

# Soaring Eagles Christian Academy's Pre-School, Summer Camp, And Early & Late Stay's Discipline, Field Trip & Medical Policies

## DISCIPLINARY POLICIES

The discipline practices which Soaring Eagles Christian Academy employees use with the children will be consistent with this definition.

*"Discipline is training that develops self-control, character, and social competence."*

- No corporal punishment will be used. Appropriate limits or rules will be those necessary to safeguard the child and premises and will be explained on the child's level of understanding.
- Staff will not deprive a child of food, liquids, or restroom facilities. However, playing with or throwing food or liquids, playing in the restroom or other disruptive behavior will not be allowed.
- No verbal abuse, such as inappropriate language or abusive voice commands will be permitted.
- No cruel, harsh, or unusual punishment or treatment will be permitted.
- Unsupervised isolation will not be allowed. The child will be within sight of a staff member if isolation from the group is used.

## FIELD TRIP POLICIES

Age appropriate field trips may be scheduled at any time and notices will be given. Occasionally something unexpected may turn up and a short notice will be given in order to not miss an important opportunity for your child. When you enroll your child in any SECA program, you are granting permission for your child to go on such trips and agree that you will not hold SECA or its staff responsible for any possible accidents or injury to your child.

## MEDICAL AND EMERGENCY POLICIES

SECA is a well-child facility. Do not bring your child if the following exists:

- Acute Cold
- Persistent cough
- Diarrhea
- Unidentified rash
- Conjunctivitis
- Impetigo
- Measles
- Acute earache
- Roseola
- Intestinal virus
- Temperature of 100 degrees or more
- Sore throat
- Any other communicable disease
- Mumps

1. If your child has a temperature of 100 degrees or more while at SECA, you will be called to come and get your child.
2. Written specific directions must accompany all medication from the parent. We will follow all medication instructions strictly.
3. Parents must personally bring in all medications in its original container and leave with the child's teacher. Please remember to bring in an accurate doser to administer the medication.
4. If your child is too sick to go outside or participate in other activities, he/she is too sick to attend.
5. Should a child be seriously injured parents will be notified and an authorized person must come as soon as possible. If the injury or illness is too severe for our staff to handle, EMS will be called and the parents notified. Treatment cost is the parent's responsibility.

## PARENT STATEMENT

I have received a written copy of SECA's Pre-School, Summer Camp, and Early & Late Stay's Discipline, Field Trip and Medical Policies. I have read and understand these policies and understand that these policies are subject to revision or change at any time. By my signature, I agree to hold harmless of neglect any adult chaperone, any staff member, or Soaring Eagles Christian Academy in case any accidental injury occurs while my child in SECA's care. I fully understand that the school will not be responsible for any medical expense resulting from accidental injuries to my child.

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

\_\_\_\_\_  
Date

(See other side.....)

# Soaring Eagles Christian Academy's Pre-School/ Summer Camp / Early & Late Stay Financial and Attendance Policy

## REGISTRATION

A non-refundable registration fee is required when a child enrolls in the summer camp or pre-school program. In the event a child drops and re-enters, an additional registration fee will be charged. There is no registration fee for early or late stay.

**Pre-school:** Every August 1<sup>st</sup>, a Registration Fee of \$50.00 is due for pre-school children, unless your child has been here less than 6 months. This fee may be paid any time during the month of August and will be considered past due after August 31<sup>st</sup>. A \$10 late fee will be added on at that point and, if it is not paid by the end of the first week in September, your child may be dropped from the program.

**Summer Camp:** A \$25.00 registration fee per child is due for the summer camp program if paid by May 30<sup>th</sup>. After May 30<sup>th</sup> the registration fee is \$35.00.

## TUITION PAYMENTS

**NOTE: Discounts available for those who qualify – if you think you may qualify check at the office**

Pre-school and Summer Camp charges	<b><u>Full Time</u> – 1<sup>st</sup> child-\$74 per week: 2<sup>nd</sup> child-\$64 per week: all other-\$54 per week</b>
	<b><u>Part Time</u> – 1<sup>st</sup> child-\$18 per day: 2<sup>nd</sup> child -\$15 per day: all other-\$12 per day</b>
	<b><u>K3 &amp; K4 ½ days</u> – (8:00 AM – 12:00 PM) \$56 per week</b>
Early Stay charges (6:30-8:00 AM)	<u>Early Stay</u> – 1 <sup>st</sup> child:-\$3 per day, 2 <sup>nd</sup> child-\$2 per day: All other-\$1 per day
Late Stay charges (2:30-6:00 PM)	<u>Late Stay</u> – (public school child) \$34 per week – if dropped off at SECA \$44 per week – if picked up by SECA
	<u>Late Stay</u> – (SECA child) if picked up by 3:30 - \$1 If picked up by 4:00 - \$4 If picked up by 6:00 - \$6

**Note: A school tuition charge is available for children K-4 and up, which may be more economical if no early or late stay is needed. Early and Late stay charges do not apply during Summer Camp or Teacher-In-Service days**

**Payments are due no later than 6:00 PM, Monday** or the first day your child attends for services rendered that week. Payments received after that time will be assessed a **\$10.00 per child late charge**. Should the fee become delinquent by one week, immediate withdrawal of the child could be requested until the balance is paid in full. Advanced payment for more than one week may be made at any time.

Any child attending 3 or more days per week is considered “full time” and the full weekly charge is required.

## PAST DUE ACCOUNTS

Please contact the office if you are unable to make a payment on time any week. It is possible that alternative payment arrangements may be made. All past due accounts are subject to being turned over to a collection agency and the credit bureau.

## HOLIDAYS

SECA will be closed for the following legal holidays and one in-service day each year: *Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day, New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, and the day before the first day of school each year.*

## LATE PICK-UP

SECA closes at 6:00 P.M. sharp. Picking up a child after that time imposes an unnecessary hardship on the staff. Therefore, a **“late pick up charge” of \$1.00 per minute** will be assessed for each child who is picked up after 6:00 P.M.

## RETURNED CHECKS

An automatic charge of \$35.00 will be made for any returned check. After the second returned check in six months, all payments must be made in cash. **All returned checks should be handled through the SECA office, not your child's teacher nor the teacher in charge when you drop off or pick up your child.**

## PAYMENT AGREEMENT

I understand my weekly rate will be :

1 <sup>st</sup> . Child:	Ea. Additional Child:	
\$ _____	\$ _____	For Early Stay
\$ _____	\$ _____	For Late Stay
\$ _____	\$ _____	Extra per day for whole day In-Service Days or Holidays
\$ _____	\$ _____	For whole week (3 or more full time days) during vacation weeks

I have read and understand the above Financial and Attendance Policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(See other side.....)