



Enrolled Families Guidelines & Policies



www.gracechild.org

2019

LOCATIONS

125 Scattergood Drive NW
Christiansburg, VA 24073
Center Hours
M-F 6:30 am to 6:30 pm

602 13th Street
Radford, VA 24141
Center Hours
M-F 7:00 am to 6:00 pm

**Welcome to
GRACEWAY Ministries**
A 501C3 non-profit organization
created to bless children and families.

Dear Parents,

Welcome to GracechildUSA Academy! We understand you have a choice in your child's care and we appreciate your faith and trust in us. Our ministry is intentional and inspirational in providing early care and education to families who need exceptional child care.

As an enrolled family, your expectations are important to us. Our goal is for you to have a rewarding and satisfying relationship with our ministry. We deliver a safe, loving, Christian child care in an environment where your child is academically stimulated while you are at work.

Every decision we make is intentional –and is based on our core value of 'what is best for children.'

In Mark 10:14, Jesus showed his intentionality in blessing children when **"He picked up the children and invoked a fervent blessing on them!"** And that is what we do – intentionally bless children by our programs and people.

Our LifeShapers (Teachers) are carefully selected to help us execute the goals of our ministry. Our mission is for everyone to feel blessed to be a part of our Academy. Just as the Lord blessed children, we want to bless your family.

Our Core Beliefs- We believe every Child:

- is a gift from God
- has a unique life plan designed by our Creator
- is precious and unique
- needs structure and guidance
- deserves a childhood filled with love and activity
- needs competent teachers who loves, teaches, and guides

Thank you again for enrolling in our Academy. You have made a great choice.

Sincerely, Donna and Eddie Roberts, Co-founders



*Train up a child in the way he should go,
and when he is old he will not depart from it.*

Proverbs 22:6 (NKJV)

Shaping Young Lives to Achieve

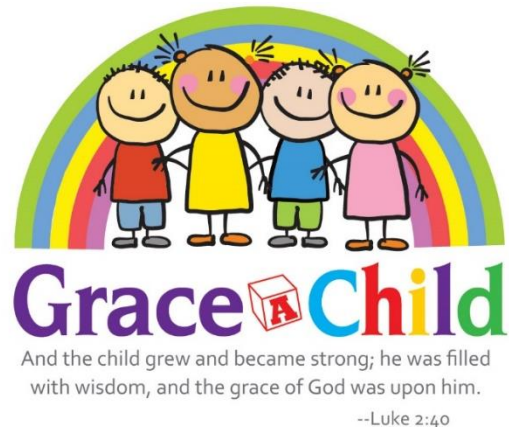
We are a Christian Academy devoted to sharing God's love with young children and their families.

We seek to impact a child's development through active play and intentional interaction from teachers and leaders who are devoted to their well-being and spiritual development.

As enrolled families, we believe it is important you know what we ask of teaching and administrative staff.

We ask every Life Shaper to:

1. have a personal relationship with the Lord Jesus;
2. attend a home church regularly
3. love their co-workers and pray for them
4. work as unto the Lord-giving their best to the children on a daily basis
5. share ideas, suggestions, and input to further the ministry's growth
6. know that the leadership supports, trusts and appreciates them
7. practically show the love of God through their actions and words
8. to have a servant's heart



Our Mission Statement

Intentionally Shaping Young Lives to Achieve!

Touching young hearts and minds with God's Grace, Love and Joy

Our Cultural Objective

To actively demonstrate the love of Christ to one another.

Our Philosophy

Training children is commissioned by the Lord, and is both an honorable and a worthy profession. We believe Grace a Child USA Academy is a life changing movement that will impact our culture by investing, training, and shaping young minds touched by the love and joy of Biblical Principles.

Enrollment Benefits

1. Centers Specifically Designed for Early Care and Education

- Classrooms designed for children with age appropriate furniture, materials, and equipment- STEM Activity Centers in our Preschool Classrooms
- Great playgrounds and green spaces

2. Advanced Children's Security – No Other Centers are Safer or more Secure!

- Avigilant Security with Avigilon Cloud Service Platform with Realtime- Recorded Webcams and Appearance Search Surveillance
- Avigilon System used in Police Stations and Hospitals
- Double Security Entrance



3. Vacation Credits in Tuition- One Week Credit after 12 months of continuous care

4. LifeCubby – Is an electronic instant connection with LifeShapers and Parents

- Daily Sheets, Portfolio, Lunch Menus, Newsletters and Activity Calendars



5. Free First Friday Night Care for Parents ages 2 and up

- 6:30 pm to 9:30 pm -- Date Night for Parents

6. Parent Referral Reward – Refer a Friend \$25.00

- Every referral that ends in a new enrollment, parents receive an instant \$25.00 tuition credit! There is no limit.

7. Flex Hourly Fees*

- *Flex Hours based on center's availability

8. Priority Booking at Galaxy Party Rates at 77 Scattergood.

9. Advanced Accounting and Technology Software

- Instant access to accounts
- Monthly statement access anytime

10. Extended family services – family and martial counseling – Sunday worship

services- Families are welcomed each Sunday morning at 10:30 am for Morning Worship! Excellent children and youth ministries along with relevant messages by Pastor Eddie Roberts.



Like us on facebook!

Active Enrollment



Enrollment is available on-line and submitted directly to the center when completed. Enrollment is finalized when application is completed, birth certificate, child's physical, enrollment disclosure form, and fees have been received.

Annual enrollment updates are required by the State Standards and is also available on line for your convenience.

Enrollment is open to all families regardless of nationality, race, or religion. Gracechild Academy is a Christian preschool.

Keeping Parents Connected

We know that informed parents are happy parents! Our goal is to exceed your expectations with Parent Communication. You can expect:

1. Regular electronic information coming through *Life Cubbies, Website, ProCare, and Facebook* including:
 - a. Daily connections from teachers
 - b. Weekly information from Administration
 - c. Monthly News for Curriculum Coordinator
2. Print notifications
 - a. Posted on Classroom doors and bulletin boards
 - b. Up front at Reception counters
3. Social Media Postings on Facebook
 - a. Inclement weather closings, late openings and early dismissals
4. Parent Socials and Children's Programs



Gifts made to the ministry are always welcomed! The Ministry does a monthly **Feeding Hungry Hearts** every 3rd Saturday throughout the New River Valley. Hot meals are shared along with clothing, toys, and hygiene products are given to the needy.

Tuition Payment Options ---- Monthly – Weekly



To ensure our relationship remains peaceful and unified during your enrollment with us, please allow me to share our Tuition Policies concerning how payments made to the Academy and what is expected during your enrollment with us.

1. Tuition processed from **checking and savings accounts complimentary** -free from any add-on charges.
2. Tuition processed from Visa or Master card -a Convenience Fees 2.75% will be added as of Feb 1, 2019.

Payment Due Dates

- Monthly Payment is due on the 30th of the month prior to service
- Weekly Payment is due the Friday before the following week of service



Payment Policies

- Tuition payments are based on placement.
- Fees are not based on attendance; tuition is based on a no-pause policy unless enrollment is withdrawn or suspended.
- Withdrawing a child requires a 30 day written notice.

Flex Care – Hourly Rates – are based on availability

- a. Flex Rates are pre-paid and purchased in 20 and 40 hour increments.

Additional Tuition Policies

- a. All tuition is processed electronically
- b. Declined Tuition Fee is \$35.00 per occurrence
- c. Tuition is not based on attendance – its by enrollment and does not pause for vacation or illness
- d. Tuition Auto Draft from a checking account, savings account are free
- e. Convenience Fees are attached to credit card processing
- f. Subsidy co- fees (Department of Social Services) are due in-advance

Additional Fees Bi-Annual Supply Fee \$50 Sept and March \$50 Registration Fee for new enrollments before enrolling.

Separation of Services

Unfortunately, there are times when child care services must be suspended by the ministry. Please know that it is not our desire to interrupt services unless one of these incidents occur:

- a) Disregarding policies
- b) Refusing to pay tuition according to Handbook
- c) Ignoring or refusing to work with the Academy to bring resolve to behavioral issues
- d) Being hostile or aggressive to Lifeshapers or Management



Drop off, Pick-up and Absentee Policy

- a) Dropping off and Picking up children – please sign them in and out on our ProCare System
- b) **Late Pick Up Fee is \$1 per minute**
- c) If your child will be late or not in attendance, **please call the Academy prior to 8am** so we can adjust schedules and open room for flex/punch card students.

Health and Medication



Keeping children healthy is one of our top priorities, so that we can work together in achieving that goal and abiding by State Law please review the following guidelines carefully:

1. All medications must be in the original container with a signed medical form. Medicines are only given by a MAT trained staff member or parent.
2. If your child has a pre-existing condition that requires medication, we will need a doctor's note and a telephone number in order to contact the doctor in case of emergency.
3. We cannot administer any medication without a completed medical form for the date medication is to be administered.
4. Please make sure we have local emergency numbers in case your child becomes ill.
5. Only trained and authorized staff is permitted to dispense medication to a child with parental permission. Medication will be dispensed as indicated on the packaging. Any special instructions must be provided in writing.
6. Duration of the medicine will be no longer than ten working days unless specific authorization is obtained from the physician. This is to ensure the prevention of outdated medication
7. When an authorization for medication expires, the parent will be notified that the medication needs to be picked up within seven days or the parent must renew the authorization
8. Medications that are not picked up by the parent within seven days will be disposed of by the center. We will mix the medication with coffee grounds and dispose of in a sealed Ziploc baggie

Sunscreen and/or Insect Repellent: Parent's permission must be given and sunscreen must be in its original container, clearly labeled with the child's name and the date it was first brought in. We ask that parents apply sunscreen in the morning at home, and we will reapply in the afternoon.

Healthy Environments Infection Control/Sick Children

We take some aggressive measures to keep our children healthy by taking precautionary measures to prevent illness from spreading.

- a. Throughout the day, tables, toys and areas children use are disinfected. Ministry staff are trained in universal precautions and effective hand-washing techniques.
- b. Every effort is taken to protect children from exposure to an infectious or contagious disease. However, if your child is exposed to a communicable disease, a **notice will be posted by the**



Director's Station and on your child's classroom door sharing what has been officially diagnosed by a physician. The Ministry reserves the right to obtain appropriate medical assistance should the need arise.

- c. If your child is diagnosed with a communicable disease, or any household member for that matter, **please notify the Academy so we can be made aware.** Your help in controlling communicable diseases is greatly appreciated.

In order to protect all children in our care, your child will not be permitted to the Academy if:

- a. *They have a Fever; Temperature is registering 101 degrees F or above;*
- b. *They have an unidentified rash;*
- c. *They have an eye infection, swelling, or drainage*
- d. *They have recurring vomiting or diarrhea*



State Law requires any child showing signs of illness will be isolated until he/she leaves the Academy and a staff member or volunteer will comfort until a parent or authorized pick up contact arrives to take the child home.

- a. *Parents and/or guardians will be notified immediately and **have one hour to arrive** at the Academy; other emergency contacts will then be called for pick up.*
- b. **State Law requires that children must be symptom free and fever free, without the aid of a fever reducer, for at least 24 hours before returning to school.**
- c. Please make the ministry aware of any physical impairments or conditions that your child may have. (i.e. diabetes, epilepsy, hearing or visual impairments, ports, heart monitors, ADD/ADHD, etc.)
- d. Parents must notify the Director of any changes in the child's health history and whenever immunizations are due and received. **Please provide us with an updated Immunization History any time your child receives immunizations** so we can keep their file up to date.
- e. **Emergency care** will be given to any child enrolled. Please note your hospital and physician preferences for emergency care on your enrollment form.
- f. We will call 911 first and then notify the parents or emergency contacts if the parents cannot be reached. **PLEASE REMEMBER TO ALWAYS KEEP ALL CONTACT INFORMATION CURRENT AND UP TO DATE.**

Accident Policy and Procedures

- a. If your child is involved in an accident at the Academy, Standard First Aid will be administered immediately depending upon the type and severity of the accident. If the injury is serious enough that medical attention is thought to be required or if the injury is to the head or face, we will contact the parents, guardian and/or emergency contacts.
- b. State Law and our Center Policy requires staff to complete an Accident Report to be completed for injuries. Two copies will be made; one copy for the parent and one to be signed by the parent and the Life Shaper who witnessed the incident. The Academy copy will be retained in the child's file.



- c. When any type of serious accident occurs (i.e. broken bones, possible concussion, allergic reaction, or cuts requiring stitches, etc.), the Academy Director will notify the VP of Operations and call 911 if necessary. If the child is transported to the Hospital via ambulance, the Director will ride with the child and stay until parents arrive.

Academy Structure

Grace a Child USA Academy was founded by Donna Thornton-Roberts, who has over 43 years of child care and ministry experience. Her team is comprised of professionally educated and experienced individuals who love God, have a personal relationship with Jesus Christ and have a passion to impact the lives of young children and families that are being served.

Each Academy is led by an Academy Director and Assistant Director who work with our Life Shapers, volunteers and our Pastor to make this best place for your child to grow and learn!

General Team Qualifications



Life Shapers are the teachers of Grace a child. Ministry employees are selected based on their passion and devotion to teach young children. Life Shapers believe children are precious possessions. As Believers in Christ, with skills, talents and abilities, we strive to make a positive difference in the lives of young children and their families.

A Sampling of Life Shaper Standards & Requirements

- Completion of application with at least 3 Professional and Personal References
- Completing Criminal Background Check and CPS Investigative Report
- Obtaining proof of a Negative Tb screening, prior to employment
- Completing 24 hours of On-Site Training, & a 10 hr. course of Mandatory Online Training, prior to hire, and presenting Certificate of Completion to Director
- Incident-free 30 Day Probationary Period AND a successful 90-Day Introductory Period
- Must be between the ages of 17 and 75
- Has college credits or completed education
- Must be able to write and articulate a ministry devotion or call to teach young children
- Submit a personal statement of faith and belief in Jesus Christ
- Has the desire to teach and model Christian principles
- Is in faithful attendance at their home church

Currently, Grace a Child is a Religious, State Licensed Academy; and is seeking Accreditation. Governed by a Board of Governors and accountable to the church's government and policies, the Ministry Team is committed to having transparent operations under direction of the Roberts Ministries and accountability to its Biblical authority. Grace a Child USA Academy is a non-profit ministry of Scattergood Church, a subsidiary of the Roberts Ministries.

Academy Holiday Closings

Please note that GAC is closed on the following days and Holidays:

<i>New Year's Day</i>	<i>Good Friday</i>	<i>Memorial Day</i>	<i>Independence Day</i>
<i>Labor Day</i>	<i>Thanksgiving Day & Friday</i>		<i>Christmas Eve & Day</i>

Also note, that if a Holiday is on Saturday, GAC will be closed the Friday prior and if a Holiday is on Sunday, GAC will be closed the following Monday.

State Policies and Procedures

Natural Disaster Policy In the event of a natural disaster (flood, tornado, chemical spill, severe storm, etc.):



- We will move children to the safest area of the Academy which has been designated as “Shelter in Place”; If the center is deemed unsafe, staff will evacuate to the nearest safe business building, for example Scattergood Church and utilize our standard Fire evacuation procedures.
- Emergency phone numbers and attendance sheets will be taken so parents may be called;
- Radio, flashlight, blankets, nonperishable food, bottled water, formula, & First Aid Supplies will accompany staff;
- In the event of a power outage, the centers are equipped with emergency hall lights and water supplies will be delivered to the center via administration and church employees.

Emergency Procedures: All Essential Staff will be trained on Emergency Procedures, such as Fire Drills on a monthly basis and Shelter in Place Procedure bi-annually or as changes necessitate. If you’re interested, a complete copy of this plan is located at the Director’s Station for your review.

Mandated Reporters: All Life Shapers, and Ministry Employees are mandated reporters by law. It is their duty and obligation to be trained annually in regards to Child Abuse and Neglect. Below is a sampling of our procedure for reporting suspicious of Abuse & Neglect:

- *If you notice a child come in with bruises, marks, injuries that were not there yesterday, please document on an Incident form and inform Director immediately;*
- *You are a Mandated Reporter for Child Abuse; it is not your job to determine what happened or whether something happened, it is your duty to report suspected abuse and neglect; Child Protective Services will then investigate further;*
- *Child Abuse and Neglect Training is mandatory for ALL employees;*
- *On occasion, go over Recognizing Child Abuse and Neglect paperwork, policy & procedure.*

Children's Discipline Guidelines

1. Children's discipline and guidance will be handled in a fair, consistent, timely and age-appropriate manner
2. We redirect negative behavior and discuss appropriate interactions
3. When redirection and conversations fail, our Life Shapers help children under the consequences of their behavior; it is important for children to understand why a certain behavior is socially unacceptable and give examples on how to modify such behavior
4. Consequences are age-appropriate and never physical
5. No form of physical punishment will ever be administered- any rough handling of children is strictly prohibited and ends in an immediate staff termination.
6. Children will never be isolated in a confined space or put in an uncomfortable position
7. If age-appropriate, children will be asked to help problem-solve/conflict resolution
8. The only time a child will be restrained is to prevent him from running away, cause harm to himself or others; If that occurs, the Director will be called immediately for assistance.



Meals

*Please note that Grace a Child Academy is a
PEANUT-FREE FACILITY*

For your convenience, Grace a Child provides well-balanced meals to your child at no additional cost. Children will be served milk with lunch each day; milk, juice or water will be served with breakfast and afternoon snack.

Parents can opt to pack their child's lunchbox. **Please note all lunchboxes must be clearly labeled with your child's name and the current date...**this is a requirement of the Commonwealth of Virginia and it is imperative to comply with this regulation. The same rules apply to any milk or juice containers brought in for your child. **Please clearly label with your child's name and the date that Milk Carton was opened.**

We have a four-week rotating menu which is posted in our kitchen and available on our website. If our menu has to change, due to food delivery issues for example, we will post that change on our Daily Menu Board located outside the Creative Café, by the kitchen.



PLEASE LET YOUR CHILD'S TEACHER AND THE ACADEMY DIRECTOR KNOW IF YOUR CHILD HAS AN ALLERGY or ANY SPECIAL DIETARY NEEDS.

In that case, permission to post their Allergy or Special Dietary need will be required so it can be posted in ALL Classrooms, in the Creative Café and in the Kitchen for our Cook.

Parents are encouraged to bring special treats on special occasions such as picnics, birthdays, or other social events. PLEASE BE RESPECTFUL OF CLASSROOM ALLERGIES --- ASK YOUR CHILD'S TEACHER DIRECTLY SINCE SHE HAS AN ALLERGY ALERT POSTED AND PLEASE CHECK LABELS OF PURCHASED PRODUCTS SINCE WE ARE PEANUT FREE FACILITY.

Meal Routines our Life Shapers practice daily:

- All children will use the bathroom and wash their hands thoroughly;
- Tables will be cleaned and sanitized prior to mealtime;
- When possible, children may help with setting the tables and preparing for mealtimes;
- Children will lead the meal time prayer with "God is great, God is good, let us thank Him for our food. Amen"
- When possible, children will serve themselves Family Style by passing the food dishes and scooping appropriate amounts onto their plates;
- Children will be encouraged to try new foods but we do not force them to clean the plate;
- Children will stay seated and practice quiet conversation with polite manners, interacting;
- Teachers will talk and teach about foods by discussing things such as origin, culture, region, preparation, etc.
- We will always give seconds when available;
- We do encourage children to clean up after themselves;
- We will always visit the bathroom afterwards – Clean hands and FACES always!



Parent – Teacher Conferences

Bi-annual parent teacher conferences are held typically in November and May. In this meeting, the Lead Life Shaper will inform the parent of social and academic growth as well as behavior, class time participation, and transition to and from classrooms and enrichment centers. Evaluation forms will be provided to keep an official record for Grace a Child and a copy may be given to the family.



Our school is participating in digital documentation system called "LifeCubby!"

LifeCubby allows our Academy to go paperless with daily reports, portfolios (including photos/videos), communications and assessments. You can get the FREE [LifeCubby Family App](#) in both Google Play and iTunes. **Once enrolled, please check your email for your username and password, as it will be sent to you soon. Be sure to check your junk mail** With your LifeCubby account, you will be able to:

	LifeCubby Family App	Your LifeCubby Account Online at www.lifecubby.me
View updated information in real time (Live)	√	√
Post your own "Memories" with photos/video This is JUST for you - teachers will not see your private content	√	√
Send messages to teachers / receive messages	√	
Comment Post	√	√
Search through your data on tags and categories		√
Manage Your Account Settings		√
Invite "Cubby Pals," such as grandparents!		√

Your LifeCubby account will be yours to keep forever, as it will be a log of your child's early development and experiences! **It is your child's "Edu-Biography" system!** For more information, please visit www.lifecubby.me.

IF YOUR CHILD CANNOT BE PHOTOGRAPHED OR VIDEOTAPED PLEASE BE SURE TO NOTIFY THE ACADEMY DIRECTOR AND YOUR CHILD'S TEACHER.

The Children's Transition Process into the Next Classroom

1. *Observation and Evaluation completed by Lead Teacher*
2. *Evaluation reviewed by Academy Director*
3. *Parent Evaluation Completed*
4. *Teacher's Exchange Meeting Scheduled*
5. *Portfolio/Previous Evaluations Shared*
6. *Parent/Teacher Conference Scheduled*
7. *Child begins visiting new classroom*
8. *Director changes Parent's Avigilon Camera Access to view new classroom;*
9. *Child's cubby and belongings moved; Life Cubby updated and child "moved"*
10. *Transition is complete*
11. *Graduation! Congratulations!*



At Grace a Child Academy we use a Transition Checklist which documents all of the steps mentioned above and is filed in your Child's folder once the transition process is complete. See your Academy Director if you would like a copy of our transition checklist.

What to bring from home...

Children under two years of age:

- Infants need their favorite baby food, formula or breast milk
- Any supplemental food items you'd like them to have for breakfast and/or snack
- Infants need 2 Crib Sheets and their favorite blanket
- Toddlers and Two's need a sheet for their nap cot and their favorite blanket
- Disposable diapers, pull ups and two changes of clothing
- When Two's are potty training, please be sure to bring extra clothing
- Please label EACH ITEM with your child's full name
- Food Items must be clearly labeled with their name and date



Things to remember:

- *Infants must be at least six weeks old in order to enroll.*
- *Children under 16 months are on their own schedule in regards to feeding and sleeping.*
- *Once your child is ready of wanting to feed themselves, we will encourage them to do so.*
- *Refer to your child's individual Daily Schedule for specifics regarding Show n' Share Day.*

Preschool Children, ages 3-5 years old:

- A box of tissues and disposable wipes
- At least one complete change of clothing in a Ziploc bag, with their name written on it
- Their favorite snuggle toy for nap time
- Please label EACH ITEM with your child's full name



Yearly Prevention Procedures

Staff Meetings and Trainings will be held each year to review all of the accident/incident reports generated within the past year. In this meeting we will cover prevention procedures for each type of accident/incident pertaining to each classroom/report.

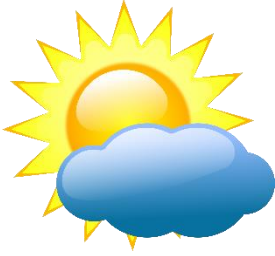
Playground/Outdoor Play & Safety Plan

We constantly remind our Life Shapers the importance of constantly supervising the outdoor activities by actively roaming the playground and participating in children's activities. This policy, when followed, helps to eliminate --and hopefully-- prevent accidents from occurring. Please understand...your child's health and safety is our main priority.



Preventing Injuries at Work Training will also be held to make certain that all employees understand Best Practices to limit injury to themselves or other; understand OSHA safety standards and implement safe practices in the work place.

Outdoor Play/ Weather Policy



Outdoor play is a very important part of our Curriculum. children will play outside, weather permitting, in reasonable conditions. Please make sure your child has the appropriate clothing so that they will be able to participate in the Outdoor Classroom portion of their Curriculum. Our staff uses good judgment in determining if the weather conditions allow for outdoor activities or if the time outdoors need to be shortened.

Grace a Child prides itself on being a year-round program for the convenience of our families.

Unfortunately, though, if the weather makes driving conditions unsafe or hazardous, we will post closings, delayed openings or early releases on the television/news banners. We will also make every attempt to contact you via Life Cubby and/or email. Please make sure your contact information is always current and up to date.

Withdrawing Enrollment from GAC Academy

- ❖ If you decide you no longer need the ministry's services, please note that we require a 4-week written notice prior to withdrawing your child.
- ❖ If you choose to withdraw without a 4-week notice, your account will be charged for the 4- week notice regardless. Dis-enrollments will be processed after receiving the notification in writing. A confirmation may be requested confirming your child's last day at GAC Academy.
- ❖ If it becomes necessary for us to terminate your child's care, we will make every effort to extend the same courtesy, unless circumstances prevent us from doing so.
- ❖ Dis-enrollments can result from non-payment, excessive biting, aggressive behavior that does not improve, behavior that endangers your child or other children in our care, use of vulgar language, or parental aggressiveness, any rudeness, disrespect, and/or vulgar language towards any of our Academy staff.

Additions and Changes

Throughout the year, prior to our next official revision/reprinting of this Parent Handbook, addendums and changes may be needed. At that point, a type written addendum will be presented to you. However, at any point, should you need additional information, clarification or better understanding of any policy or procedure, do not hesitate to ask your Academy Director.

The Academy reserves the right to modify operating hours during holiday season, inclement weather conditions, or any natural disaster.

Grace a Child Enrollment Disclosure Form

2019

- I understand that my tuition is due before services are rendered.
- I understand that the \$50 Registration Fee and the \$50 Bi-annual fee yearly
- I understand that the **Bi-annual fee is charged and payable every September and March** and that this fee applies to every child enrolled. *(Infants – Pre-K students)*
- I understand that tuition is not reduced or paused due to absenteeism, holiday’s vacation time, etc. Regardless of attendance, tuition will be charged and collected as usual.
- I understand returned tuition **fee of \$35 will be billed** to my account. I also understand that **failure to pay my account according to policy will result in suspension** until my account is up to date.
- I understand that my tuition rate could increase and that I will receive a 30 day notice if rates change.
- I understand sick children cannot be in attendance at the Academy. If they have a fever, unidentified rash, eye infection or draining, recurring vomiting or diarrhea they must stay home or be picked up within **an hour** of being notified. **They must be symptom fever for 24 hours prior to returning to the Academy.**
- I understand that if my child will be absent – I will call by 8am
- I understand that a late pick up charge of \$1 per minute/per staff** will be charged and billed to my account.
- I understand that all sheets, blankets and rollee pollees must be taken home **each Friday**, laundered and returned on Monday morning, checking that label identification is still visible.
- I understand that if I no longer need the Ministry’s services and wish to withdraw my enrollment, a **written notice must be provided at least 4 weeks in advance of my child’s last day**. Failure to provide a 4-week notice will result in 4 weeks being charged to my account.
- I understand that my child may be suspended or dis-enrolled for *non-payment of tuition, excessive biting, aggressive behavior, use of vulgar language, parental aggression, rudeness or vulgar language towards GAC Staff*. The Ministry will try to give you a two-week notice before such disenrollment occurs, however, **if the VP of Operations, Director or Assistant Director deems the child’s attendance is dangerous to another child, dismissal may be sudden**, without notice.

By signing this agreement, I acknowledge my Enrollment Status Disclosure and agree to follow the conditions of my enrollment based on the above statements.

Child: _____ Age: _____
 Child: _____ Age: _____
 Parent Name (please print): _____ Signature: _____
 Witness Signature: _____ Date: _____

Notes to Academy