



Clovis Nazarene School

"A Child's Place to Succeed"

Parent Handbook

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"Children are a gift from the Lord."

~Psalm 127:3



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CLOVIS NAZARENE SCHOOL

“A Child’s Place to Succeed”

Welcome to Clovis Nazarene School! We are so excited to have the opportunity to know your family and to be able to minister to your child. This handbook is a guide to help provide answers to any questions that you may have concerning our philosophy, programs and schedules. If by chance you have further questions, please feel free to contact the school.

Beyond Blessed,
Tonya Osborn, Director

CNS MISSION STATEMENT

Clovis Nazarene School is a ministry of Living Stones Community Church of the Nazarene. The mission of CNS is to reach out and meet the needs of our community by providing a Christian environment for your child to have **“A PLACE TO SUCCEED”**.

CNS PHILOSOPHY STATEMENT

The school’s foundation rests in our belief in God the Father and Jesus Christ the Son and the Holy Spirit. We teach prayer as a vital part of living. We believe that child care and true education must seek to develop and meet the needs of the individual child in his/her entire personality: Spiritual, Social, Physical, Emotional, and Academic growth. We will strive to help the child develop a positive self-image; develop respect and appreciation of all God’s creation. All children in our care will be provided a safe, high-quality education that includes developmentally appropriate curriculum taught by knowledgeable and well-trained staff, provided in a Christian environment. Ultimately, our entire staff, program, and activities will help each child to reach his/her highest potential. *The steps of the Godly are directed by the Lord. He delights in every detail of their lives. Though they stumble, they will not fall, for the Lord holds them by the hand.* *Psalm 37:23-24*

CLOVIS NAZARENE SCHOOL is a non-profit, self-supporting ministry of the local church. Its organization is incorporated within the governing framework of Living Stones Community Church of the Nazarene. All facilities are the property of the local church. The school is governed by delegated members of the Church Board. These delegates assign authority to the School Director, Tonya Osborn. It is not a parent-controlled school.

PRE-SCHOOL ADMISSION

- A child must be at least 3 years of age and potty-trained (**Independently able to use tissue paper, and can communicate with an adult when needing to use the restroom**) by September 1st to enter the Pre-school Program.
- If a child has a potty accident and can not clean themselves, a parent will be called to come change the child. Staff members are not responsible for cleaning and changing the child.
- Before a child can be admitted to school, the following must be turned into the school office:
 - **COMPLETE** Registration Packet (Registration & Tuition Express forms)
 - Current copy of immunization records
 - Payment of non-refundable registration fee of \$75.00
 - If applicable, any court documents pertaining to this child (i.e. custody, guardianship, etc.)
- Please know that we may not be able to meet the needs of a student with behavioral problems or those who are limited in academic or physical abilities or those who do not speak English. We do not offer special education classes.
- All Children are accepted at CNS regardless of race, creed, or church affiliation.

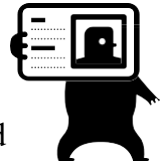
We operate with a two-week trial period for each child. If the child does not appear to be potty-trained, does not adjust to the structure and make up of our program or we do not feel we have the support of the parents this could cause your child to be withdrawn from the program.

WITHDRAWALS

We operate on a two-week withdrawal in which **you are required to give notice two weeks prior to the last attending day.**

Withdrawals must be made properly; **there is a withdrawal form to sign at the office.** Students will be considered enrolled until the withdrawal form is turned into the office. Failure to provide proper notification will extend your tuition payment two weeks beyond the last attending day. In the event an exception arises, the decision will be made by the Director and School Board.

SECURITY



CNS takes all precautionary measures to keep your child safe. A Keyless Entry System is located at the front door. Each authorized person to pick your child up will be assigned a code that will give access to the building. Anyone without a code will need to ring the doorbell for assistance. **THIS NUMBER IS NOT TO BE GIVEN OUT TO ANYONE AT ANYTIME!** Upon entering the building, you **MUST** clock your child in/out at the fingerprint monitor located by the front desk. You must call the office if someone is picking your child up that is not on the list. They must also present a photo ID. The grounds are secure with fences, and the children are never left unattended. **THESE MEASURES ARE FOR THE SAFETY OF YOUR CHILD!**



EMERGENCY PROCEDURES

Each employee has been trained regarding our Disaster Preparedness Plan for such events as Evacuation, Lock Down, and Shelter in Place procedures. For the safety of your child we also perform monthly fire drills. Each classroom has an emergency binder with detailed instructions for each emergency situation as well as a picture of each child and their contact information. A copy of our Emergency Procedures and Disaster Preparedness Plan are available at the front office for your review.

ARRIVAL AND DISMISSAL

CNS is open Monday-Friday from 6:30 a.m. to 5:30 p.m. All classes start promptly at 8:30 a.m. We ask that you have your child to class by 8:15 a.m. to aid in a smoother transition for our 8:30 class start time. **We are NOT a drop in service. If your child is not here for the morning session they will be unable to attend for the afternoon.** The only exception to this is if your child has an appointment and a doctor's note is provided. We also ask that you call to make us aware so that we may plan accordingly.

If your child is enrolled for part-time, you must pick your child up by 12:30 p.m. **If your child is not picked up by 12:40 p.m. a late fee of \$1.00 a minute will be added the child's account.**

****If your child is not picked up by 5:30 p.m. a late pick-up fee of \$5.00 per minute will be charged to the child's account. If your child is picked up late more than 3 times, you will be required to pick up your child no later than 5:15 p.m. for the remainder of their enrollment. If picked up later than 5:15 p.m. your account will be charged the \$5.00 per minute late fee.**

Upon entering the building, you MUST clock your child in/out at the fingerprint monitor located by the front desk. You must call the office if someone is picking your child up that is not on the list. They must also present a photo ID. **A child will not be released to anyone under the age of 16 years without a signed release form from the parent.**

If your child is transported by a commercial vehicle, a written document will need to be attached to their registration form releasing CNS from any responsibility once the child gets in the vehicle.



COMMUNICATION

Communication is **EVERYTHING** between teacher and parent. If you have a question or would like to set up a conference with your child's teacher please remember that the teacher's first responsibility is the supervision of the children, but will gladly schedule a convenient time or you may leave a message at the office and we will have your child's teacher contact you.

If by chance you have a question or concern, please come to the office. We have an open door policy. We cannot solve a problem if we do not know about it. **Please respect us enough to talk to the Director rather than to others about a complaint or problem you may have. Taking to any form of social media to "bash" the school or any employee will be grounds for expulsion.**

Please be sure the office has current and working phone numbers and emergency contact information at all times. Please let the office know of any changes that may occur on your account. (i.e. new phone numbers, address, pick up list, etc.)

In the event of a child's absence due to illness, vacation or otherwise, please contact the school office.



One way of communicating with parents will be through a monthly newsletter and a child's mailbox. Every child will have a mailbox located outside their classroom. It is very important that you check this mailbox daily. Our newsletter, along with other information is located on our ClassTag page. Another way we can communicate with you is through e-mail and ClassTag.

PERSONNEL & STAFF

Clovis Nazarene School will be responsible for obtaining a background check on each employee. Caregivers who work directly with children and who are counted in the staff/child ratios must be 18 years of age or older and must have training in first-aid, CPR, New Mexico Health & Safety Orientation and required training hours. Personnel working 20 hours or more are required to have 24 hours of child care training each year. Personnel working under 20 hours are required to have 12 hours of training each year.

GRIEVANCE PROCEDURE

If you have a grievance regarding anything about the school, you need to first visit with the teacher directly involved in the matter. If you are not satisfied with the results of that contact, please visit with the Director of Clovis Nazarene School and, if necessary, the Director will contact the Pastor. We want to cooperate with you in any way we can. We will pray about every situation and ask the Lord to guide us in reaching a solution that is in the best interest of everyone involved. **Please respect us enough to talk to the Director rather than to others about a complaint or problem you may have.**

CONFIDENTIALITY AGREEMENT

We as child care professionals respect the privacy of all of our children and families. All information concerning children and their families will be held confidential. We agree to keep all information discussed in our school totally confidential.

CHILD ABUSE REPORTING PROCEDURE

Child abuse is a very serious allegation. We have set a policy that is meant to protect the children in our care. As mandated by CYFD, we will report any pertinent information to proper authorities.

DISCIPLINE & GUIDANCE

God disciplines us for our good; that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:10

He who keeps instruction is in the way of life. But he who refuses correction goes astray. Proverbs 10:17

Do not make light of the Lord's discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves. Hebrews 12:6

Discipline is training that teaches one to obey rules and control one's behavior. Discipline is an ongoing process with children and for maximum learning to occur, immediate and consistent reinforcement is important. Because you have entrusted your child to our care for a large portion of the day, we feel obligated to handle each situation as we deem necessary at the time the situation arises.

At CNS we encourage self-control and responsibility for one's own actions. Respect for each other, self, peers, and authority is taught with love and consistency. However, there are occasions when a student creates a situation in the school which infringes upon the rights of the other children and/or the teacher. The child needs to know that you, as parents, support us as the authority while the child is in our care. Several examples of behavior that will not be tolerated at our school are:

1. Fighting or touching others in inappropriate ways
2. Profanity and name calling
3. Destructive acts against the school property
4. Lack of respect for staff and peers
5. Deliberate disobedience
6. Continued disruption
7. Harming other children or the staff

DISCIPLINE & GUIDANCE (continued)

The teacher will use disciplinary techniques for misbehavior that she has incorporated within her individual classroom. Some examples are: redirection, better choices, elevation of warnings, withdrawing the child from the group or activity (time-out which will be limited to no more than one minute per year of the child's age). Acceptable methods of discipline should encourage self-esteem, self-control and self-direction, using praise and encouragement of positive behavior rather than focusing on the negative or unacceptable behavior. If misbehavior persists, the child will be taken to the Director's office. If the misbehavior continues to occur a parent/teacher conference will be called to discuss alternative methods of solving the problem. If there is no resolution to the issue or problem, the school will be forced to remove the child via suspension or permanent expulsion from the program.

We operate with a two-week trial period for each child. If the child does not adjust to the structure and make up of our program or we do not feel we have the support of the parents this could cause your child to be withdrawn from the program.

STATE LICENSING

We are licensed by the state of New Mexico Early Childhood Education and Child Development. The New Mexico regulations governing facilities providing day care to children is available for your review at www.newmexicokids.org.

The following is an excerpt from the State Licensing manual:

A center will not use the following disciplinary practices: Physical punishment of any type, including shaking, biting, hitting, pinching, or putting anything on or in a child's mouth; withdrawal of food, rest, bathroom access, or outdoor activities; abusive or profane language, including yelling; any form of public or private humiliation, including threats of physical punishment; or unsupervised separation.

MEDICATION AND HEALTH

It is the responsibility of the school to set guidelines for children coming to school sick. The policy of the school is as follows:

IF YOUR CHILD HAS SYMPTOMS OF VOMITING, CROUPING, SEVERE CHEST COLD, DIARRHEA, SYMPTOMS OF PINK EYE, TEMPERATURE OF 100.4 DEGREES OR SEVERE EAR ACHE, PLEASE KEEP HIM/HER HOME UNTIL THEY ARE SYMPTOM FREE FOR 24 HOURS. IF YOUR CHILD DEVELOPS THESE SYMPTOMS WHILE AT SCHOOL YOU WILL BE REQUIRED TO PICK YOUR CHILD UP. IF SENT HOME WITH AN ILLNESS THEY WILL BE REQUIRED TO STAY HOME THE FOLLOWING SCHOOL DAY.

If your child is running fever in the morning, please as a courtesy to the teachers and children, DO NOT give them Tylenol and send them to school. If your child is too sick to go outside then please, do not send them to school. If your child becomes ill, has an accident or has a bathroom accident we will inform you and expect that you come and care for and/or clean up your child.

In order to give any kind of medication, you must fill out a Request for Administration of Medication Form at the office. This will require written directions about when and how much medication is to be administered. All children's medications must be labeled. Without this form, medication will not be given to your child. If your child needs Tylenol to keep a fever down, he/she will not be permitted to be at school. Breathing treatments will only be administered once a day by staff. If your child needs more than one breathing treatment while at school you will have to make arrangements to administer the additional treatment.

A staff member will keep and sign a written record of the dosage, date and time a child is given medication. This information will be provided to the parent/guardian who will in turn initial acknowledgment of information received on the day the medication is given.

MEDICATION AND HEALTH (continued)



According to state law, no child can be admitted to school without an immunization record showing that he/she is current or in the process of becoming current on shots or a Public Health Division approved exemption from the requirement.

Below is a schedule of required immunizations mandated by the State of New Mexico which can be found at www.nmhealth.org.

NEW MEXICO DEPARTMENT OF HEALTH		New Mexico Childcare/Pre-school Entry Immunization Requirements																								
		Minimum # of vaccine doses by childcare and pre-school age levels							Vaccine doses by school grade level																	
Vaccine	By 4 Mo.	By 6 Mo.	By 12 Mo.	By 15 Mo.	16-47 Mo.	48-59 Mo.	≥ 60 Mo.	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th						
Diphtheria/Tetanus/ Pertussis (DTaP/DT/Td)*	1	2	3	3	3	4	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)					
Tetanus/Diphtheria/ Pertussis (Tdap)																1	1	1	1	1	1	1	1	1	1	1
Polio (IPV) (OPV*)	1	2	2	2	3	4 (3)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4					
Measles/Mumps/ Rubella (MMR)				1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2					
Haemophilus Influenzae type B (Hib)	1	2	2	2	3/2/1	3/2/1	3/2/1																			
Hepatitis B (HepB)	1	2	3	3	3	3	3	3	3	3	3	3	3	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)					
Pneumococcal (PCV)*	2	3	3	4/3/ 2/1	4/3/2 /1	4/3/2 /1	4/3/2/ 1/0																			
Varicella (VAR)**				1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1				
Hepatitis A (HepA)				1	1	1	1																			

CLOTHING & PERSONAL BELONGINGS

There is no set dress code for Clovis Nazarene School. However, we do not allow costumes and we ask that girls wear shorts under their dresses and no dress-up high heels should be worn.

Please dress your child comfortably so that he/she can take advantage of all learning opportunities, indoors and outdoors. Please keep in mind the changing weather conditions in Clovis. Your child should wear clothing that is washable and adaptable to food stains, paints, water, etc. Tennis shoes are best for playing, running, climbing and other fun activities. We ask that you bring a complete set of clothes including socks and underwear to the school. All clothing including hats, gloves and coats should be labeled with the child's name.

CNS provides plenty of fun and educational toys for the children so we ask that your child keeps his/her toys at home unless authorized by the teacher. (i.e. show-n-tell and/or nap time security items)

LOST & FOUND

We do have a Lost & Found located across from Room 2. We ask that you check there if your child is missing something. CNS is not responsible for items that may be lost.



REST TIME

If your child will stay for a nap you will need to bring a nap mat, SMALL crib size blanket and pillow and an XL Ziploc bag to store the items in. These will need to be taken home once a week to be laundered. Nappers will be laid down around 12:30 p.m. Non-nappers also have a rest period required by the State Department.

SPIRITUAL MINISTRY

Every effort will be made to meet the needs of each and every child enrolled in our school. Everything at our school will be related to God's interest in us and in all that we do. We will not teach any denomination, but will share the love of Jesus with the children through prayer, chapel, discipline, and love for themselves and others. Your child will be taught basic Biblical principles, Bible stories, songs and memory verses.

Weekly chapel services are held every Friday at 9:30 a.m. in the church sanctuary with these purposes in mind:

1. To stress the importance of worship in God's house.
2. To give the students a personal worship experience.
3. To teach the students respect for church facilities and proper conduct during services.
4. To provide a spiritual unity for our school.

We consider it a privilege to pray for you and your family. If there is ever a time that you have a prayer request or need something please see one of us at the office.

CURRICULUM

Clovis Nazarene School uses the A-Beka curriculum, which is a Christian based phonics program that helps our teachers combine their passion for teaching with their love for children. Now more than ever, each child needs a strong foundation in both academics and character. We are here to help children receive the knowledge and skills they need.

In addition to the A-Beka curriculum our teachers utilize many resources to make learning fun and exciting and to meet the individual needs of each child socially, emotionally, spiritually and intellectually. Socialization is encouraged along with large and small group activities, in addition to individual learning.

"Education is helping the child realize his potentialities."

~Erich From

SNACKS

We provide a morning and afternoon snack.

**PLEASE INFORM YOUR CHILD'S
TEACHER AS WELL AS THE OFFICE
IF YOUR CHILD IS ALLERGIC TO ANY
FOODS, WHATSOEVER!!**



Some examples of our snacks include: fresh fruits and vegetables, muffins, yogurt, pancakes, cheese and crackers. A snack schedule is posted at all times in the kitchen. We do NOT provide breakfast for the children. If you bring your child to school before 7:20 a.m., you may send something with your child to eat for breakfast in Room 2. This is the only place your child will be able to eat breakfast. Otherwise, your child will have their morning snack around 9:20 a.m. For your convenience, we will provide milk for cereal that is brought.

**Please no sweets, (i.e. donuts, candy, etc.) for breakfast.
Omitting sweets for breakfast, plus children getting at least 8
hours of sleep makes a HUGE difference in your child's
learning.**

LUNCHESES

Children may bring a lunch from home or purchase a hot lunch. If sending a lunch from home, please send a healthy, nutritious lunch. If your child will be late to school, but will need a hot lunch please call by 8:30 a.m. and let the office know to order for your child.



The cost will be \$4.00 per meal. A lunch menu will be sent out each month. Lunch time is around 11:30 a.m. If your child brings a lunch, please use a thermal lunch carrier to keep the food warm. We do not have the time or equipment to warm each child's lunch. We are also unable to store your child's lunch in the refrigerator due to lack of space.



SERVICES AVAILABLE

Monday-Friday 6:30 a.m.-5:30 p.m.

Two and Three Year Olds:

Tuesday & Thursday
Monday, Wednesday & Friday
Monday thru Friday

All 2 and 3-year-old classes can be half day (until 12:30 p.m.) or full day (until 3:00 p.m.).

Pre-K (4 year olds)

Monday, Wednesday & Friday
Monday thru Friday

All Pre-K classes can be half day (until 12:30 p.m.) or full day (until 3:00 p.m.).

Placement in all of our classes is determined by age. We DO NOT accept teacher requests.

Extended Care from Mesa & Zia:

Kindergarten thru 5th grade

Summer Program:

Monday-Friday

3-year olds-5th grade (Must be currently enrolled or registered for the fall at CNS.)

2 YEAR OLD CLASSES



Our 2-year-old classes are designed to meet the individual needs of each child. We will help your child to the best of our ability with the following curriculum.

****Social interaction through learning centers, circle time, and play.**

****Develop a positive self-image through accomplishing activities that are age appropriate.**

****Respect for peers, authority, and self by establishing love for one another, positive reinforcement, consistent discipline, communication, and self-discipline.**

****Help enforce good hygiene and manners by supervision and interaction at snack and mealtime. Help with restroom breaks and consistency with potty-training.**

****Teach children how to pray, memorize simple Bible verses, and appreciate all of God's creations.**

****Develop gross motor skills by:**

- ◇ Physical Play
- ◇ Games
- ◇ Music
- ◇ Dramatic Play

****Develop fine motor skills by:**

- ◇ Painting, drawing, and coloring through arts & crafts projects
- ◇ Puzzles

****Extra Curricular Activities**

- ◇ Chapel
- ◇ Library
- ◇ P.E.



3-YEAR-OLD CLASSES

Our 3-year-old classes are designed to meet the individual needs of each child. We will help your child to the best of our ability with the following curriculum.

****Social interaction through learning centers, circle time, and play.**

****Develop a positive self-image through accomplishing activities that are age appropriate.**

****Respect for peers, authority, and self by establishing love for one another, positive reinforcement, consistent discipline, communication, and self-discipline.**

****Help enforce good hygiene and manners by supervision and interaction at snack, mealtime and restroom breaks.**

****Teach children how to pray, memorize Bible verses, and appreciate all of God's creations.**

****Develop gross motor skills by:**

- ◇ Physical Play
- ◇ Games
- ◇ Music
- ◇ Dramatic Play

****Develop fine motor skills by:**

- ◇ Hold a pencil/crayon properly
- ◇ Trace/Write Name
- ◇ Trace/Write numbers and letters
- ◇ Paint, draw, and color through craft projects
- ◇ Learn to use scissors properly
- ◇ Puzzles
- ◇ Play dough

3-YEAR-OLD CLASSES (continued)

****Language Arts**

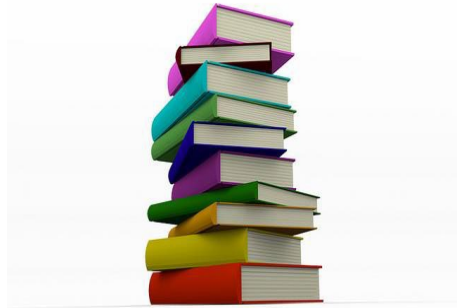
- ◇ Communicate skills through circle time activities, which will include days of the week, months and seasons
- ◇ Develop good early childhood language skills through books and hands on alphabet activities
- ◇ Introduce each letter of the alphabet visually & phonetically
- ◇ Begin to recognize letters of the alphabet out of sequence
- ◇ Learn to follow verbal directions
- ◇ Memorization of Bible verses

****Math, Science & Social Studies**

- ◇ Begin to recognize basic colors and shapes
- ◇ Learn to count to 20
- ◇ Introduce math and science through hands-on activities
- ◇ Introduce different themes such as “community helpers” to give children a broader view of the world around them.

****Extra Curricular Activities**

- ◇ Chapel
- ◇ Library
- ◇ P.E.



Set an example of good works yourself, with integrity and dignity in your teaching. Titus 2:7

PRE-K CLASSES

Our Pre-K classes are designed to meet the individual needs of each child. We will help your child to the best of our ability with the following curriculum.

**Social interaction through learning centers, circle time, and play.

**Develop a positive self-image through accomplishing activities that are age appropriate.

**Respect for peers, authority, and self by establishing love for one another, positive reinforcement, consistent discipline, communication, and self-discipline.

**Help enforce good hygiene and manners by supervision and interaction at snack, mealtime and restroom breaks.

**Teach children how to pray, memorize Bible verses, and appreciate all of God's creations.

****Advance gross motor skills by:**

- ◇ Physical Play
- ◇ Games
- ◇ Music
- ◇ Dramatic Play

****Advance fine motor skills by:**

- ◇ Master holding a pencil properly
- ◇ Write Name
- ◇ Write numbers and alphabet
- ◇ Paint, draw, and color through craft projects
- ◇ Cut out an object by using scissors correctly
- ◇ Puzzles
- ◇ Play dough

PRE-K CLASSES (continued)

****Language Arts**

- ◇ Communicate skills through show-n-tell, reading, and circle time activities, which will include days of the week, months and seasons
- ◇ Master each letter of the alphabet visually & phonetically
- ◇ Recognize letters of the alphabet out of sequence
- ◇ Beginning fundamentals of reading
- ◇ Follow verbal directions
- ◇ Memorization of Bible Verses

****Math**

- ◇ Master basic colors, shapes, and various concepts (ex. high & low, over & under, etc.)
- ◇ Count by 2's, 5's, and 10's and 1-30 (minimum)
- ◇ Develop and understand the concepts of adding & subtracting through hands-on activities

****Social Studies and Science**

- ◇ Master math and science skills through hands-on activities
- ◇ Introduce different themes such as “community helpers” to give children a broader view of the world around them.

****Extra Curricular Activities**

- ◇ Chapel
- ◇ Library
- ◇ P.E.



TWO-YEAR-OLD TUITION & FEES

Non-refundable Registration Fee: \$75.00

School Supplies: \$75.00

PART-TIME TUITION: 8am must be picked up by 12:30 pm.

\$585.00 PER MONTH – Monday – Friday

\$355.00 PER MONTH – Mon., Wed., Fri.

\$245.00 PER MONTH – Tues. & Thur.

FULL TIME TUITION: 8am must be picked up by 3 p.m.

\$715.00 PER MONTH – Monday – Friday

\$435.00 PER MONTH – Mon., Wed., Fri.

\$295.00 PER MONTH – Tuesday & Thursday

Extended Care rates outside of the school day (8am to 3pm) is \$1 for every quarter hour.



PRE-SCHOOL TUITION AND FEES

Non-refundable Registration Fee: \$75.00

Books & School Supplies: \$90.00

PART-TIME TUITION: 8am must be picked up by 12:30 pm.

\$530.00 PER MONTH – Monday – Friday

\$330.00 PER MONTH – Mon., Wed., Fri.

\$225.00 PER MONTH – Tues. & Thur. (3yr. old only)

FULL TIME TUITION: 8am must be picked up by 3 p.m.

\$670.00 PER MONTH – Monday – Friday

\$410.00 PER MONTH – Mon., Wed., Fri.

\$275.00 PER MONTH – Tues. & Thur. (3yr. old only)

Extended Care rates outside of the school day (8am to 3pm) is \$1 for every quarter hour.

TUITION DISCOUNTS:

20% discount for additional children in the same family.

20% discount for active Living Stones Community

Church members



EXTENDED CARE FROM MESA & ZIA

Extended Care is provided to after school for Kindergarten-5th grade students who attend Mesa & Zia Elementary. Students must be an **ACTIVE WEEKLY** rider, (2-3 days a week). Transportation is provided by CNS. The school will be open Monday thru Friday until 5:30 p.m. CNS follows the same calendar as Clovis Municipal Schools. A snack is provided after school plus a variety of activities including free play, games, and gym activities

EXTENDED CARE ADMISSION

- Before a child can be admitted to extended care the following must be turned into the school office:
 - **COMPLETE** Registration Packet (Registration & Tuition Express forms)
 - Current copy of immunization records
 - Payment of non-refundable registration fee of \$75.00
 - If applicable, any court documents pertaining to this child (i.e. custody, guardianship, etc.)
- Please know that we may not be able to meet the needs of a student with behavioral problems or those who are limited in academic or physical abilities or those who do not speak English. We do not offer special education classes.
- All Children are accepted at CNS regardless of race, creed, or church affiliation.

We operate with a two-week trial period for each child. If the child does not adjust to the structure and make up of our program or we do not feel we have the support of the parents this could cause your child to be withdrawn from the program.



\$5.00 per hour. Your child will automatically be clocked in at 3:00 p.m. and you will be responsible for clocking

your child out. You are only charged for the time your child is at CNS with a minimum of one hour. Please be sure to call our office by 2:00 p.m. if your child is not riding.

You may pay your account in advance or see **TUITION POLICIES** on Page 26.



SUMMER PROGRAM

Our program will offer your child a fun and structured day! We will have special events for the children such as water days, 4th of July celebration, movie days, field trips, and lots of other fun summer activities! In addition to these special events your child will have a prayer/circle time, recess, crafts, story time, activities, free play, rest time, snack time and lunch time.

SUMMER PROGRAM ADMISSION

A child must be 3 years of age (by June 1) and potty-trained (**Independently able to use tissue paper, and can communicate with an adult when needing to use the restroom**) and must be currently enrolled or registered for the fall to enter the Summer Program.

- Before a child can be admitted to the Summer Program the following must be turned into the school office:
 - **COMPLETE** Summer Program Packet (Registration & Tuition Express forms)
 - Current copy of immunization records
 - Payment of non-refundable registration fee of \$50.00
 - If applicable, any court documents pertaining to this child (i.e. custody, guardianship, etc.)
- Please know that we may not be able to meet the needs of a student with behavioral problems or those who are limited in academic or physical abilities or those who do not speak English. We do not offer special education classes.
- All Children are accepted at CNS regardless of race, creed, or church affiliation.

We operate with a two-week trial period for each child. If the child does not appear to be potty-trained, does not adjust to the structure and make up of our program or we do not feel we have the support of the parents this could cause your child to be withdrawn from the program.

\$150.00 per week **Lunches: \$4.00 each** (optional) See Page 14

You may pay your account in advance or see **TUITION POLICIES** on Page 25.

TUITION POLICIES

Clovis Nazarene School is a ministry of Living Stones Community Church of the Nazarene but, it is entirely self-supporting. We must operate on a current cash flow basis. For this reason, it is necessary that parents cooperate in paying accounts on time so that we in turn can meet our obligations.

Tuition payments are due by the 5th of each month. A Tuition Express Form is required for each child's registration packet to be complete. This form must have a debit/credit card as a reliable payment source. This is NOT optional.

On the 5th of each month at 12:00 p.m. any account with a balance will be drafted from the card on file. Any balance due (i.e. lunches, extended care fees, late pick-up fees, before/after care etc.) will be drafted on the 5th of each month and then weekly each Monday at 12:00

p.m. thereafter for anything owed from the previous week. If for any reason the 5th of the month falls on a weekend or if we are out of school on a Monday, those charges will be drafted the following business day. At any time, you may pay your account in advance to alleviate your card being drafted. Please be sure this is a reliable payment source because any payments that are returned to us will be charged a \$25.00 returned payment fee.

**Cards on file will be run for any balance owed on the last business day of each semester.

A late fee of \$5.00 per day will be charged to your account if the tuition is not paid by the 5th of each month. **No credit will be given for absences due to illness (this includes COVID 19 quarantine regulations) or vacation during the school year.**

If your account is not current and arrangements have not been made, we will be forced to withdraw your child. Your child may re-enroll upon availability and all accounts are paid in full. No child will be allowed to re-enroll for the following school year

until all accounts are paid in full and arrangements are made to stay current with payments.

Clovis Nazarene School accepts cash, checks or credit cards (Visa, Master Card & Discover). If paying by credit card, there is a minimum payment of \$10.00. There will be a \$25.00 fee for any returned payments.

****If your child is not picked up by 5:30 p.m. a late pick-up fee of \$5.00 per minute will be charged to the child's account. If your child is picked up late more than 3 times, you will be required to pick up your child no later than 5:15 p.m. for the remainder of their enrollment. If picked up later than 5:15 p.m. your account will be charged the \$5.00 per minute late fee.**

ADDITIONAL INFORMATION

****CNS follows the calendar of Clovis Municipal Schools.**

****SNOW DAYS** – CNS will follow the same schedule as Clovis Municipal Schools. If Clovis Municipal Schools close for the day, CNS will close also. If the public schools are delayed CNS will be delayed the same amount of time.

EXAMPLE: Our classes start at 8:00 a.m. If the public schools are on a 2-hour delay, we will open at 10:00 a.m. If the weather is bad we do encourage parents to stay off the roads if possible. Please listen to the Clovis radio stations to find out the schedule for the day. We will also post any closures or delays on the School Status Connect.

****SPEED LIMIT – 10 MPH**

It is the responsibility and desire of the school to keep the safety of your children our number one priority. The speed limit of 10 mph in the parking lot will be enforced. Please do NOT leave children unattended in a running vehicle. Also, we ask that you do not leave your vehicle running while taking your child to his/her class. This is for their safety as well as ours.

****BIRTHDAY PARTIES** – Parents may arrange to bring refreshments for their child’s class. Please keep it simple and make arrangements with the teacher beforehand. Please do not send birthday party invitations to pass out at school unless ALL of the class is to receive one.

****FIELD TRIPS** – Please make sure you have checked YES to field trips on the registration form when enrolling your child. You will be informed of any field trips prior to going.

****ELECTRONIC DEVICES** – We ask that anyone dropping off or picking up to refrain from being on their phone. Also, we do NOT allow any students to have any sort of electronic devices at school.

****THANK YOU FOR NOT SMOKING** – Parents, for the good of our school and our children, we thank you for NOT SMOKING on or about the premises at any time.