



Brooke of Life Handbook

Dear Parents,

Thank you for trusting Brooke of Life with your children! We appreciate your trust. Brooke of Life (BOL) is a Christian care program for Newman International Academy. BOL students have daily prayer, songs and Bible stories, nutritious snacks, games, arts & crafts and homework time with help when needed.

Please note that BOL reserves the right to unenroll students if fees are not paid in a timely manner, or for behavior problems.

We close at 6:00pm, so please pick up your children on time. There is a \$1 per minute charge for children picked up after 6:00pm.

Illness:

If your children are sick, we cannot risk the health of the other children. Please make other arrangements for your child if one of the following applies: a temperature of 101 degrees or within 24 hours of having one, heavy nasal discharge, constant cough, diarrhea, symptoms of a possible communicable childhood disease (such as sniffles, reddened eyes, sore throat, abdominal pain or fever), or fine blisters, rash, pink eye, vomiting or lice.

Dress Code:

BOL students must be properly attired at all times including shoes and socks. Children may change out of uniform but must still wear a NIA or spirit T-shirt.

Discipline:

Children are encouraged to respect themselves and others. Proper behavior is strongly encouraged. Disrespect or unruliness will not be tolerated. Parents may be called, then continued disobedience will result in the child being unenrolled from the program with no refunds of any kind.

Emergencies:

We prepare for emergencies with fire, severe weather and other safety drills on a regular basis with our children. In the event of a medical emergency, an ambulance will be called for your child. A parent will be called as soon as is practical. Our primary goal is the child's safety.

What to Bring:

For Pre-K through Kindergarten, students should bring a complete change of clothes (including underwear and socks) inside a bag that may be zipped up. Pre-K students need to bring a small nap mat & a small blanket. Please label anything your child brings.

Operating Hours:

BOL operates according to the NIA calendar and is open on all days when NIA holds classes. On early dismissal days, normally we are still open from the end of school until 6:00pm as usual. There may be a rare occasional exception.

Tuition:

Care tuition is due on Friday BEFORE the week of care and late after 6:00pm Tuesday. All late payments incur a \$25 late fee. Weekly Tuition is holding your child's spot & is due even if your child is absent. (An exception may be made if your child is out the entire week.) Drop-in tuition is due on the day of care.

Children are encouraged to respect themselves and others. We believe the best way to teach a child is by providing a Christ-centered, loving environment. We at BOL care about you and your child's feelings. Please feel free to contact your Campus Coordinator with any concerns or ideas you may have. We want everyone to feel blessed by the time spent at Brooke of Life!