
| | | CREDIT CARDS |

MISSION STATEMENT

A New World of Learning Bilingual Academy is a private school dedicated to promoting the growth of the whole child: academically, spiritually, socially, emotionally, and physically. Our mission is to provide each child with a Bilingual stimulating, educational, and nurturing environment. ANWL is a multicultural atmosphere and we strive for bilingual excellence and are dedicated to the overall wellbeing of all of our children.

STATEMENT OF NONDISCRIMINATION

A New World of Learning Bilingual Academy admits students of any race, color, creed, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

STATEMENT OF EDUCATION

Parent(s) of ANWL students will be expected to clearly communicate with their children the necessity to have respect for the teachers' authority in the classroom at all times. We strive to promote a multicultural atmosphere where students learn to live their lives with character and morality, developing their character and achieving their highest potential in Spanish and English. As we seek to train students in two languages, we believe that the school and the home need to work cooperatively in providing the best educational experience for every student. Our goal is to bring out of each student their natural creative desire to learn and to assist them in developing the required academic disciplines. It is critical that individuals master the basic academic skills needed to be productive in our society.

HOURS OF OPERATION

A New World of Learning Bilingual Academy's hours of operation are from 6:00am to 6:00pm, Monday through Friday. Student entrance is only available from 6am to 9am after 9am you are considered late and need to go through the admin entrance.

HOLIDAYS AND STAFF TRAINING DAYS

A New World of Learning closes for certain holidays and for staff training days throughout the year. Please review the school calendar for specific dates which are subject to change.

*****There is no reduction in tuition for the hours or days the school is closed for holiday, staff training or staff days, severe weather closings or delays, or for closings beyond our control such as power outages, water failures, pandemics etc.*****

SCHOOL CLOSINGS AND SCHOOL DELAYS

NWL will follow the Virginia Beach City Public Schools' decision for school closings or delays for severe weather and emergencies. If the Virginia Beach City Public Schools are closed because of snow, ice, or severe weather, NWL will be closed as well. These closings will be announced over local television and radio stations (look for Virginia Beach Public Schools Closed/Delayed). In cases of prolonged closures by Virginia Beach City Public Schools, check with NWL answering system and web page for continued closings.

Should the Virginia Beach City Public Schools open on a delay due to severe weather, NWL will attempt to open at 10:00 am. Any closings, delays, and opening times will be announced on the school's answering system and website.

If severe weather arises during the school day, NWL will close at the same time as Virginia Beach City Public Schools. In the event that NWL is the only school affected by adverse weather or emergency (power failure), office personnel will contact the parents by phone as soon as possible. a notification will be sent out as well on our app.

PARENTAL AGREEMENT

It is the belief of the administration that parents are critical in the education of their children. We assist the parents, but we do not replace the parents. Students will not excel academically, emotionally, or develop spiritually without parental involvement. With parental reinforcement, discipline problems can be kept to a minimum. Parents may receive occasional phone calls from teachers or the director; this is to ensure adequate communication between the school and the parents in order to quickly alleviate problems that would otherwise persist. Teachers will make efforts to keep parents informed of their child's disciplinary, social, and academic performance. However, it is the parent's responsibility to initiate communication with the teacher or school administration if they have a concern. Parents will also be asked to help with school functions.

STAFF QUALIFICATIONS

The administration considers many aspects in determining the selection of faculty and staff. Staff must adhere to ANWL's policies and procedures, be academically qualified, be a person of moral integrity, and have a genuine love for children. Our teachers are the backbone of our school and they stand ready to assist the student in his/her academic growth. All of our teachers undergo thorough background checks before employment and are CPR and First Aid Certified.

ADMISSION PROCEDURE AND POLICY

Prospective students and a parent/guardian must meet the director or an administrator before acceptance is granted. The enrollment application must be filled out completely and the registration payment must be made before a student can be accepted into our program. ABEKA BOOKS ARE ORDERED UPON PAYMENT FOR ENROLLMENT , ONCE A SET OF BOOKS HAVE BEEN ORDERED FOR YOUR CHILD THERE WILL BE NO REFUND OR DEDUCTIONS IN TUITION OF ANY KIND. All students, and their families, are on a thirty-day probationary period. ANWL reserves the right to discontinue service within the first thirty days if administration deems our service not mutually beneficial or if financial obligations are not met. Children will not be admitted into school with TOYS FROM HOME OR OUTSIDE FOOD. **(ANWL IS NOT RESPONSIBLE FOR TOYS BROUGHT FROM HOME)**

ENROLLMENT REQUIREMENTS BEFORE ADMISSION

1. Immunization Records (must be up to date)
2. Physical (check with the director to see how current it must be)
3. Birth Certificate
4. Social Security Card
5. Completed Enrollment Application
6. All fees paid

IMMUNIZATION

Parents are required to keep their child's school records updated, including immunizations. It is the parent's obligation to make doctor's appointments in advance to ensure that immunizations are administered on time. Parents failing to keep children's records updated (immunization, emergency contacts, phone numbers, etc.), may be terminated immediately.

ADDRESS/PHONE NUMBER CHANGE

any time a parent or emergency contact's address or phone number (home, work, and/or cell) is changed the school office must be notified immediately.

LATE PICK-UP AFTER SCHEDULED DEPART/CLOSING TIME

If your child has not been picked up at the designated depart or closing time, A New World of Learning will contact both parents using the numbers provided on the Enrollment Application. You will be charged \$15.00 per child AFTER 5 MIN OF BEING LATE TO PICK UP YOUR CHILD. This late fee also pertains to part time students not picked up by their designated pick up time, their designated closing time. Consistent lateness will be cause for dismissal. Should your child not be picked up within five (5) minutes after departure/closing time, A New World of Learning will call the emergency contact numbers provided in the Enrollment Application and for every 30 mins that goes by its \$15.00. In the event your child

is not picked up within one (1) hour after depart/closing time, and we have had no contact with a parent, we will contact the Police and the Department of Social Services.

ARRIVALS

All students must be signed in each day (this is a state regulation). Failure to sign a student on each day will be grounds for termination. Parents must escort students to the student entrance. while still allowing their student to practice as much independence as possible. THE CUT OFF TIME FOR STUDENTS RIDING THE BUS IS **15 MINS** BEFORE THE SCHEDULED BUS TIME. Student entrance is only available from 6am to 9am after 9am you are considered late and need to go through the admin entrance. 6 tardies are allowed per every 6 months. 12 tardies per school year , 1 tardie a month.

DEPARTURES

All students must be signed out each day (this is a state regulation). Failure to sign a student out each day will be grounds for termination. Parents shall pick up students in the designated classrooms at the end of their child's day.

STUDENT RELEASE RESTRICTIONS

Students will only be released to persons listed on the student's authorized pick up list. Proper identification will be required. Acceptable identification is a state or government issued photo ID. A copy of identification will be made to be kept in the child's file. Failure to provide such identification will result in the center's refusal to release the child to the individual. Parents may update the authorization list and make changes at any time. However, the update must be written on the list by the parent, dating, and initialing the update.

PARENT'S RIGHTS & STUDENT RECORDS

We encourage parent involvement and our doors are always open to custodial parents. In the case of custodial disputes, court documents are required to decline parental admittance to a student or to dictate parental involvement. The proper authority, the other parent, and/or the emergency contact will be immediately contacted if the center has any concern for a student's safety or well-being. This includes, but is not limited to, custodial concerns or condition of the person picking up the student. Student records are treated as confidential material, and the rights of privacy for each parent and child are safeguarded. Upon request, a parent, or guardian, may view the child's record.

ABSENCES

We ask that parents call the school, if possible, and inform us if their child will be absent. This allows the teacher to proceed without waiting on a child.

LATE ARRIVAL TO CLASS

You are never truly late, but it is best for your child if you are as consistent as possible. Both toddler and preschool aged children do have academic times. Academic time starts at 9:00 am. Check your child's daily schedule for daily activities. Late students will not be admitted after 10:00am. Check with the director to find out when your child's naptime begins and ends.

ARRIVING LATE OR ABSENT FROM ANOTHER LOCATION

If a student is scheduled to arrive at our school from another program/location and does not arrive at the scheduled time 15 minutes or more, office personnel will be informed that the student did not arrive, and office personnel will contact the other location and the parent/guardian to determine the reason for the absence. 911 will be notified if the student's whereabouts is unknown. Please contact the school if your child will not be arriving at our school from another location. Our school does not pick students up from other locations.

STUDENT ILLNESS

If your child has a temperature of 100 degrees or more, do not send him or her to school. If your child develops a temperature at school of 100 degrees or more, a parent or guardian will be contacted immediately and will be asked to pick up their child from the school within the hour. Failure to pick a child up within the hour may be cause for dismissal. For the welfare of all our students a child that is unable to participate in the full program (including outdoor activities), or has the following symptoms, must be kept at home:

- A temperature of 99 degrees or more F
- Intestinal disturbances accompanied by diarrhea or vomiting
- Any undiagnosed rash, sore, open wound or discharging eyes, ears, or mouth
- Persistent coughing followed by discolored nasal discharge or phlegm and accompanied by sneezing.

Students must be symptom free, fever free, diarrhea free, and vomit free for 24 hours without the aid of medication in order to return to school. Please do not give your child fever reducing medication in the morning and send them to school or any kind of medication that makes them drowsy or suppresses the symptoms because if the symptoms reoccur they will be sent home. Help us keep the illness to a minimum.

***A parent/guardian must inform the school within 24 hours of the next business day after his or her child or any member of the immediate household has developed any reportable communicable disease, as defined by the state Board of Health, except for life threatening diseases, which must be reported immediately. ***

COVID-19

The World Health Organization has declared the novel Coronavirus (COVID-19) a worldwide pandemic. Due to its capacity to transmit from person-to-person through respiratory droplets, the government has set recommendations, guidelines, and some prohibitions which A New World of Learning LLC bilingual academy Adheres to comply with. In consideration of my participation in the foregoing, the undersigned acknowledge and agree to the following:

- I am aware of the existence of the risk on my physical appearance to the venue and my participation in the activity of the Organization that may cause injury or illness such as, but not limited to Influenza, MRSA, OR COVID-19 that may lead to paralysis or death.
- I have not experienced symptoms that of fever, fatigue, difficulty in breathing, or dry cough or exhibiting
- any other symptoms relating to COVID-19 or any communicable disease within the last 14 days.
- I have not, nor any member(s) of my household, traveled by sea or by air, internationally within the past 30 days.
- I did not, nor any member of my household, visit any area within the United States that was reported to be highly affected by COVID-19, in the last 30 days .
- I have not been, nor any member(s) of my household, diagnosed to be infected of COVID-19 virus within the last 30 days.

Following the pronouncements above I hereby declare the following:

- I am fully and personally responsible for my own safety and actions while and during my participation
- and I recognize that I may in any case be at a medium risk of contracting COVID-19.
- With full knowledge of the risks involved, I hereby release, waive, discharge the Organization, its board,
- officers, independent contractors, affiliates, employees, representatives, successors, and assigns from
- any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly
- arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to
- COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.
- I agree to indemnify, defend, and hold harmless the Organization from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising

whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

IN HOUSE FIELD TRIPS

NWL does participate in select field trips throughout the year. All field trips will be brought to the center. ANWL always welcomes parents to attend but we request that the parent first check with administration prior to any event to ensure the third-party field trip has no restrictions for parental attendance. Parents will be responsible for any additional costs associated with the field trip. Should a student be absent for a field trip that has already been paid for, a notification of absence must be made 24 hours in advance for a refund. If a student arrives late on a field trip day, and misses the day's activities, a refund cannot be given after the field trip has already been booked, paid for and has begun.

DRESS CODE

Please remember that your child is attending school and therefore his or her attire should show modesty and in uniform. A New World of Learning reserves the right to require a student change his or her clothes (parents may need to bring a change of clothes to the school). Students or parents refusing to abide by the decision of the administrator or the director may result in termination of enrollment.

Please send your child to school dressed appropriately for the weather. Make sure your child wears a warm coat, hat, and mittens during the winter months. Update your child's change of clothes by the season. Remember: If your child is ill or cannot participate in outdoor recess for any reason, you must make other day care arrangements for those days (we do not have the staff to individually supervise children outside of their classroom or current activity area). It is the parent's responsibility to provide the appropriate clothing for outdoor play. UNDER ANY CIRCUMSTANCES WE WILL NOT ALLOW BEADS, BARRETT'S OR LOOSE ARTICLE IN THE HAIR. (DURING NAP TIME IT BECOMES A CHOKING HAZARD)

PLEASE REMEMBER THAT UNTIL THE FIRST WEEK OF SUMMER CAMP, UNIFORMS ARE REQUIRED ON A DAILY BASIS UNLESS IT IS CASUAL FRIDAY WERE THE STUDENT MAY COME OUT OF UNIFORM FOR (\$.50) OR IT IS A SPIRIT DAY AND YOUR CHILD IS PARTICIPATING. SHOULD YOUR CHILD HAVE AN ACCIDENT OR A SPILL ON THE WAY TO SCHOOL (OR AT SCHOOL) ACCOMMODATIONS WILL CERTAINLY BE MADE AND UNIFORMS CAN BE FORGONE FOR THAT DAY AS AN EXCEPTION.

EXAMPLE: IF YOU'RE CHILD COMES TO SCHOOL OUT OF UNIFORM MONDAY- THURSDAY THAT IS AN AUTOMATIC FEE OF \$.75 ADDED TO YOUR WEEKLY TUITION

ON CASUAL FRIDAYS IT IS YOUR CHOICE TO BRING THEM OUT OF UNIFORM FOR \$.50 THAT WILL GO TOWARDS FOR FUN ACTIVITIES AND SUPPLIES FOR THE STUDENTS.

(ALTHOUGH ANWL REQUIRES A UNIFORM PLEASE REMEMBER THEY ARE PRESCHOOLERS AND WILL GET DIRTY DURING SOME ACTIVITIES OR ESPECIALLY IF THEY ARE LEARNING HOW TO EAT, ANWL IS NOT RESPONSIBLE FOR DAMAGED CLOTHING OF ANY KIND)

EMERGENCY DRILLS

At least one fire drill is conducted each month as well as at least two in-shelter drills per year. The school keeps a copy of its complete Crisis Management Plan in the Faculty Handbook located in the office.

EMERGENCY PROTOCOL

Evacuation: In case of the need to evacuate our site, the following procedures will be followed:

| | |
|--|--|
| Evacuation routes/exits: | <ul style="list-style-type: none"> ● Exits (all windows and doors are checked regularly to ensure opening): <ul style="list-style-type: none"> ○ Main area: Both side doors and windows. ○ Kitchen: Back door ○ Toddler Room: Door & windows |
| Evacuating Children: | <ul style="list-style-type: none"> ● In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground. |
| Notification: | <p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> ● 911 will be called ● Parents will be notified of the evacuation |
| Emergency Kits/Info: | <ul style="list-style-type: none"> ● Emergency kits will be taken when possible. ● Emergency contact sheets are kept with the supplies. |
| Evacuation Sites: | <ul style="list-style-type: none"> ● Neighborhood (e.g., for fire): South of the building, along the neighborhood line. ● Out-of-neighborhood (e.g., explosion, flooding): Scott Memorial Methodist Church 409 First Colonial Rd Virginia Beach, VA 23454 ● Out-of-town (e.g., hurricane, widespread flooding): Nearest current Red Cross Shelter, call (800) 733-2767 |
| Transportation to Evacuation Locations: | <ul style="list-style-type: none"> ● Children will be pushed in strollers, walked, or carried to the neighborhood evacuation site and weather permitting to the church (0.3 of a mile away). |

Shelter-in-Place: In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

| | |
|----------------------------|---|
| Location: | <ul style="list-style-type: none"> • Children will be taken to an interior room |
| Emergency Supplies: | <ul style="list-style-type: none"> • Emergency kits with food, toys, and water are stored in a grab and go container. • A first aid kit is stored in a ready to go container. • Cell phone will be brought to the interior room. • Emergency contact sheets are kept with the supplies. |
| Notification: | <ul style="list-style-type: none"> • Parents/guardians will be notified once the immediate threat has passed. |

Parent Reunification: In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

| | |
|----------------------|---|
| Notification: | <ul style="list-style-type: none"> • Parents/guardians are provided: <ul style="list-style-type: none"> o Information on each evacuation site. o Contact information for evacuation contacts • Parent/guardian contact numbers are: <ul style="list-style-type: none"> o Kept in emergency kits. |
| Release: | <ul style="list-style-type: none"> • Children will only be released to contacts listed on the child's form with proper identification |

MEDICAL EMERGENCY

Should a medical emergency arise that is a result of an injury or health condition, the following procedure will be followed:

Depending on the severity of the injury or health condition, the parent may not be the first person notified. Staff members trained in First Aid and/or CPR will evaluate the situation and make a determination at the time. In the event of a severe or life-threatening situation, 911 will be called. Staff members will then proceed to notify the parents/guardians/emergency contacts to explain the event and provide further information. A staff member will remain with the child until a family member, or their designated representative, can arrange to be with the child.

In a case where the situation is not a life-threatening emergency, but requires further attention, the parents will be the first persons contacted. If the parents are not reachable,

the child's emergency contacts will be notified. If neither parent(s) nor emergency contact(s) can be reached, then the child will continue to be monitored at the school. We will continue to attempt reaching the parent(s). If it is determined by the staff that further attention is needed, or the condition is worsening, then the child's physician or 911 will be called for further assessment of the child's condition and their instructions will be followed.

For minor incidents, the following measures will be followed:

A parent will be notified by telephone or through the app as soon as the situation is under control and the student is comfortable. Such incidents may include, but are not limited to: nose bleeds, bee stings, and head injuries. The parent/guardian will be notified at the end of the day via INCIDENT REPORT FORM for minor injuries, accidents, or incidents such as, but not limited to: scratches, scrapes, bruises, and bites.

MEDICAL CARE

The parent/guardian authorizes the school to obtain immediate medical care if an emergency occurs when the parent/guardian cannot be located immediately. This includes calling 911 and making medical decisions such as transporting the child to the hospital and obtaining medical attention until a parent or guardian arrives. The parent/guardian further agrees to pay any and all expenses (if any) incurred above the school's covered insurance for illness, injury, or emergency treatments.

WITHDRAWALS/TERMINATION OF ENROLLMENT

All withdrawals from A New World of Learning must go through the school office. A two-week notice is required for withdrawal and Vacation. Two weeks of tuition will be charged if no notice is given. Vacation pay is 50% of the weekly tuition. For Example: (The 50% tuition is due the Friday before you go on vacation because you won't be here to pay when it is due.) The school reserves the right to terminate enrollment of a student for reasons of non-cooperation, delinquency in payment of fees or tuition, or the inability of a child or parent to adjust to the school program. Student records, report cards, and/or other information will not be forwarded to another school, day care, or to the parent until all financial obligations are paid in full and the two weeks' notice of withdrawal requirement has been met. Should it become necessary to take legal action for past due accounts, all attorney fees and court costs incurred by the school will be paid by the parent/guardian.

BEHAVIORS WHICH MAY RESULT IN TERMINATION OF ENROLLMENT

The following behaviors may result in your child's suspension or termination:

- Biting – Unfortunately, biting goes along with early childhood development. The school will work with the student and parent to correct this undesired behavior. But,

it must be understood that no one wants their child to be bitten. Therefore, administration will determine if and when it becomes necessary to terminate enrollment due to biting.

- Willful Disobedience – Kicking, hitting (other students or teachers), throwing objects, etc.
- Constant Classroom Disruptions
- Indecent, Inappropriate, or Racist Language or Behaviors.
- consistent unknown illness

ADMINISTRATION OF MEDICATION

Some medications may be administered during school hours. The parent/guardian should read all instructions on all over-the-counter and prescription medicines. All instructions will be followed by the school. This includes, age limitations, dosage, and duration of medicine being administered.

If a student is to receive any medication while at school, the parent or guardian must complete an Authorization Form in its entirety. This form can be obtained through the school office or our website at www.nwlba.com. We cannot give any medication if this form is not filled out in advance. The school Authorization Form is good for ten days or less depending on the manufacturer's label or physician's directions. If your child needs medication for a longer duration the Authorization Form must be filled out by a physician. If signed by a physician, the form is good for one (1) year.

APPLICATION OF SUNSCREEN

The center will provide a brand-named sunscreen to be used during the summer months (June – August). The brand of sunscreen will be announced via monthly newsletter and on an individual sunscreen permission form. Parents must complete fill out, sign, and date the individual sunscreen permission form authorizing the center to apply the sunscreen. Parents may bring their own sunscreen if they want a different brand. Due to student health and liability concerns sunscreen will be applied only to these students with a completely filled out, signed, and dated permission form. Sunscreen must be locked up and cannot be kept in book bags or cubbies. Sunscreen cannot be applied to all ages. Age requirements will be followed.

APPLICATION OF INSECT REPELLENT

The center will apply insect repellent. If needed, the parent must provide the insect repellent. The repellent must be labeled with the student's full name and be within the expiration date. Instruction on the repellent will be followed. Parents must sign a

permission form allowing the center to apply insect repellent. All insect repellent must be locked up and cannot be kept in book bags or cubbies.

CURRICULUM

A New World of Learning utilizes the A Beka curriculum for preschool students.

DISCIPLINE

TODDLERS

Discipline for toddlers shall be redirections of negative behaviors administered with lots of love, patience, and understanding. Toddlers want to explore and learn about the world around them and we want to provide them every opportunity to enhance their explorations in a safe and nurturing atmosphere.

PRESCHOOL

Discipline for preschoolers shall include redirection of negative behaviors, positive reinforcement, consistency in following rules, and administered with lots of love, patience, and understanding. Time out is a last resort in discipline but is sometimes necessary for our preschool children.

We want our children to grow and mature, and to learn to accept the responsibilities and obligations of good citizenship. Therefore, we will expect our preschool children to begin to learn self-discipline and to demonstrate reasonable standards of behavior. The parent may be called to pick up their child if their child demonstrates unacceptable behaviors at school. It is expected that the parent or someone designated by the parent will pick up the child within the hour. Failure to pick a child up within the hour may be cause for dismissal. All designated persons must be on the student's authorization or identified by the parent verbally.

UNACCEPTABLE FORMS OF DISCIPLINE BY EMPLOYEES

Students should be treated with respect and love. Positive reinforcement and redirection should be our first line of discipline. Time out will be used as a last resort. Parents will be called for continued behavior problems. At no time will the following forms of discipline be used by any employee of the center: spanking, rough handling, shaking, binding, the usage of demeaning verbal remarks, or the withholding of food, water, or bathroom breaks.

EVALUATIONS

TODDLERS

Parents will receive a Daily Report on their child. This report will inform the parent of what their child ate and drank; bowel movements and urination; and any significant events that take place for your child.

TWO, THREE, FOUR, AND FIVE YEAR OLDS

Our preschool students will receive an evaluation in January and in June. The evaluation will include social and emotional skills, work habits, fine motor skills, gross motor skills, listening skills, speaking skills, self-reliance skills, music skills, and art skills. Four and five year olds will also include reading and math readiness skills.

HOMework

All preschool students will receive homework every Monday, Tuesday, and Thursday. Homework will not be given on Wednesday or Friday nights because we want to encourage family time. Homework should be simple and fun and reinforce what your child is working on in class. Homework should not take more than 15 minutes per night.

EXTENDED CURRICULUM

Spanish (3, 4, & 5 year olds), Art, and Music, will be provided as part of an extracurricular school program for all students. All students are required to participate. Bible lessons are available.

SUMMER PROGRAM

A New World of Learning is open twelve (12) months a year and we offer an exciting and fun-filled summer program with many creative activities and in-house field trips.

NAPTIME

An afternoon nap time is provided each day for all toddler and preschool children. Toddler and preschool children will sleep on cots provided by the school. A bottom and top covering will be provided by the parent. Coverings will be sent home each Friday to be washed. Continued disruptions during naptime will be cause for termination. if for any reason you forget your child's blanket that will be 3.00 a day that your child uses a blanket that we provide.

PILLOWS

Students above the age of two (2) may use a pillow; the pillow must be covered with a pillowcase.

OUTSIDE TIME

All NWL toddlers and preschool children go outside each day, weather permitting. Please understand that due to staffing and student ratios, students may not remain inside when their class is outside. Students not able to participate in the outside time must make other day care arrangements for the day. It is the parent's responsibility to provide appropriate outdoor clothing. Parents who consistently fail to provide appropriate clothing for outside time will be terminated.

CHANGE OF CLOTHES

Please provide at least two (2) changes of clothes for your child with the child's name on all items. Update as needed based on use, season, and child's development.

TOYS FROM HOME

We provide toys. Therefore, toys are not to be brought from home, except on Show and Tell Days. Fighting toys (guns, knives, swords, etc.) shall not be brought at any time. Students that nap are allowed one quiet "special" toy or blanket to be taken out at naptime and put away when nap is over.

LUNCH AND SNACKS

A New World of Learning will provide all snacks and all lunches. A menu will be made available at the office so that you will know what will be served.

Toddler and preschool students will be served two snacks and a lunch each day. Food may not be brought from the home except in cases of allergies or health requirements determined to be medically necessary by a physician. Please do not send food to school with your child because they will not be allowed to eat it during school hours and this could upset your child. Peanut products (including peanut butter & jelly sandwiches) are strictly prohibited.

PARTIES

Your child's class will be planning parties throughout the year. All food/party items brought in for a party (including birthdays) must be purchased from a store and in its original container in order to ensure safe handling practices. For convenience, the school attempts to plan all parties (like Thanksgiving) for all classes on the same day. If you do not want your child to participate in a party, it is your responsibility to make other daycare arrangements for your child. A student may not sit in the reception area or in the office on party days. Office staff is in and out and unable to provide proper supervision.

PORTRAITS

Student pictures are taken in the Fall and Spring (dates to be announced). Individual and class pictures are offered.

CHRISTMAS AND SPRING PROGRAMS

NWL may hold a Christmas Pageant and a Spring/Graduation Concert each year. Dates will be announced.

FUNDRAISERS

NWL is a private school and, as such, receives no funds or grants from the federal, state, or local governments. Therefore, the cost of many improvements, additions, and repairs must come through donations and fundraising activities. We encourage all parents to participate in the school's fundraisers.

LINES OF AUTHORITY AND COMMUNICATION

If you ever have problems or concerns, we want to know about them. We ask that you always attempt to work out problems first with your child's teacher. If the problem cannot be resolved at this level, or you feel uncomfortable to do so, please bring it to our director or administrator's attention. Please bring all financial concerns to our office manager. If the problem cannot be resolved at this level, please bring it to our director and then to our administrator's attention. Although we may not be able to implement all suggestions, we encourage you to discuss any new ideas that may help in attaining our common goals: to maintain a safe, healthy, and educating environment that promotes the growth of all involved: students, staff, and family.

REPORTING CHILD ABUSE AND NEGLECT

A New World of Learning will report all cases of suspected child abuse and/neglect as required by law.

TUITION

Tuition may be paid weekly, monthly, or yearly, in advance. Should you decide to pay monthly, you must calculate the amount by multiplying the weekly tuition by the number of Mondays of the given month.

Tuition is due on Friday, without exception, paid in advance for the week ahead. It is important that tuition be paid on time, so the school will have the proper funds to operate in an efficient manner. Payments must be received by the office at the time of morning drop off on Friday morning no later than 10am of each week (unless prearranged with admin). Any accounts not paid by this time will automatically be assessed a \$35.00 late fee due the

same day. If you receive a Late charge it is due that same Friday and if not received by Monday that will be +\$5.00 and if the \$35.00 + \$5.00 is not received by Friday of the following week you will be charged another \$35.00 and ANWL will pursue legal action. Should a payment come back as declined or returned when using a credit card \$35.00 LF will be added to the student's account. If tuition lapses one week without office approval, the student's place may be forfeited and given to someone on our waiting list. There are no deductions in tuition due to illness, holidays, staff days, suspensions, inclement weather, unforeseen events, or vacations other than free tuition days (see section on "Free Tuition"). Should it become necessary to take legal action for past due accounts, all attorney fees and court costs will be paid by the parent or guardian?

We accept money orders, money grams, western union, cash, or the use of credit card via ADP service or Venmo for a 3% fee. We do not accept personal checks.

Tuition is based on the placement and age of the child by Virginia Beach Public School guidelines. Adhering to the VBPS standard of placement, a child shall be placed in a class based on age of the child on September 30th of that current school year. Example: Child A's birthday is October 1, but on September 30th, Child A was 4 years old, therefore, that child will be placed in K-4.

METHODS OF PAYMENT

we accept

| |
|---|
| 1. CASH / DROP BOX (LOCATED TO THE RIGHT OF THE DOOR IN THE CORNER) |
| 2. MONEY ORDER |
| 3. CASHIERS CHECK please make check out to: "A NEW WORLD OF LEARNING BILINGUAL ACADEMY" |
| 4. DEBT OR CREDIT CARD 4% FEE to total amount |
| 5. VENMO add 4% to total amount USERNAME (@EBONY-VARGAS-3) |
| 6. PAYPAL add 4% to total amount USERNAME (PAYPAL.ME/CHACHI97) |
| 7. APPLE PAY PHONE NUMBERS : (757) 945 - 0271 OR (757) 287- 2940 |

RETURNED PAYMENT

Should a payment come back as declined or returned when using credit card or ACH via Tuition Express a fee of \$35.00 will be added to the student's account.

CREDIT CARDS

ANWL OF LEARNING ACCEPTS MOST PAYMENT OPTIONS BUT IN AN EVENT WHERE THE PAYMENT IS LATE THE CARD ON FILE THAT YOU PROVIDE WILL BE CHARGED.