
NEW CONCEPT SCHOOL

PARENT HANDBOOK



A Division of the Institute of Positive Education

7825 S. Ellis Avenue, Chicago, IL 60619

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Institute Of Positive Education

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NEW CONCEPT SCHOOL

New Concept School (NCS) founded in 1974, the educational division of the Institute of Positive Education (IPE), is dedicated to the academic and cultural development of children ages 2 1/2 to 5 years old. Our curriculum is designed to foster team work and to challenge the academic, social and physical development of our students as well as promote our heritage as African people.

Asante Sana! (Thank You!)

SCHOOL PHILOSOPHY

New Concept School (NCS) is the children's educational division of the Institute of Positive Education (IPE). NCS is not a religious institution, but an educational institution dedicated to the academic and cultural development of the children. Defined by the following criteria:

- **Academics:** Science, Geography, Reading, Writing and Arithmetic. Field trips to Chicagoland attractions enhance what the children learn in the classroom.
- **Enrichment:** Dance, Drumming, Art, Gardening and Sustainable Living, Music, Foreign Language and more.
- **Culture:** Lesson plans have been developed to teach the children about African and other cultures. Activities such as cooking a native dish, learning an ethnic dance or creating masks are some of the highlights of these lessons.
- **Healthy Meals:** Vegetarian meals are served daily. Guidelines from the US Department of Agriculture (USDA) and Illinois State Board of Education (ISBE) are followed closely to ensure that students receive the most nutritious meals and snacks daily.
- **Fitness:** The play area and use of bicycles promote physical development as well as use of the outside playground equipment.
- **Safety and Security:** Every child is signed in and out by family members or friends (age 18 & older) that have been designated by the parents or guardians on the pick-up list. New Concept School makes the safety and security of its students and families a top priority.

New Concept School is licensed by :

The City of Chicago

State of Illinois Department of Children and Family Services (DCFS)

Accredited by :

The National Association for the Education of Young Children (NAEYC).

Preschool For All Program Funded by :

The City of Chicago

Department of Family Support and Services (DFSS)

NEW CONCEPT SCHOOL

INTRODUCTION

Habari Gani! (What's the News!)

The purpose of this handbook is to help families become familiar with the policies, practices, and procedures of New Concept School, which is a division of the Institute of Positive Education (IPE).

This book will not only address protocol, but will answer many of the questions regarding New Concept School. We hope that this handbook will be of aid to you and we look forward to working with you and your child/children.

New Concept School welcomes any suggestions that you might have to aid in making the school a positive place for your child/children. Your cooperation is crucial to the success of their education and keeping them safe. *Please understand that these rules are subject to change as circumstances arise.*

NEW CONCEPT SCHOOL CONTACT INFORMATION

7825 s. Ellis Avenue, Chicago, IL 60619

Office: 773-651-9599

Office Fax: 773-651-2050

Office Hours: 10:00 am - 6:00 pm

Email: info@ipecl.org

NEW CONCEPT SCHOOL STAFF

- **Director**
 - **Kimberly Taylor**
- **Security**
 - Baba Robert Johnson, Chief of Security
- **Maintenance**
 - Mama Robert Pratt



NEW CONCEPT SCHOOL

PUBLIC RELATIONS POLICY

Because of its reputation as an innovative educational institution, NCS has received a considerable amount of media coverage. The following public relations policy has been established by the Board of Directors:

1. The official spokesperson for NCS is the Chairman or Vice Chairman of the IPE Board of Directors , the Executive Director of IPE or the Director of NCS.
2. All projects which will be using NCS' name and or facilities must be approved by the IPE Board of Directors. The project coordinator must submit a proposal (in writing) to the board at least two months in advance.
3. Publicity for any project using NCS' name and or facilities must be approved by the Board of Directors of IPE before marketing the activity publicly. This includes flyers, posters, press releases, videotapes, newspaper articles, radio, newspaper and television interviews, etc. A REBUTTAL by the official spokesperson will be issued to any publicity that has not been approved by the Board of Directors of IPE.



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NEW CONCEPT SCHOOL

THE VIRTUES OF MAAT

Ma'at, was the systematized sacred-spiritual tenets of ancient Kemet. It was the underlying current that intricately connected all things including human behavior. It is the universal ethical principal of ancient Egyptian religion, denoting 'justice', 'order', and 'truth'. It is believed that Ma'at is connected to the entire existence of the universe , and was not limited to ethics for human beings alone. Ma'at is the perfect order to which man should strive.

Therefore, it is considered essential to live according to the principles of Ma'at so as not to disturb the very fabric of creation. Since the Kemetic society believed that the universe was an ordered and rational place, Ma'at became the embodiment of the seven principles: Balance, Harmony, Order, Reciprocity, Propriety, Truth, and Justice. The whole Kemetic society hinged on the furtherance of these principles and in this community we too work daily to keep these principles in practice.

BALANCE – Equilibrium between two opposing forces. Demonstrates stability and modesty in behavior, speech and thought; lives peacefully with the universe.

HARMONY – Accord or agreement, as in feeling or opinion. Demonstrates qualities unity, order and balance; maintains positive relationships.

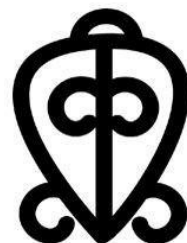
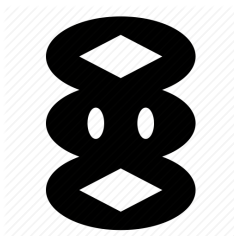
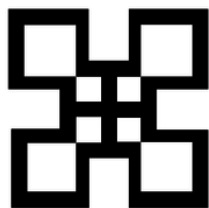
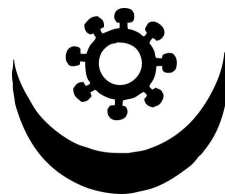
ORDER – Coherent or logical arrangement of individual elements of a group attends to and supports New Concept School's protocols organized to promote learning and social development.

RECIPROCITY – An interchange of rights between individuals or groups engaged in a relationship. Works to develop and maintain healthy relationships nurtured by an exchange of mutual respect.

PROPRIETY – In compliance with accepted standards of social conduct. Behaves with dignity and self-respect; strives for completion and excellence

TRUTH – In accordance with knowledge, fact or actuality Speaks and behaves in a dignified trusting manner; honors principles of "right behavior".

JUSTICE – What is fair and morally right. Understands and lives by principles of fairness and flexibility. Takes responsibility for one's own actions.

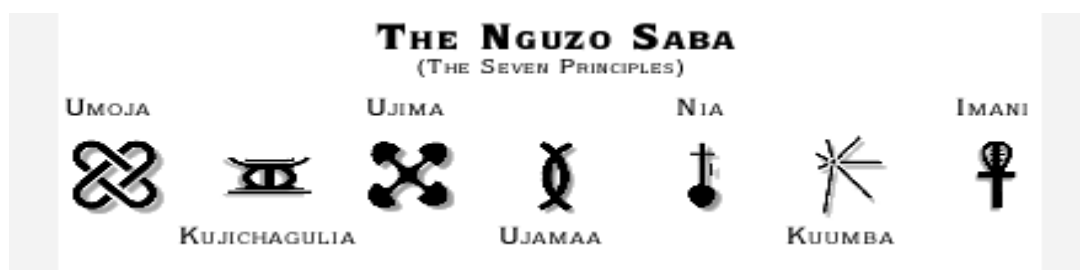


NEW CONCEPT SCHOOL

THE NGUZO SABA PRINCIPLES

“Nguzo Saba: is Swahili for “seven principles.” As part of the cultural renaissance of our people during the 1960’s. Dr. Maulana Ron Karenga saw the need to codify in a simple fashion those basic social and moral values that underlie African and African American culture as a liberating tool for Africans in America. It was in this context that Dr. Karenga codified the Nguzo Saba.

-  1. **Umoja (Unity)** - “To strive for and maintain unity in the family, community, nation and race.”
-  2. **Kujichagulia (Self-Determination)** - “To define ourselves, name ourselves, create for ourselves and speak for ourselves instead of being defined, named, created for and spoken for by others.”
-  3. **Ujima (Collective Work and Responsibility)** - “To build and maintain our community together and make our sister’s and brother’s problems our problems and to solve them together.
-  4. **Ujamaa (Cooperative Economics)** - “To build and maintain our own stores, shops, and other business and to profit from them together.”
-  5. **Nia (Purpose)** - “To make our collective vocation the building and developing of our community in order to restore our people to their traditional greatness.
-  6. **Kuumba (Creativity)** - “To do always as much as we can, in the way we can, in order to leave our community more beautiful and beneficial than we inherited it.”
-  7. **Imani (Faith)** - “To believe with all our heart in our people, our parents, our teachers, our leaders and the righteousness and victory of our struggle.”



NEW CONCEPT SCHOOL

PROGRAMMING

Days & Hours of Operation

New Concept School operates daily from *(Individual Classroom Start & End Times Vary Based on Programs)*:

Facility Days: Monday - Friday

Facility Hours: 7:00 a.m. until 6:00 p.m.



**Times are subject to change due to extenuating circumstances such as school closings, weather, or any other unforeseen situation. At that time parents will be notified promptly.*

Individual Classroom Days & Hours of Operation are as follows:

Rm 109: Thibiti Class - Federal and State Funded Programs (Free Programming)

Days: Monday - Friday

Classroom Hours: 8:00 am - 3:30 pm



PARENTS MUST CALL IF STUDENT WILL NOT BE IN ATTENDANCE BY 9:00 AM. STUDENTS MUST BE PICKED UP BY 3:30 PM IN ORDER TO AVOID A LATE FEE.



Rm 112: Dadisi Class: - Private Funded Classroom (Dadisi):

Facility Days: Monday - Friday

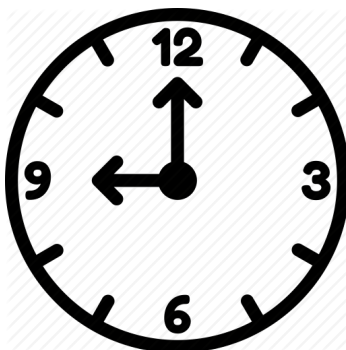
Facility Hours: 7:00 a.m. until 6:00 p.m.

STUDENTS WILL NOT BE ADMITTED IN CLASS AFTER 9:00 AM IF THERE IS NO WRITTEN STATEMENT FROM A PHYSICIAN.



STUDENTS MUST BE PICKED UP BY 6:00 PM IN ORDER TO AVOID A LATE FEE.

STUDENTS WILL NOT BE ADMITTED TO CLASS AFTER 9:00 am!!!



NEW CONCEPT SCHOOL

TUITION PAYMENTS AND SERVICE

The monthly cost for tuition at New Concept School is as follows:

- \$800.00 for full-time attendance.
- \$400.00 for part-time attendance.

****Monthly tuition costs are charged over a 12 month period.****

The daily cost for tuition at New Concept School is as follows:

- \$55.00 for Daily Drop-In (3 - 8 hours daily) *CHECK FOR AVAILABILITY*

**** Daily rate fees are due on day of service****

All tuition payments are due on or before the 5th of each month. Payments can be made in the form of cash, check, credit card, or money order. All payments should be made payable to: **Institute of Positive Education**. All payments made should be followed with a receipt: if none is given, please call Management at 773-651-9599 Ext. 224 or the IPE Board Treasurer 773-651-9599.

Children of parents who have not paid tuition payments by the 5th will be suspended from school starting the 6th; if no other arrangements have been made. As such, parents should make alternate day care arrangements for the children until all balances have been settled. A fine of \$20.00 will be charged and added to tuition costs for all late payments.

Tuition payments are due regardless of your child's attendance. This policy is in effect whether your child is absent because of illness, vacation or suspension from school. Tuition payments will be prorated only if your child is enrolling in our program for the first time and in the middle of the month. All other children enrolling in the program at the beginning of the month will pay full cost of tuition. *Tuition payments for new students are due during enrollment.*

PFA State Funded Program Late Pick-Up Policy

The PFA program ends promptly at 3:30 pm, Monday - Friday. Parents will be responsible for paying late fees for any child picked up after this time.

\$ 10.00 from 3:31 pm - 3:45 pm

\$ 25.00 from 3:31 pm - 4:00 pm



If a student is left in the program after 4:00 pm the parent MUST pay the \$40.00 Daily Drop-In rate.

NO EXCEPTIONS!!

PROTOCOLS

NCS is designed to develop an identity within our children which speaks to whom and what they are, a purpose or reason for existing, and a direction for attaining outlined goals. We are committed to developing conscious and skilled African-American people. If such development is to occur, discipline and self-control are mandatory, which NCS instills through the implementation of specific steps to accomplish most of the things we do. These are called protocols. A protocol is a series of steps or a specific procedure for getting something done, reflecting and reinforcing an African-centered value system.

We consciously outline and break down everything we do to its smallest part so that each step is learned thoroughly, and our minds are cognizant of attaining each higher step. With Imani (faith), the protocols will be a successful way of raising positive African-American children. Following are some of the protocols used at NCS:

Angulia: a position of attention for a group of children who are standing arms folded at the waist, feet together, head and legs straight, giving complete attention.

Children should raise their fist to get a teacher's attention and wait until recognized. Hand-waving or screaming a teacher's name to get attention is not permitted.

Morning Protocols: As the teacher sings, "Get ready for the unity circle", the children know that it is time to put away work materials.

The teacher then directs children who need to use the bathroom (choo) to line up. After using the bathroom, each child goes to the unity circle. Holding hands, children stand on the unity circle.

The teacher says, "angulia" and then says
'jambo" (hello) children, and they respond "jambo sana".

The teacher asks,
"Habari gani, watoto?" Children respond, "rjema, asante. Habari gani?"

The teacher then chooses children who have been good examples all morning. The chosen leaders ask the children to extend their right fists as they lead them in the pledge to the flag. Everyone sings "Praise the Red, the Black and the Green".

To enhance our morning cultural education, part of the unity circle is devoted to "words of wisdom". Each week, the children learn either a traditional proverb or an inspiring statement made by a contemporary leader or inspirational ancestor. Thus, the children learn the meaning of their own and others' actions.

In addition, there are protocols for most of the children's activities during the day, including eating lunch and snacks, naptime, using the bathroom, and going for a walk or on field trip. By learning the protocols, the children learn to conduct themselves in an orderly manner and with respect to others, in and outside the school.

RITUALS

A ritual is a prescribed form or particular system of ceremonial procedures done at regular intervals. It is important that our children internalize a way of life that is centered around African-American values, serving as a liberating tool for our people. We encourage parents to implement and practice these rituals in their homes whenever possible.

A. OPENING RITUALS (MORNING RITUALS).

Pledge: This is the National Pledge of all member schools of the Council of Independent Black Institutions (CIBI).

"We are African people struggling for national liberation. We are preparing leaders and workers to bring about positive change for our people. We stress the development of our bodies, minds, souls, and consciousness. Our commitment is to self-determination, self-defense and self-respect for our race.

"For the fruition of Black Power, For the triumph of Black nationhood, I pledge to my African nation, To the building of a better people and a better world, My total devotion, my total resources And the total power of my mortal life."

Song: This is National School Anthem for all CIBI member schools:

"Praise the red, the black and the green, The brothers and the sisters are being redeemed, Open up your eyes and see, We're on our way to being free Because red is for the blood we shed, Black is for the race, that's us;
Green is for the land,
So Black folks can take our rightful stand "

B. PRE-MEAL RITUAL:

"We will eat all of our food so that we can become strong, conscious and committed to the best in ourselves, our people, and a bright tomorrow for all 2African people."

C. CLOSING RITUAL:

This song is sung at the close of the formal school day (3:30 p.m.). In the unity circle, we discuss what Black things we have done today before beginning our song:

"We have done Black things today and we're going to do Black things again tomorrow!

Will you? (pointing to another brother or sister)

Yes, I will (Repeat three times, then repeat the whole stanza)

Children are chosen as leaders for the day. They lead the Seven Harambees by saying, " We're going to do seven Harambees". Harambee means to pull together. Extending out the right hand; everyone pulls down together seven times.

Nguzo Saba Chant:

The leaders for the day say, "We're going to do the Nguzo Saba Chant. Umoja - Unity"

-Call and response

"I said Umoja (repeat)

means unity

I said Kujichagulia (repeat)

means self-determination," etc. for each principle (see page 4 for rest of the ritual)

D. KUZALIWA (BIRTHDAYS)

Kuzaliwa is our birthday celebration. The children's birthdays are celebrated on Fridays. You must notify the school Director if you wish to bring materials or refreshments to the school as part of your child's birthday celebration. Families are encouraged to attend the school celebration which is held between 3:00 p.m. and

4:00 p.m. The order of the ceremony is as follows:

-Children, teachers, and guests line up on the unity circle. The child or children, whose birthdays are being recognized, stand in the center of the circle.

-Everyone sings the Kuzaliwa song:

Furaha Kuzaliwa (Happy Birthday) to you, we love you so much, yes we love you we do. (Repeat).

Furaha Kuzaliwa from New Concept to you, all our ancestors send their blessings to you

The seasons are changing for you and for me as we strive to be strong Africans free.

Furaha Kuzaliwa to you, we love you so much, yes, we love you, we do, we do, we doooooooooo!

-Volunteers from each class and from the parents who are present are asked to give words of inspiration to the child/children. These words of inspiration should be positive in nature, giving the child/children direction in terms of the new responsibilities of the age which he/she is entering.

-The child/children being recognized must also make a commitment to goals which he/she will strive to attain in the coming year.

-The following foods may be brought by parents for the Kuzaliwa celebration:

-Cake or cookies (as nutritional as possible)

-popcorn (preferable to potato chips or corn chips);

-beverages (natural juices, etc) and

-fresh fruits (nuts, raisins, and seeds).

Parents should contact the teacher in advance and discuss the celebration and what they wish to bring.

NEW CONCEPT SCHOOL

INTAKE AND ENROLLMENT

- At intake, parents and students must meet with the center Directors for an interview before being enrolled into the program.
- Parents will complete enrollment documentation and submit required documentation for student file compliance.
- Children and parents will have an opportunity to meet their teachers and tour the school.

Documents Needed For Enrollment

- Child's Birth Certificate
- Proof of immunizations (shots within 6 month to one year of the date applying)
- Physical Exam (TB skin test & results, lead screening & numeric result tests, Hemoglobin or Hematocrit and results).
- Doctors note on any medications if they are to be administered at the program.
- Most recent Child Care Approval letter, if receiving state funding for child care.
- 3 self portraits (of your child) which will be placed on his/her locker, mailbox and bulletin board.
- Shot waivers must be accompanied by a doctor's signature.

PARENT ORIENTATION

Parent orientation is mandatory for all parents. At this session you will meet staff and learn about the philosophies, policies and academic program for NCS. It is most important that parents understand the academic and cultural program at the school and how the home environment can reinforce the concepts taught at NCS.



NEW CONCEPT SCHOOL

HEALTH POLICIES

Medical and Dental Exams

Prior to admission, all new students are required to submit a Certificate of Child Health Examination Form, signed by a physician; which includes a current record of immunization, health history, and indications of lead and TB test results. Health and dental exam forms must be submitted annually.

Students cannot be admitted into the program until we have this information. If a family wishes to waive immunizations for religious, cultural or personal reasons, the family must submit a written notice prior to the students entry into the program. Written communication must express (1) specific reasons for the waiver request (2) an understanding that all consequent liabilities will be assumed by the family. Special medical conditions must be reported prior to enrollment.



Administering Prescription Medication

New Concept School must have a doctor's note on file for any medications needed to be administered during school hours. Parental consent is also needed before administering your child any medication. A medication log will be used to track when medications were administered.

NOTE: It is our strong belief that the best person to give your child medication is you!

Mildly Ill Children: Inclusion/Exclusion

You must call the school if your child will be absent and provide a written excuse for the child to return. If your child is sick but feels well enough to come to school, we have space set aside where he/ she can relax. We will contact you if your child gets sick at the program.

Please do not bring your child to school if he/she is:

vomiting, has fever, diarrhea, rash with fever or behavior change, mouth sores, difficulty breathing, wheezing, unusual tiredness, unusual irritability, unusually persistent crying not explained by other causes or has a contagious illness such as: pink eye or red eye with white or yellow eye discharge, active tuberculosis, impetigo, sore throat, live head lice (nits), bed bugs, scabies, ringworm (scalp or body), chicken pox, whooping cough, mumps, measles and hepatitis A virus infection.

NOTE:

- * A doctor's note is required if your child has been out sick for three or more days.
- * A doctor's note is required for a child whose health is in question.



NEW CONCEPT SCHOOL

HEALTH POLICIES cont...

Allergies

Notice of food or environmental allergies must accompany a written doctor's statement. We will post food allergies in the classroom and kitchen so that the children are not served food that could be dangerous.

SAFETY & FIRST AID

Safety procedures are a paramount part of the New Concept School curriculum. The procedures protect both the students and staff. Physical education and/or recreation, by nature of its vigorous activity, will always present some hazards. NCS will make every effort to ensure the safety of all children.

Note:

* NCS staff MUST be notified of any medical, health, and/or or dietary restrictions; as well as any medications being given.

*All teachers will have access to first aid kits to attend to minor cuts and/or bruises.



NEW CONCEPT SCHOOL

ANTI-BULLYING POLICY

Bullying of any kind is unacceptable; NCS takes bullying very seriously and we are committed to providing a safe, caring, and friendly environment where the needs of everyone are respected.

Bullying is defined as; the willful, conscious and persistent desire to cause emotional, verbal and/or physical hurt to another. This hurt may be caused by actual or anticipated actions which puts the victim under stress. These actions are accompanied by an awareness of the impact of the behavior on the child who is the victim. The characteristics of bullying suggest that the child who is bullying has reached a state of cognitive development where they are able to plan to cause distress in another. But it is sometimes hard to distinguish bullying from hurtful and/or inconsiderate behavior.

Bullying can take many forms, but the main types are:

Emotional - Being unfriendly or unkind, excluding from groups, tormenting (hiding objects, threatening gestures).

Physical - Hitting, pushing, punching, pinching, kicking, hiding, taking or defacing belongings, or any use of violence.

Racist/Intolerant - Taunts, slurs and/or physical threats directed around a victim's race, religion or ethnicity.

Verbal - Name-calling, teasing, sarcasm, writing unkind notes, Spreading rumors, making prejudiced remarks.

Note: Please note that an instance of bullying may fall into more than one 'category' listed above.

All staff members (employed and voluntary) have a responsibility of vigilance at all times, so that incidents of bullying can be dealt with as quickly and effectively as possible. It is important that we establish an atmosphere where children who are being bullied, or others who know about specific incidents of bullying, feel that they will be listened to and believed. Everyone must feel confident that the action taken will be swift but sensitive and appropriate to the circumstances.

New Concept School is committed to ensuring that:

- All committee members, staff, volunteers, parents, caregivers and children should have an understanding of what bullying is.
- All committee members, staff and volunteers know what the pre-school policy is on bullying and follow it when bullying is reported or observed.
- Anyone that feels that they are unable to communicate their fears of those who are bullying them; are protected and the message is given to the offender that the unacceptable behavior cannot continue.
- All parents and caregivers know what the pre-school policy is on bullying and what they should do if bullying arises.
- Bullying will not be excused, permitted or tolerated under any circumstances.
- All parents and caregivers should know what the pre-school policy is on bullying and what they should do if bullying arises.
- As pre-school takes bullying very seriously, children, parents and caregivers should be assured that they will be supported when bullying is reported or observed.
- Bullying will not be excused, permitted or tolerated under any circumstances.

NEW CONCEPT SCHOOL

ANTI-BULLYING POLICY cont...

Possible Signs of Bullying

The Child:

- Is unwilling to go to school
- Becomes withdrawn, anxious, or lacking in confidence
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Has unexplained cuts, scrapes or bruises
- Becomes aggressive, disruptive or unreasonable
- Begins bullying or showing unusual aggression with siblings, playmates or other children
- Suddenly loses appetite, stops eating

Listed are a few signs and behaviors could indicate other problems, but bullying should be considered as a possibility and should be investigated.

School Procedures

- All bullying incidents will be reported immediately to a staff member.
- Staff will record all reported incidents (Incident Report Form) and share them with management.
- Parents will be informed and will be asked to come in for a meeting to discuss any issues.
- The bullying behavior or threats of bullying will be investigated
- An attempt will be made to help change all poor behaviors.

Prevention

- Staff will teach on the topic of bullying by exploring why it happens and give alternative ways of behaving and coping with difficulties
- Staff will teach methods which encourage co-operative work and a variety of groupings.

Summary

If a child bullies another child or children:

- A responsible adult should intervene to stop the child harming the other child or children;
- Explain to the child bullying others why her/his behavior is inappropriate;
- Give reassurance to the child or children who have been bullied;
- Help the child who has done the bullying to apologize for her/his actions;
- Make sure that children who bully receive praise when they display acceptable behavior;
- Do not label children who bully;
- Discuss any incidents with the parents and work out a plan for handling the child's behavior; and
- Share what has happened with the parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.



NEW CONCEPT SCHOOL

EMERGENCIES

Management of Medical Emergencies

911 will be called in ALL medical emergencies! Emergencies including but are not limited to; breathing problems, uncontrolled bleeding and injuries to the head, neck or back.

Emergency Contact Information

The NCS/IPE Office maintains contact information, which lists people who may be contacted if parents cannot be reached in case of an emergency. Please inform management of any changes which might occur; including phone numbers, address changes and/or physician's information.

Medical or Dental Emergencies

If your child becomes sick during the day or has any medical emergency, we will contact you immediately to have you pick the child up or advise us about desired emergency medical care. If we cannot reach you we will make all efforts to contact someone listed on the emergency contact list. If no one is available, one of our staff members will accompany the child to the emergency room.

Reporting Suspected Child Abuse and Neglect

By law staff is required to report suspected child abuse and neglect to the Department of Children and Family Services (DCFS) and share any other information about the family and child that is in the record. Suspicion of child abuse and neglect is the only exception to the Student File Confidentiality Policy.

All staff are mandated and required by law to report suspected or disclosed abuse.

Policy:

- Responsible for reporting suspicions and/or disclosures, staff DOES NOT determine if abuse has occurred.
- Failure to report abuse can result in prosecution under the Family and Child Service Act.
- Staff is NOT permitted to contact the parent, unless specifically directed to do so by DCFS.
- Reporting procedures are designed to protect the child.
- New Concept School's concern is the safety and well being of the child.

Procedure:

1. Inform Team Leader and/or Supervisor of your call and the reasons.
2. Call the police or DCFS to report any child that looks like they have been abused, mentally, physically or emotionally.
3. Document the reasons why you felt you had to make the call.
4. Do **NOT** contact the parents of the child you have concerns about.

NEW CONCEPT SCHOOL

GUIDANCE & DISCIPLINE POLICY

New Concept School views guidance as an opportunity for adults to help children learn the expectations of the community. It is our job, as caring adults, to guide children to develop appropriate social behavior. Positive communication builds relationships between the staff and child; it helps develop internal control.

NCS will take a preventive approach to discipline that provides children the opportunity and the motivation to make choices, function independently and learn social skills through encouragement. We will help the child learn to respect the needs and rights of others, adapt to classroom routine and simple rules, and become a responsible group member. NCS does not hit, shake children or use any degrading language. Furthermore, no food items are ever withheld from children nor is rest or toileting restrictions used as a form of punishment. Discipline problems will be documented; a copy of such a report will be placed in the students file.

If discipline problems persist, staff will reach out to the parents to discuss a plan to help the child gain better self-control and a positive attitude towards their peers and teachers. Should the child's continued negative behavior put themselves, their peers or their teachers at risk for physical harm or, if the child damages Center property, NCS reserve the right to ask the parent to withdraw the child from the Center.

While we understand the developmental tendencies of children, withdrawal from the program may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive.

When redirection and positive reinforcement are not effective, and the child's behavior presents a continued risk to self/others and repeatedly interferes with other students' learning environment NCS reserves the right to ask the parents to withdraw the student from the program and terminate their enrollment.

Any acts of misconduct that severely compromise the order and safety of the learning environment may be subject to out-of-school suspension and parent - teacher conferences. Depending on the severity of the act the student may be subject to termination from the program.

New Concept School reserves the right to terminate any child's enrollment if any further incidents occur, or if we feel that any of following conditions exists:

1. The school cannot meet the child's needs.
2. The parents are not able to work with the school to find an acceptable solution.
3. The behavior endangers the well being of other children, and/or the child engaging in the behavior and/or staff.
4. An excessive amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled.
5. In such a situation, the child may have to leave the school temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of preschool services. In that case, a two-week notice may be given before termination of services in order to allow parents to find alternate childcare. It should be noted, however, that in extreme cases where a child must be removed from our facility immediately, the two week notice will be waived.
6. The child's needs are beyond New Concept School's scope of care.

Parent (Guardian) Signature

Date

NEW CONCEPT SCHOOL

ATTENDANCE

Sign-In/Sign– Out

Regular attendance for school is extremely important for your child to settle in well. Routine becomes part of their day. Children should be walked into the school by an adult 18 years or older, brought into their classroom, and signed in and out each day. Please be sure to check their cubbies daily.

Drop Off and Pick-Up

If you will not be picking your child up from school, the person you send must have a valid ID and be listed on the Drop-off/Pick-up Authorization Form filled out during enrollment. **We cannot release your child to anyone whose name is not on the list.**

A state ID or driver's license will be required for identification of people unknown to staff. Only adults (18 years or older) will be allowed to pick-up children.

Changes to the pick-up list must be made in person, in writing, at the school. Changes cannot be made over the phone. In addition, staff may refuse to release a child to the care of anyone including the parents if they appear incapacitated by drugs and/or alcohol. Alternative plans for pick -up **MUST** be made. Each child's safety is our concern and we are responsible for him/her until he or she is released to a responsible party. Please, share this information with others who may be asked to pick your child up.

It is imperative that parents/guardians keep the Drop-off/Pick-up Authorization and Emergency Contact List up-to-date.

Our security team has been advised to ask for identification from anyone in the building at any point in time during a school visit. We ask for your full cooperation in ensuring school safety.

Late Fines

A fee of \$1.00 per minute will be imposed even if the parent or guardian calls to let the school know that the child will be picked up late. Parents are required to make proper arrangements to have their child picked on time (NO LATER THAN 6:00 PM).

Fines are to be paid **IN CASH** at the time that the child is picked up for the evening. If permitted, parents may pay the fine the following morning before the student is signed in for school.

Procedures

1. After the first 15 minutes, the daycare provider will attempt to call the parents/guardians one time.
2. After the first attempt, the daycare provider will begin calling each of the names provided on the Emergency Call List one time each.
3. If after 10 minutes from the time the daycare provider is unable to reach the parent/guardian or someone listed on the Emergency Contact List, the daycare provider will call the Chicago Police Department and/or the Department of Children and Family Services Child Abuse & Neglect hotline.

Parent (Guardian) Signature

Date

NEW CONCEPT SCHOOL

New Concept School has a strict NO OUTSIDE FOOD Policy.

Parents, please do your best to provide your child the most nutritious foods before and after school. Students are not allowed to enter the school or classroom with outside food items. Please have your child finish any foods that they are eating before they enter the building. Food items may not be left in the students' lockers. Teachers are permitted to throw ALL outside food items found away.

NOT ALLOWED!! *(This is a general list of food items and is NOT limited to what is documented)*

- Sodas, sugary drinks, and energy drinks
- Cakes, pies, donuts, and pastries
- Restaurant foods and soft drinks
- Candies
- Chips

New Concept School has a strict UNIFORM POLICY

Students are expected to come to school dressed in full uniform each day. Please understand that students will not be allowed in class if they do not arrive in full uniform. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

NCS School Uniform Consists of The Following:

- **All Black Pants (dress or cargo)**
- **All Black Shorts (dress or cargo)**
- **All Black School Skirt or Jumper**
- **White or Black Socks**
- **All Black Shoes (NO ADDITIONAL COLORS)**
- **Black or Red 3 Button Collared Shirt – (Polo Shirt)**
- **All Black Sweater or Zip-up Hoodie (NO WORDS, PICTURES, DESIGNS, or OTHER COLORS)**
- **Boys are NOT ALLOWED to wear earrings. THERE WILL BE NO EXCEPTIONS.**

NOTES:

To create a safe environment for children with food allergies, we ask that you NOT send birthday cakes and other snacks and/or holiday party snacks to school. We ask that parents talk with the NCS Director before bringing items in for birthdays.

Birthdays At School - Donate A Book For All To Enjoy!

Instead of bringing in cakes, ice cream & goodie bags we ask that families choose a book from our NCS Book Wish List to donate to the class. We also invite families to come in to read the book to the class.

KISWAHILI VOCABULARY

The following is a list of words and phrases used in the school to communicate with the children. Use these words at home to quicken your child's command of the language.

Greetings

Habari gani ?	What's the news	Njema	Fine
Sawa sawa	Alright	Mbaya	Bad
Karibu	Welcome	Tutaonana	See you later
Jambo	Hello	Kwaheri	Goodbye
Asubuhi?	This morning?		

Commands

Simama	Stand up	Kaa kitako	Sit down
Amka	Wake up	Fikiri	Think
Sema tena	Say it again	Sema sana	Say it louder
Upesi	Quickly	Acha	Stop

Comments

Mzuri	Good	Asante	Thank you
Hodi hodi?	May I come in?	Nisaheme	Excuse me
Kazi	Work	Tafadali	Please
Mwalimu	Teacher	La	No
Wazazi	Parents	Ndio	Yes
Mbaya	Bad	Yeabo	Yes
Kusoma	Reading	Hesabu	Math
Sayanasi	Science	Kumba	Creativity

NEW CONCEPT SCHOOL

HOLIDAYS & SCHOOL CLOSURES

New Concept School does not celebrate Traditional holidays. Days observed are listed below. If the center will be closed on any other days, parents should expect correspondence.

JANUARY

- ~ Winter Break (Happy New Year!!)
- ~ Martin Luther King Kuzaliwa (Birthday)

FEBRUARY

- ~ Traditional Leader's Day
- ~ African American Celebration

MARCH

- ~ Grandparent's Week

APRIL

- ~ NAEYC—Week of the Young Child
- ~ Good Friday

MAY

- ~ Staff Development Day
- ~ Memorial Day

JUNE

- ~ Rites of Passage Celebration (TBA)

JULY

- ~ Independence Day

AUGUST

- ~ Staff In-Service Trainings

SEPTEMBER

- ~ Labor Day

OCTOBER

- ~ Maafa Day
- ~ Staff Development Trainings

NOVEMBER

- ~ Familia Karamu (Family Feast)

DECEMBER

- ~ Winter Break (It's Kwanzaa Time!!)