WELCOME!



**New Life Christian Academy**

 601 Union Hill Road

 Troy, Alabama 36081

 (334) 566-0424

 Visit us on the web at

 newlifechristianacademytroy.com

 Preschool Handbook

***Our Mission***

***To educate students academically, spiritually, & culturally and to develop their character; to allow students to realize their God-given potential and to live lives that glorify God.***

**NEW LIFE CHRISTIAN ACADEMY POLICIES FOR THE SCHOOL YEAR 2019-2020**

The following policies insure that New Life Christian Academy will have a good relationship with you and your child:

**ADMISSIONS:**

New Life Christian Academy do not discriminate in its admission policies by race, color, or national origin. Children are accepted from the age of 2 1/2 weeks through age 12 years..

New Life Christian uses a sign in sheets and computer check in/ out systems for drop off and pick up procedures. For security reasons all children must be signed in as they enter the building.

 **Parent -Teacher Contact**

 Parents are encouraged to write a note to the teacher or call the school office to arrange a conference as soon as a need arises. Parents may not interrupt a class during school hours, but they may go through the school office to contact a student or teacher. Parent observation in the classroom is welcomed but must be cleared through the school office.

**BEFORE & AFTER SCHOOL CARE:**

 New Life Christian Academy offer before and after school care.

**BOOK FEES**:

Book fees will be required for Preschool students. Any additional book fees will be assessed as made necessary by the child’s progress. These fees are due at the beginning of the school year or enrollment.

**CHARACTER DEVELOPMENT:**

God is the greatest teacher of Character. We support your child’s learning of character with Bible verses and stories. We help your child learn how to resolve conflicts and make friends. The children learn to respect their parents and teachers.

**DANCE:** Dance instruction is available for ages 3 and up. The class consists of one half hour lesson per week monitored by a professional instructor. The cost for the lessons will be added to your account.

**DISCIPLINE:**

Our main method of discipline is to get your child so excited about learning that problems are few. We do this by moving quickly from one activity to the next. Since we recognize that many discipline problems are caused simply because the child needs more personal attention, we lavish the children who are listening to the teacher with the attention they seek.

We use a highly original reward and praise system. If the problem is not solved by the above method (most are), we will give your child a time-out period to calm down. Our final method to solve problems is to call a conference with you, the parent.

New Life Christian Academy strictly forbid its staff and teachers from using corporal punishment in any form. If you believe one of our faculty has broken this rule, tell us and we will investigate it thoroughly. Staff who violate this policy can face dismissal. Please tell us of any unlawful discipline first and in private. The Bible reads “…if any brother shall trespass against thee, go and tell him his fault between thee and him alone…” (Matt. 18:15)

**DISMISSAL:**

We reserve the right to dismiss a child at any time after a continued effort to search the reason why the child is too unruly (i.e. disrupts the class, undesirable language, physical abuse of self, teacher, or other children, etc.) or if the child or parent is not satisfied with our school.

**DRESS CODE:**

 NLCA bases its dress code on two criteria: Biblical standards of modesty (1 Timothy 2:9 and Romans 12:1) and for the student’s personal safety.

 Girls jumpers, skirts or skorts in the blue/gold plaid only to be worn with the peter pan blouse.

 Polo shirts light blue or light yellow for boys or girls

 **Pants, for boys** –Navy blue, or khaki

 **Shoes**—All shoes must be closed-toe with the heel covered. Rubber soles are recommended.

 **Socks, Tights, and Leggings**—navy blue or black

 **Hair**—Girls and boys must keep their hair cut and styled neatly. Hair styles that cause distraction are not allowed

 **Undershirts**—If undershirts are worn they MUST be in school colors only.

 **Uniforms may be purchased from French Toast or Lands End.**

**EMERGENCY PROCEDURES:**

Emergency evacuation drills are conducted at least once a month to be sure that staff and children are familiar with the procedures. A complete Emergency Preparedness Plan is available in the office for parents to review.

**HEALTH RECORDS:**

It is mandatory for each child to have on file in the school office an up-dated school record (blue form), and a copy of the child’s birth certificate. Please take care of this matter before admission. These records are checked periodically by county, state, and accrediting agency inspectors. It will be necessary to dismiss a child who does not have the above records on file.

**HOLIDAYS:**

Holidays during the year have been taken into consideration at the time prices were established. Therefore, no deduction can be taken for holiday absences.

There will be no adjustments made in case of a hurricane or other national circumstances not controllable by us. We will follow the same operating procedures as the public school system under those circumstances.

**Holidays Continued…**

The New Life Christian Academy will be closed for the following holidays this school year:

**Labor Day ,Thanksgiving Holidays , Christmas Break, New Years Day, Memorial Day, Independence Day**

**ILLNESS:**

We have to consider all the children in our school, and we wish to make sure that they are all protected from illness. Therefore, if your child becomes sick at school, we will inform you immediately. Please make sure that the phone numbers we have on file are current. We do want to notify you as soon as possible if your child is not feeling well.

To help prevent illness from spreading, children will be excluded from the classroom if any of the following symptoms or conditions occur:

1. Fever of 100 degrees or above

A fever of 100 degrees or more

1. Nausea, vomiting, or abdominal pain,
2. Diarrhea,
3. Unusual drowsiness or tiredness,
4. Sore throat, colored mucus, acute cold, or persistent cough (non allergic),
5. Red, inflamed, or discharging eyes,
6. Swollen glands around jaws, ears, or neck ,

1. Impetigo, until 24 hours after an acceptable antibiotic treatment has been started and documented,
2. Any skin sore oozing fluid, yellow pus in blisters, or pus which has an odor,
3. Other undiagnosed skin condition

If your child begins to exhibit these symptoms during the school day, he or she will be excluded from the classroom and brought to our rest area for ill children in the front office. You will be promptly notified and required to make arrangements for pick up immediately. When you pick up, you will be given a Medical FYI documenting the symptoms your child exhibited. You may also receive a Medical Referral if your child requires a pediatrician’s authorization before returning to care.

We will notify parents, in a written notice, of any contagious diseases**.**

If your child requires medication to be administered by prescription, it is your responsibility to make arrangement for the administration thereof. New Life Christian School **DOES NOT** administer medication of any kind (prescription or non-prescription), this includes any topical ointment . Please do not ask our staff to administer medication as it is in direct violation of this policy.

Please be aware that New Life Christian has a no nit policy regarding head lice. Should your child have head lice it must be treated and all nits removed before your child returns to school.

**Basic Rule of Thumb: *If your child is not well enough to play outdoors, the child is not well enough to come to school.***

**Payment Box**

 Tuition Payments, daycare payments and misc. payments may be placed in the drop boxes locate by the office Please use check or money order.

**LATE FEES:**

**Tuition payments are due every Monday**, but can be paid as late as Tuesday morning without a late fee. If paid on Wednesday or thereafter, a

**$25.00 fee will be added to your account**. All unpaid accounts will be turned over to a collection agency.

After closing time, a late fee will be charged. The fee for a **late pick-up is $1.00 per minute per child** or portion thereof, which is a reasonable fee considering that the entire school must stay open for you. This fee will be added to your account.

**LUNCHES/SNACKS/BREAKFAST:**

USDA school lunch forms must be submitted to your child’s teacher upon enrollment. Breakfast, lunch and snack are provided. We offer the USDA approved National School Lunch Program. Menus are posted weekly in the office. No lunch is needed. No more packing and cleaning lunch boxes. Leave it all to us! **No bubble or chewing gum permitted on the school premises.**

**OPEN DOOR POLICY:**

New Life Christian Academy practices a complete access open door policy. Children are available for visits and pick-up at any time to parents or family members that are on the permitted pick up list. You must sign in at the school office.

**PARENT CONFERENCES:**

We encourage parental involvement at all times. We recognize that parents are a child’s first teachers. We encourage strong links between home and school. Together we can help ready your child for their full potential. To facilitate this link, we will send home homework on Tuesday and Thursday for you to encourage and watch your child grow. This homework can be done on any night, so if you are busy the homework night, just do it at another time. We have Christmas and Pre-school graduation programs each year. We also have parent-teacher conferences throughout the year, as well as monthly newsletters and a school annual free of charge. In addition to the above we also have school parties and book fairs scheduled throughout the year.

**PARENTAL INVOLVEMENT:**

We encourage parental involvement. We recognize that parents are a child’s first teachers. We encourage strong links between home and school. Together we can help ready your child for their full potential. To facilitate this link, we will send home homework on Tuesday and Thursday for you to encourage and watch your child grow. This homework can be done on any night, so if you are busy the homework night, just do it at another time. We have Christmas and Pre-school graduation programs each year. We also have parent-teacher conferences throughout the year, as well as monthly news- letters and a school annual free of charge.

**PARTIES (Birthdays & Holidays) :** New Life Christian loves to party!! We have parties throughout the school year celebrating the holidays. We will send home a list of items needed for the party and ask parents to donate what they can. We are sorry but the Health Department does not allow items brought in baked at home. **All donations must be store bought and unopened**. Due to allergies no items containing nuts or peanuts are allowed in the facility.

If you would like your child to celebrate their birthday at school with their friends, you are welcomed to bring in an item to share such as a cake, cupcake, ice cream, cookies, popsicles, etc. Please let the director know in advance so they can assist you in the process. Birthday parties are celebrated at afternoon snack time so as not to interfere with lunch service.

**PART-TIME ENROLLMENT (3 day minimum):**

(Only for those schools offering part-time) There is no part-time available for children under 2 years of age under any circumstances.

The amount of days per week signed up for upon enrollment must be paid for whether absenteeism occurs or not. For instance, you sign up for 3 days a week, you must pay for 3 days even if you child was here only 1 day. Also any initial start-up fees are the same as for full-time stu- dents.

**PERSONAL BELONGINGS**:

**We cannot be responsible for any personal belongings brought in by your child.** However, we will do our very best to protect them.

Do not allow your child to bring to school any item of value. **Do not bring cell phones or I-Pods to school. Please label everything belong- ing to your child**. This will assist us in returning lost items. Everything the child brings to school must fit into his backpack. Any dangerous or inappropriate items brought to school by the student will be confiscated and returned to the parent. **All bottles and sippy cups MUST be labeled with first and last names.**

**PHOTOGRAPHY/VIDEO TAPING:** New Life Christian does not permit the unauthorized use of cameras or video taping anywhere on school grounds. New Life Christian protects the privacy of all of its patrons. Parents are not permitted to take photographs using any image capturing devices such as, cell phones, cameras, etc.

**POSITIVE GUIDANCE POLICY:**

We at NLCA provide an environment to children that is designed to foster appropriate behavior and a strong sense of self-esteem. We provide a stimulating, loving environment in which children will want to learn, play, and explore. Our staff provides interaction that is both positive and empowering. Our staff give children positive feedback for all positive behavior, giving clear and consistent information about what behavior is appropriate and acceptable. We set the stage for positive, inspiring interaction, thus eliminating much potential for inappropriate behavior. We encourage children to respect themselves, property and others. Generally, this means that no one and nothing is allowed to be hurt either physically or emotionally. Children at this age, however, are just beginning to understand what "hurts" others and things, as well as how to express their feelings appropriately. When children come into conflict with each other, our goal as care providers is to guide them in exploring the appropriate ways to communicate their feelings. We explain to children what about their behavior is inappropriate.

**PROMOTION:**

Students may progress at their own pace. Students may be promoted to the next level upon completion of the previous material successfully and approval of the teacher.

**RE-ENROLLMENT:**

To re-enroll your child after a long absence due to illness, vacation or transfer, you will be charged $40.00 (some restrictions apply). This is to your benefit as you will not be charged for all the weeks of absence.

**REGISTRATION FEE:**

There is no registration fee to pay to enroll your child.

**RELEASE OF CHILDREN:**

. Do not attempt to pick up a child from the playground without signing out at the front office. Children will be released only to those persons whose names are listed on the enrollment form. Identification will be required of persons picking up children. Parents should advise the office staff in writing, if possible, if a person not listed on the enrollment form is to pick up the child.

**A late fee of $1.00 per minute per child will be charged when a parent is late picking up a child**, which is a reasonable fee considering that the entire school is staying open in order to provide services for your child/children.

**SCHOOL HOURS:**

All locations of New Life Christian are open from 7 ;15 a.m. to 5 ;15 p.m. Monday through Friday except for holidays.

**SMOKE-FREE FACILTY:**

New Life Christian is a completely smoke-free facility. Smoking is not permitted anywhere on our property including the parking lot areas.

**STAFF:**

Every employee is thoroughly screened. We also train all our teachers in First Aid and CPR. Our staff attends in-service training courses and are encouraged to continue their training

New Life Christian Academy conducts background screening on every member of our staff as required by state law. This includes fingerprinting, and background checks.

**SUMMER:**

Summer is not only spent in fun and play, taking a break from the usual school routine using special theme weeks, like Outer Space, Carni- val, Western, etc. weeks, but we also combine all this fun with some review work to help the students not forget what they learned previously and to help the new students learn to read and count. Also, look for signs in the front office about special event days such as, Bounce House, Water Slide, and other activities.

**SUPPLIES:**

Parents will need to provide the following supplies for their preschool children upon their enrollment:

A towel to use for cover during rest time. Parent will be required to wash towel weekly and return to school.

A change of clothing in a backpack labeled with the child’s name. Parents need to replace the clothing if it has been used or is no longer large enough for the child.

Students participating in Pre-K and Pre-school classes will be given a supply list at the beginning of the school year.

**TAX INFORMATION:**

Information needed for tax returns such as tuition fees paid and Federal identification numbers are available upon request only. This informa- tion is given as a courtesy to all of our clients who have an account in good standing. We are not required to mail or fax this information to you.

**TUITION:**

The first week’s tuition must be paid in advance before admission. You may pay by check, money order, or credit card (Visa or Mastercard). The weekly tuition is due each Monday thereafter. **A $25.00 late fee will be charged to all who do not make their full tuition payment by Tuesday morning.** If a payment is not received by Friday, the child cannot attend school the following Monday or thereafter until payment is made. You will be charged the weekly fee even though your child was absent, because the seat must be reserved for his return. No deduction can be made for the few holiday absences when our school is closed . We will not accept post dated checks. If your check bounces, you will have to pay the service charge ($25.00). If you bounce two checks in a row, you will have to make all payments by money order. All overdue accounts will be turned over to a collection agency.

We offer discounts for multiple children in the family. Please check with office staff for discount information.

.

**WAITING LISTS:**

To put your name on our waiting list, simply pay the first week’s tuition in advance and fill out an application form. You usually will not be required to wait long. This advance tuition will be refunded to you if an opening does not occur within the time frame needed.

**WITHDRAWALS:**

A child may be withdrawn with a 30 day written notice to the office. Your child will be billed for each month that child is enrolled at school. If you withdraw your child from school, or your child is expelled, there is an early withdrawal fee of $50. If written notice is not received in advance, charges for that month will be assessed. Please make sure your balance is fully paid. Please do not ask us to transfer academic records if your bill is not fully paid.

STATEMENT OF FAITH

/ CORE VALUES

New Life Christian Academy Child Development Center

**STATEMENT OF FAITH**

* We believe the Bible to be the inspired, only infallible, and authoritative Word of God.
* We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
* We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
* We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation; and that heaven and hell are definite places.
* We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is essential.
* We believe in the spiritual unity of believers in our Lord Jesus Christ.
* We believe in the present ministry of the Holy Spirit, by whose indwelling enables the Christian to live a godly life.

**The School's Beliefs/Core Values: Our Spiritual and Educational Objectives**

* To lead students to a saving knowledge of Jesus Christ (John 1:12, Matt. 16:26)
* To teach the Bible as God’s Inspired Incarnate Word and to develop attitudes of love and respect toward it

(Deut. 4:10, 6:6).

* To develop a desire in the student to know and obey the will of God (Matt. 26:39).
* To equip the student to carry out the will of God daily (I Thess. 4:3-12, I Tim. 4:12).
* To encourage the student’s love for Christ (Eph. 3:19).
* To guide the student in learning the principles of standing alone (Dan. 1:18).
* To develop the mind of Christ in each student and teach students how to overcome sin (John 16:33).
* To train students to stand for Biblical convictions (Ps. 119:46, Prov. 1:10).
* To teach students the importance of examining everything in the light of God’s Word (I Cor. 11:28)
* To encourage the development of self-discipline and responsibility (Acts 24:16; I Cor. 11:28).
* To train leaders who will be faithful servants of God (I Cor. 4:2)
* To develop a sense of responsibility in placing God first in the student’s life (Matt. 6:33, Prov. 9:9-10).

**STATEMENT OF NONDISCRIMINATION**

NLCA make no discrimination concerning an individual’s race or ethic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we are to carry out our Lord’s Great Commission (Matthew 28: 19-20).

**AFFIRMATION**: The signature below affirms that NLCA statement of faith and to the statement of nondiscrimination. The signature also affirms that the applicant has a full understanding of the policies and beliefs of NLCA.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of applicant Date

**Parental Agreement**

Welcome to New Life Christian Academy!! Please familiarize yourself with our policies and the procedures outlined in our *Parent Handbook* and this *Parental Agreement.*

* New Life Christian Academy hours of operation are **7:20** AM to **5:15** PM, Monday through Friday, excluding the holidays announced annually, and any closings due to inclement weather.
* Tuition payments are to be submitted promptly each Monday for the current week. I agree to pay the amount due in ad- vance, on a weekly basis, for the time that my child is enrolled. Late fees of $25.00 per account will apply on Wednesdays if payment has not been received. Failure to submit payments for two weeks will result in termination of services. Families will pay any costs incurred in collection of past due amounts.
* Checks returned by the bank for any reason must be replaced with money order, and a returned check fee of $25.00 will automatically be charged to your account.
* A **30 day written notice** is required for all withdrawals. If proper notice is not given, regular tuition will be due for this

Month.

* For children picked up late, late fees will be added in the amount of $1.00 per minute per child. No exceptions will be made.
* Accurate information must be submitted at the time of enrollment. To ensure the well-being of all children in our care, any changes must be updated immediately

addresses, telephone numbers, etc.

* Each child’s immunization records and AL DOH forms must be presented within 30 days of enrollment. If the date passes for your child’s immunization records to be updated, you will have 14 days to update your child’s health records or your child may be excluded from attending New Life Christian Academy.
* Parents or authorized persons must always escort each child into and out of the classroom and are to check in and check out by computer.
* I give New Life Christian Academy permission to photograph and video record, and use photographs and video recordings of my children in the development of videos, published materials or news releases with the understanding that our privacy will be respected and honored. I also give teachers and students permission to photograph or video my child for the purpose of classroom assignments. Photographs and videos may also be used for parent information on the Internet through [www.newlifechristianacademytroy.com](http://www.newlifechristianacademytroy.com) and various social media sites like Facebook, Twitter, etc. An opt out form is available should I wish to prevent photography of my children.
* I understand that New Life is a smoke-free facility and smoking is not permitted anywhere on the property including the parking lot areas.
* New Life Christian Academy does not dispense any medication to any child. Parents are asked to make other arrangements for medication administration.
* I have given my consent to have my child treated by a physician for medical or surgical care should an emergency arise. I understand that every effort will be made to contact me or a relative before such action is taken.

*The terms specified in this agreement are subject to change from time to time, in accordance with the regularly published terms and policies of New Life Christian Academy as outlined in the current Parent Handbook. Parents will be notified in writing of any changes. Your signature on this form is an acknowledgement that you have read and agree to comply by New Life Christian Academy policies, procedures, and terms, including the obligation to confer with the school first if I have any questions or problems and the disciplinary procedures as outlined in the Parent Handbook.*

***CHILD’S NAME*** ***CURRENT CLASSROOM***

***PARENT SIGNATURE DATE***

***DIRECTOR SIGNATURE DATE***

****

**New Life Christian academy**

**Child development Center**

**Photo Release Form**

I Hereby give permission for images of my child, captured during 2019-2020 school term through video, photo, and digital camera, to be used solely for the purpose of NLCA promotional material and publications, and waive any rights of compensation or ownership thereto.

Name Of Participant (Please Print):\_\_\_\_\_\_\_\_\_\_Age:\_\_\_\_\_\_\_\_\_\_

Name Of Parent/ Guardian (Please Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Life Christian Academy APPLICATION FOR ADMISSION**

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(First Name) (Last Name)*

**STUDENT INFORMATION**

Birthday / / Sex Birthplace

 *(Month Day Year) (M/F) (City/State)*

Primary language spoken at home

**Preschool and Pre-Kindergarten Requirements**

If you are applying for our 2’s or 3’s Preschool Program, your two year old must be (31) months by September 1. Your three year old must be (3) years of age by September 1, 2016. If you are applying for Pre-Kindergarten, your child must be four (4) years of age by September 1, 2017.

**Please initial the following:**

 It is the responsibility of the parent(s) to provide transportation to and from NLCA.

 NLCA Administration has full authority to determine the student's grade placement.

 NLCA Administration has full discretion in the discipline of my child. ***NLCA does not use corporal punishment.***

 NLCA Administration reserves the right to dismiss any student who does not respect NLCA's spiritual, academic or behavioral standards.

*Signature of Father/Guardian Date Signature of Mother/Guardian Date*

***NON-DISCRIMINATORY POLICY***

NLCA admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic, and other school administered programs.

**New Life Christian Academy** **PARENT AND STUDENT AGREEMENT**

**STATEMENT OF COOPERATION**

I understand that my attendance of New Life Christian Academy (hereafter known as NLCA) is a privilege, not a right. During the course of my enrollment at NLCA, I will comply with following:

I (We) will cooperate with the teacher to ensure a safe and healthy environment. The teacher and administration are given full discretion in the discipline of our child. This would include the issuing of detention, suspension and expelling from the school program. The school administration reserves the right to dismiss, expel, or suspend any student at any time for any reason it may deem necessary. If a student is dismissed for any reason, your child will be billed for each month that child is enrolled at school. This Statement of Cooperation will be in effect for as long as my child attends New Life Christian Academy.

***I further understand that failure to do any and /or all of the above will result in immediate discipline and reevaluation of my placement and/or removal from NLCA as a regularly enrolled student.***

**STATEMENT OF FAITH**

*The following is NLCA's Statement of Faith*:

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe in the resurrection of both saved and lost; that they are saved unto resurrection of life and they are lost unto the resurrection of damnation; that heaven and hell are definite places.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

I have read and understand The Statement of Cooperation and The Statement of Faith**. A**lso, I have read this statement to my child.

*Signature of Mother/Guardian Date*

*Signature of Father/Guardian Date*



**New Life Christian Academy Preschool** **FINANCIAL**

 **AGREEMENT and FEE SCHEDULE**

***New Life Christian Academy (hereafter known as NLCA) has adopted the following payment policy to meet the monthly operating expenses. When registering your child, please do so for the entire 10 or 12 month program. We build our staff on our intended enrollment; when a student withdraws from school in the middle of the school year our budget is adversely affected. It is our aim to provide your child with a quality education at a minimal cost. Therefore, we trust you will support this policy.***

**REGISTRTATION FEE (NON-REFUNDABLE**)

Registration fee of 75 is due now to register your child

Registration packets are available in the office or you can download a packet on our website..

**BOOK FEE (NON-REFUNDABLE)**

Book fee is due on or before June 1, 2017

Preschool: $75.00

Pre-Kindergarten: $95.00

**CLASS SUPPLY FEE and yearbook (NON-REFUNDABLE)**

Class supply fee of $50 is due on or before June 1, 2017

**TUITION**

All monthly payments are due on the 1st of each month. *All payments received after the 10th of each month are late, and a fee of $25 will be charged to your account. If you have more than one child attending NLCA, a total of $50 will be charged to your account. All* *accounts must be current in order for your pre-k student to take part in the graduation ceremony.*

Please select the option and schedule you prefer:

  **Option 1:**

*Full Day: 7 :15 a.m. – 3:15 p.m.*

 *Half Day: 7:45 a.m. – 12:00 noon*

|  |  |
| --- | --- |
|  Five Full Days   | $365 a month  |
|  Five Half Days  | $275 a month  |

  **Option 2: (All inclusive)**

*Full Day: 7 :15 a.m. – 5:15 p.m.*

*Half Day: 7:45 a.m. – 12:00 noon*

  *\_\_\_\_\_\_Five Full Days $440.00*

  *\_\_\_\_\_\_Five Half Days $345.00*

**FUNDRAISER**

The fundraisers are used to off-set tuition costs and all students are encouraged to participate.

Medical Information

Health Insurance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan/Group#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dental Insurance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan/Group#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Existing Medical Conditions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorization For Medical Treatment Of Minor

In case of an emergency and I/We can not be reached, I/We the undersigned Parent(s)/ Guardian(s) of \_\_\_\_\_\_\_\_\_\_\_

Authorize New Life Christian Academy, its adult agents and employees to seek medical attention as may be thought necessary by the physician/ medical advisor in charge, pursuant to T.CA, 34-6-310. I/We also realize that in certain circumstances the local police or ambulance transportation may be necessary to ensure emergency treatments. This authorization will remain effective until revoked in writing and delivered to said agents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Father/ Guardian Date Signature of Mother/ Guardian Date

EMERGENCY INSTRUCTIONS: in the case of a community emergency or disaster, students will remain at school, under staff supervision. If NLCA should be damaged the students will be in the safest place on campus.

**For Office Use Only**

Verified by:\_\_\_\_ Date Of Registration:\_\_\_\_\_\_ Payment Plan Option:\_\_\_\_\_\_\_\_ Start Date Of School:\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_ Registration Paid $\_\_\_\_\_\_\_\_\_ Books Paid $\_\_\_\_\_\_\_\_\_ Other Paid

$\_\_\_\_\_\_\_ Supplies Paid $\_\_\_\_\_\_\_\_\_Tuition Paid $\_\_\_\_\_\_\_\_\_\_ Total Paid

