

*Brooke of Life
Handbook*



2019-2020

Dear Parents,

Thank you for trusting Brooke of Life with your children! Brooke of Life (BOL) is a Christian before and after school program for Newman International Academy (NIA) students. BOL offers after school enrichment classes in the areas of fine arts, sports, drama, praise dance, etiquette, and more.

BOL students have daily prayer, songs and Bible stories, nutritious snacks, games, arts & crafts and homework time with help when needed.

Operating Hours:

BOL operates according to the NIA calendar and is open on all days when NIA holds classes. On early release days, we are still open from dismissal until 6:30pm.

Tuition:

All tuition is due on Friday BEFORE the week of care. It is considered late with a late fee of \$25 if not paid by Tuesday at 6:30pm. Weekly tuition is not pro-rated if child is absent. (BOL does not charge for days that NIA is closed.)

Drop in rates are to be paid day of care (\$5 late fee if not paid upon pick up).

Please note that BOL reserves the right to unenroll students if tuition is not paid.

We close at 6:30pm, so please pick up your children by then! There is a \$1 per minute charge for children picked up after 6:30pm, due upon pickup.

Returned checks incur a \$35 returned check fee.

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 100 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:

Proper behavior is strongly encouraged. Disrespect or unruliness will not be tolerated. Parents may be called for a parent conference regarding child's behavior. Continued disobedience may result in further actions up to 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 possible. Our primary goal is the child's safety.

What to Bring:

For Pre-K through Kindergarten (depending on the NIA campus), 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 and a small blanket. Please label anything your child brings.

Blankets are sent home on Fridays to be washed.

Cell phones and electronic devices are not permitted to be used while at BOL. (If a student needs to contact a parent, they may do so with permission from BOL teacher.) Pokemon cards and games are not allowed while at BOL. BOL is not responsible for toys brought from home. Please do not send toys.

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 you may have. We want everyone to feel blessed by the time spent at Brooke of Life!