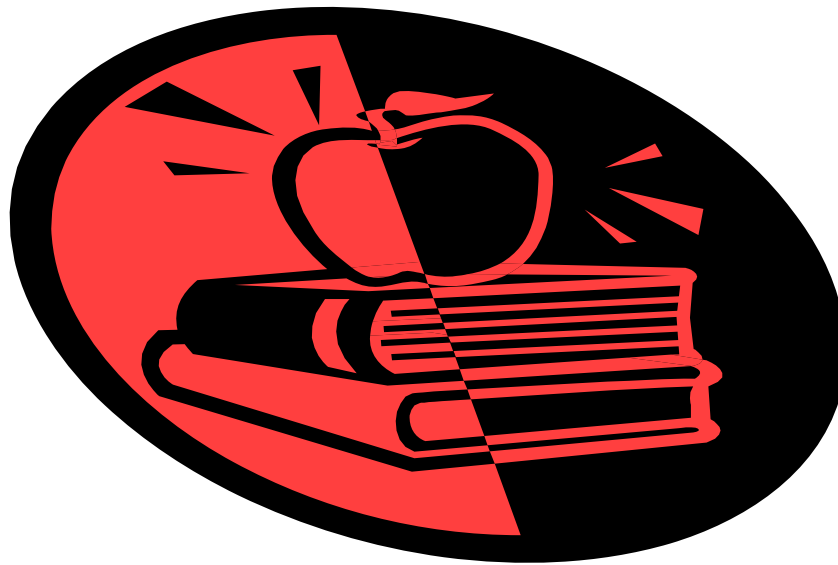


# Flint River Learning Christian Center

## Scholarship Rules and Regulations



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# WELCOME PARENTS AND CHILDREN

We at Flint River Learning Christian Center are geared to the educational development of your child (ren)'s success. We are excited and ready to take your child (ren)'s learning abilities to another level. Before we get started, I would like to take the time out to thank you for considering Flint River Learning Christian Center for your childcare needs. This handbook will help you to answer questions about the facility, how we operate and how why we go beyond the call of duty to make each and everyday fun-filled and educationally rewarding.

## MISSION

Flint River Learning Christian Center's goal is to enhance your child is learning abilities while involving them in activates that will develop their minds and social skills through daily experiences. Our teachers will prepare your child (ren) for a successful kindergarten school year. We want to help develop your child into becoming a well-rounded young person.

## Operation

We provide childcare Sunday thru Saturday 24 hours of the day. Children between the ages of 4 weeks to 12 years old are welcomed to enroll.

This facility will be closed during the following observed holiday:

Martin Luther King Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Break

Christmas Break

New Years Day

## Step to ENROLLMENT

### Step one Scholarship Application

Complete scholarship application with proof of income (copy of your check stubs or letter on company letterhead with contact persons name and number only **NO EXCEPTIONS**).

### Step two Application Process

After completing application, it may take any where from 24 to 48 hours for your application to be approved or denied. Keep in mind that all scholarship contracts last only three months at a time. In addition, this program is designed to assist you with your financial needs. If at any time your financial situation changes your contract can change as will.

### Step three Completed Enrollment Packet

Leaving nothing blank please fill out and return enrollment application (**leaving no line blank**), signature pages of parent handbook and scholarship Rules and Regulations, and Georgia form 3231 immunization (immunization must be on GA form 3231 **NO EXCEPTIONS**)

## Enrollment Status

In order to accommodate your childcare needs, we offer the following services: Your child (ren) will be enrolled with one of the following statuses. If your child (ren)'s status change, please inform the staff immediately. If you decide to withdraw your child (ren) from the program please notify administration at least two weeks prior or you will have to pay full price tuition for the last two weeks of childcare.

### Full-time Daycare Status

Your child (ren) will have full-time status if he or she attends the facility for 3 to 5 days per week or any where from 25 to 50 hours per week. (Once you go over 50 hours in one week, you will be charged \$3.50 per hour for the rest of the week)

### Part-time Daycare Status

Your child (ren) will have part-time status if he or she attends the facility for no more than 3 to 5 days per week or no more than 25 hours per week.

### Drop-in Daycare Status

Your child (ren) will have drop-in status if he or she attends the facility for no more than 2 days per week or no more than 20 hours per week.

## REGISTRATION AND TUITION FEES

This facility has the right to change tuition fees at anytime for any reason

<u>FEES</u>	<u>AMOUNT</u>
Registration Fee (payment arrangements can be made)	\$ 50 Per Child
Late Fee*	\$15 for 1 <sup>st</sup> 10 minutes, \$1 per minute after that.
Late Payment Fee* (if not paid by 6:30pm Monday)	\$ 10 will be added to tuition on Tuesday. If is not paid by Wednesday morning an 25% of your weekly tuition will added as well. In addition to you balance for that week.
Holding Fee	½ tuition per child
Transportation Fee (to and from school only <b>NO EXCEPTIONS</b> )	\$1 pre day /1 way = \$10 per week to and from.
<u>TUITION</u>	
These are a list of the lowest rates that will be given. All scholarship rate set to fit each individual family's needs.	
Infants 6weeks to 8 months	\$ 100 per week
Infants 9 months to 12 months	\$ 90 per week
Toddlers 13 months to 18 months	\$ 85 per week
Toddlers 19 months to 3 years	\$ 75 per week
Pre School 3 years to 5 years	\$ 70 per week
Pre School 3 years to 4 years (not potty trained)	\$ 85 per week
After School 4 years to 12 years	\$ 60 per week
After School 4 years to 12 years (full day attendees when school is in or on breaks)	\$ 5 per day with you normal weekly tuition
Summertime Care 4 years to 12 years	\$ 80 per week
Infant ,Toddler, Pre School (no more than 2 hours per day)	\$ 5 per day
Infant ,Toddler, Pre School (Drop-in Monday thru Thursday)	\$ 25 per day
Infant ,Toddler, Pre School (Drop-in Friday thru Sunday)	\$ 35 per day

\* Fee is per child and must be paid before child can return to facility.

**PAYMENTS ARE DUE ON MONDAYS BY 6:30PM**

## FORMS OF PAYMENT

Payments are to be made in full by cash, check, credit card or postal money order Monday by 6:30pm. Checks or money orders are to be made payable to Flint River Learning Christian Center. If paying in cash we will not have change for anything larger than a 20-dollar bill.

## RULES AND REGULATIONS

(Center R/R manual are posted in office)

### **Defaulting on Payments**

If you default on your payments, your scholarship contract can be terminated for lack of payment. In order to keep this from happening you will need to pay your past due balance and one week of tuition in advanced or your contract will be terminated **(NO EXCEPTIONS)**.

### **Respect**

Flint River Learning Christian Center prides ourselves on being a safe, loving, gentle, Christian based facility. In order to maintain that atmosphere we will not tolerate cursing or any other disrespectful language or acts. Everyone will be treated in a courteous and respectful manor at all times. Disrespect will not be tolerated at ANYTIME by ANYONE.

### **No Child Abuse**

No abuse of any kind will not be tolerated. We have a zero tolerance policy, **(NO EXCEPTIONS)**.

### **Destruction of Property**

Anyone that breaks or destroys any property do to neglect or on purpose, will be held responsible for the replacement of that item.

### **No Barrettes, Beads and Bows**

As of 3/29/04, children in the infant room and toddler room will not be allowed to wear barrettes, beads, and bows, Also children in the Pre School room will not be allowed to wear beads in their hair, for the safety of the children to prevent chocking. When a child find theses items the first thing they want to do is put them in their mouth **(NO EXCEPTIONS)**.

### **No Outside Food or Beverages**

Children (other than infants) may not bring food, toys, favorite items, and money unless for days scheduled for activities that allows those things.

## BEHAVIOR MANAGEMENT PROGRAM

We would like to help your child become a happy and peaceful individual through structured discipline. We will teach and practice good behaviors and manners. These training skills along with daily scheduled activities will reduce the chances of your child having disciplinary problems. We will work closely with the parent in order to get the child on the right track. We will send home daily reports letting you know how your child is doing. This way we hope to guide your child in the right direction. Flint River Learning Christian Center creates an environment that encourages positive behaviors.

In the event that your child is having disciplinary problems or not following directions, the following techniques will be used to ensure an environment that is suitable for all staff and children.

**Positive reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.

--- For example, when you are finished picking up the blocks, then you can go outside.

---A statement that would encourage a child to make a positive choice. For example, "If you pick up the blocks, then you can go outside."

#### Take a Break:

This is when a child spends an age appropriate amount of time away from the group (one minute for each year of the child's age). He/she may return when they are ready to demonstrate appropriate behavior. This technique will only be used when a child expresses temper tantrum type behavior, continuously demonstrates the same inappropriate behavior, or child becomes a danger to himself or others, or is damaging equipment.

#### Conduct Report:

When time to yourself does not work, a conduct report will be sent home so the child's parent(s) are aware of the behavior and it can be addressed.

#### Suspension

In a 90-day period if your child receives three, conduct reports he/she will be suspended and will need to be kept home for two days (**NO EXCEPTIONS**).

#### Termination of Childcare:

This is the last result for 30 days after your child's suspension he/she cannot receive a conduct report if he/she does your childcare will be terminated

**Thank you once again for choosing Flint River Learning Christian Center for your childcare needs!**

# Scholarship Handbook Agreement Form

I \_\_\_\_\_ have read and agree to the rules and regulation of this handbook. If I have objections, I will notify Flint River Learning Christian Center's staff. You can voice your concerns with changes or suggestions in the blanks provided.

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\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Thank you for your cooperation  
Capel Enterprise