

Date _____
Grade Applying For _____
Referred by _____

2014/2015
SUMMER ADMISSIONS FORM

Office Use: _____ Payment Plan
 Monthly Reg. Fee
 Bi-weekly Book/Materials Fee

STUDENT INFORMATION

Student's Legal Name _____ Preferred Name _____
Last First Middle Initial

Address _____
Street City Zip

Home Phone (_____) _____ Date of Birth _____ Sex Male Female

Social Security Number _____ Please attach copy of Social Security Card.

Is the student a United States Citizen? Yes No Email Address: _____

Please provide a Security Code Word _____

FAMILY INFORMATION

Father/Guardian full name _____ Home Phone (_____) _____

Employer _____ Date of Birth _____

Social Security # _____ Work Phone (_____) _____ Beeper/Cell Phone (_____) _____

Home address (if other than student's) _____

Mother/Guardian full name _____ Home Phone (_____) _____

Employer _____ Date of Birth _____

Social Security # _____ Work Phone (_____) _____ Beeper/Cell Phone (_____) _____

Home address (if other than student's) _____

Family/Marital relationships (check all that apply): Natural parents are:

Together at home Separated Legally divorced Natural mother deceased Natural father deceased

If parents are divorced or separated, who has legal custody of the child? _____

Is either parent forbidden by court order from having equal access to the child or the school records? Yes No
(Attach a copy of court documents)

Has any member of your family attended SRCA in the past? Yes No If yes, why did he/she leave?



EMERGENCY CONTACT/RELEASE INFORMATION

If Parent/Guardian cannot be reached, the following individuals may be contacted in case of illness, injury or emergency. It is the parent/guardian's responsibility to keep this list current.

Name: _____ Home Phone (_____) _____

Relationship to child: _____ Work Phone (_____) _____

Name: _____ Home Phone (_____) _____

Relationship to child: _____ Work Phone (_____) _____

Name: _____ Home Phone (_____) _____

Relationship to child: _____ Work Phone (_____) _____

I give permission to my child to participate in all indoor as well as outdoor activities at school.

If the school is unable to contact a parent/guardian in case of emergency, a staff member of Southwest Ranches Christian Academy administrative staff will call 911 to transport my child to a hospital.

In the event I am unable to pick up my child the following are authorized to pick him/her up. I will notify the school whenever one of the below will be picking up my child. It is also understood that identification and authorization will be checked prior to release of the child.

Name: _____ Home Phone (_____) _____

Relationship to child: _____ Work Phone (_____) _____

Name: _____ Home Phone (_____) _____

Relationship to child: _____ Work Phone (_____) _____

Name: _____ Home Phone (_____) _____

Relationship to child: _____ Work Phone (_____) _____

I hereby certify that I have read and agree to comply with all of the above as well as all school regulations as specified in the information admissions package.

Mother/Guardian's Signature

Date

Father/Guardian's Signature

Date





Southwest Ranches Christian Academy Philosophy & Goals

We believe the Bible is God's Word in which are found principles are directions for daily living. Biblical principles and truths are taught and followed in each classroom. We believe that all people are created equally by God; therefore we do not discriminate again race, sex, color, ethnic or national origin. As a Children Preschool we require our teacher to be Christian's who are active in the ministry of their respective churches. In addition our teacher must meet minimum DCF requirements are actively encouraged and required to further their education efforts. SRCA students are given love, respect, praise, and understanding. They are also taught and cared for in a positive Christian atmosphere, which fosters happy and healthy children. We carefully select and adapt curriculum which will provide opportunities for academic as we as cultural, spiritual, physical, & social development in each child. SRCA understands that students learn by various methods and provides each child the opportunity to excel in their respective class.

As a Christian school, the children and students are SRCA will:

-Learn how to interact with children and adults through the caring atmosphere provided by each teacher through the activities and lessons given.

-Develop an attitude of caring towards others ad they feel the acceptance and care given to them by their teachers and classmates.

-Learn of God's love through Christian songs, bible stories, prayer time, and observations of the teacher's Christian life.

-Learn age appropriate concepts and disciplines from the infant class through the K-4 level.

-Learn self-discipline as they meet the expectations made for them each day.

-Be provided activities which will develop small and large muscles, coordination, and balance.

-Understand the importance of eating nutritional foods and daily exercise.

FLOCS 4560



Southwest Ranches Christian Academy Financial Policy

Registration Fee:

An annual registration fee is due at the time the child is accepted into the school. For currently enrolled students, the annual registration fee for the next school year is due on the 1st of August.

The registration fee is non-refundable

Books & Material Fees:

The books and material fees are due upon registration. When a student moves up the next class level the new books must be purchased at the time the students moves into the new class.

The book & materials fees are non-refundable.

Activity Fees:

There is an annual activity fee for all classes. Activity fees cover some items for class parties & special classroom activities. The activity fee is non-refundable

Pre-registration:

A parent may pre-register a student and hold a spot open by paying the registration fee.

Tuition Agreement:

The student's monthly or bi-monthly tuition fee will be the parent/guardians responsibility unless the child has been officially withdrawn from SRCA. Monthly tuition is due the 1st day of the each month. Bi-monthly tuition fees are due on the 1st & 15th of each month. In order to pay bi-monthly the parent/guardian responsible for the tuition must be enrolled in our automatic tuition payment system Tuition Express. When enrolling in or changing to Tuition Express, the first (next) month's tuition must be paid by check, cash, or credit card in our office since the approval process for Tuition Express is approximately 15 days. Accounts not paid within 3 days of the billing date will result in a \$25 late fee. Should an account be continually in arrears, Tuition Express will be required and no longer an option. Payments not received by the 5th of the month will result in loss of care. There will be a \$25 return fee for returned checks or tuition express.

Because staff requirements are based on the number of children enrolled, and school associated expenses continue, we cannot give tuition fee refunds or reductions for school scheduled holidays or day/weeks missed for any reason being vacation, including school closure.

Discounts:

Families with 2 or more children attending our school received a \$50 discount on the 2nd child. The maximum combined discount will not exceed 10% of the normal tuition rate. There is a 30% charge for refunds on remaining balances for early withdraw of prepaid tuition.

SRCA Preschool will be closed these holidays during the school year

- | | |
|--------------------------------|--|
| -Labor day | -Christmas Eve, Christmas Day, The Day After Christmas |
| -Veterans Day | -New Years Eve & New Years Day |
| -Thanksgiving & the days after | - Martin Luther Kings Day |
| -Presidents Day | -Good Friday |
| -Memorial Day | -Independence Day |

FLOCS 4560



Southwest Ranches Christian Academy Financial Policy

Right of admission cancellation & school closure:

Southwest Ranches Christian Academy will be closed at the discretion of the Administration whenever necessary due to severe inclement or reason of safety and health. In the event of any future hurricanes or other natural disasters, emergency closings will be broadcasted on the news. Also, if Broward county School District Schools close due to any threat of a natural disaster SRCA will be close. We reserve the right to discontinue admission when it has been concluded by the administration that the child's enrollment may not be in the best interest of the child, other children, or the school. Cancellation of admission will be issued with a minimum of five days written notice to parents/guardians. If for any reason SRCA should permanently close you would be provided 2 weeks written notice prior to doing so.

Late Pick-Up

SRCA close at 6:00pm. A late charge of \$1.00 per minute past 6:00pm will be charged per child.

I hereby certify that I have read and agree to comply with all of SRCA's policies.

Parent/Guardian Signature

Date



Southwest Ranches Christian Academy Discipline Policy For SRCA

The staff and administration of SRCA strive to maintain an atmosphere in which children are actively involved in constructive activities which promote learning. It has been our experience that when children are happy in their surroundings and are provided with a learning environment that is challenging the fun, negative behavior in the classroom is avoided. Because of this our discipline in most instances is more of positive nature, although there are times when negative behavior must be corrected. Outlined below is our discipline policy.

- Verbal Praise & Affirmation: Verbal praise and affirmation is often given to recognize the accomplishments and good deeds of the child.

- Awards & Tokens: Awards and tokens of recognition are also given to reward children for appropriate behavior.

- Re-Direction of Behavior: Re-direction of behavior is used as positive means of discipline, in which the problem is identified and discussed with the child, the appropriate behavior is discussed and the child is redirected to appropriate behavior actions.

Time Out: Time out will be used as a consequence of and to deter negative behavior. Time out will be kept short. (limited to 1 minute per year of age). Time out is to occur in the classroom.

Removal of the child: Removal of the child will occur when a child is consistently out-of-control and disrupting the classroom. The child will be taken to a different classroom or the director's office to serve the time out. Any time a child sent the office, the director or office personnel will discuss the reason for the time out and appropriate behavior with the child.

Removal of Privilege: a privilege will be moved when it is logically in response to an inappropriate or disallowed behavior. For example, if the child continues to ride a car in an unsafe manner after being aware of the safety rules, the teacher may take away the privilege of riding the car for a period of time. An extreme example would be to not allow participation in a field trip since the child has demonstrated repeated failure to listen to and/or follow the appropriate classroom procedures.

Director Assistance: When necessary the Director or Supervisor on duty will work with child and teacher to solve the situation.

Parent Assistance: Parental support is needed in situations where children are out of control. In these times, a parent will be asked to come to the preschool to help the child gain back their control. Should the parent be unable to change the child's behavior, the parent will then have to take the child home for the rest of the day.



Southwest Ranches Christian Academy Discipline Policy

SRCA believes that parents and staff must work closely together to solve discipline problems that arise. Our teachers make every effort to communicate behavior problems and discipline actions taken with parents either by phone call, incident report, end of day conversation as the parent is picking up the child or a scheduled conference.

The teacher and the staff of SRCA will not humiliate or demean a child in any form verbally or physically. We will not use any form of corporal punishment such a slapping, hitting, or spanking. We understand that it is natural for a child to test and try the limits. They just need parents and teachers who will help them understand the difference between appropriate and inappropriate behavior.

I have read and understand the above Discipline Policy, We agree with the policy stated above and will support efforts o the school as stated above.

Parent/Guardian Signature

Date



Southwest Ranches Christian Academy Accident Incident Policy

Accident/Incident Procedures:

It is not uncommon for children to fall as they run and play. Our staff members have received training in CPR & First Aid, and are able to handle minor accidents. We will call you regarding major incidents or accidents and explain the situation. When you pick up your child there will be a report explaining what happened which is to be signed and kept here on file.

Procedures Followed for Ill Children

Your Child's Health

How a child feels is an important determinant of behavior, performance, and ability to learn. Southwest Ranches Christian Academy strives to maintain a healthy environment and CANNOT provide proper care for sick children. Children should stay home if not feeling well or any symptoms of illness are evident until he/she has fully recovered. Please notify the school immediately of any communicable diseases your child is experiencing. A member of the staff will contact you if your child develops any of the following symptoms while at school. Constant coughing, nausea, vomiting, diarrhea, lice, earache, skin rash, sores, fever over 99.2, sore throat, heavy nasal discharge, eyes inflamed red or swollen, & open wounds. Any child with the above symptoms must be picked up. We will isolate the child until you are able to pick up your child. The following are additional guidelines created by the SRCA Administration.

Fever	24 hours with normal temperature
Viral/Bacterial Infection	48 hours after antibiotics or until all symptoms are gone
Measles	4 days after rash onset
Conjunctivitis	48 hours after starting treatment
Impetigo	48 hours after starting treatment
Upper Respiratory	48 hours after starting treatment
Strep Throat	48 hours after starting antibiotics
Ear Infection	48 hours after starting antibiotics
Sinus Infection	48 hours after starting antibiotics
Diarrhea	48 hours, 24 hours with formed stool
Vomiting	48 hours, 24 hours without vomiting
Chicken Pox	6 days after the onset of the rash or until lesions have crusted over
Hand, foot, and Mouth	6 days after the onset of the rash or until lesions are cleared
Lice	After treatment and ALL eggs (nits) have been removed. Your child will be checked upon arrival, if any eggs are found your child will not be admitted back to school.
Vaccinations	Children may not return to SRCA until the next day.

If your child becomes ill during the course of the day you will be contacted immediately. You must pick up your child within 1 hour of being notified. Sick children in attendance will be isolated promptly from the group, but will have continuous supervision by a staff member

Only medication prescribed by a child's physician specifically for the ill child is allowed in the school. All medication should be turned in to the child's teacher along with the medication form.

Southwest Ranches Christian Academy Lunch Policy

*Students must bring lunch everyday. Please bring appropriate lunch. No cans please. We can **not** warm or cool any items for lunch or snacks purposes. We recommend that you either use a cold pack or thermos to keep your child's lunch at the proper temperature. Our infant room is the only area where a refrigerator is in use because of the need of keeping bottles at the proper temperature. Teachers cannot cook food which required preparation, adding liquids, opening cans, combining ingredients, ect. We do not have a full kitchen facility or food service staff, and cannot provide services required either of the above. Should you fail to bring lunch you will be called and asked to bring lunch of your child immediately or to have your child picked up.*

I have read and understand the above lunch policy.

Parent/Guardian Signature

Date



2013-2014 SRCA Uniform Policy

Sunshine school uniforms is a great company that provides beautiful high quality uniforms to schools all around South Florida. Starting at the beginning of the 2013-2014 school year which will official begin **August** we do require that **ALL** students **Ages 2-5** wear the SRCA uniforms provided by Sunshine School Uniforms. This is mandatory. As always safety and education is the top concern here at Southwest Ranches Christian Academy. This does mean that All tops & bottoms must be purchased exclusively through Sunshine School Uniforms. You will be able to purchase your child's uniforms at their Davie location In The Plaza (84 Diner) 11550 State Road 84 or online ournewhope.com and follow the link through our website. We have made a partnership with Sunshine School Uniforms for our 2013-2014 school year! .

To ensure the highest level or care and hygiene. We require that all students appear with clean skin ,hair, & clothes at all times. This includes no makeup for girls or face painting makeup & no tattoos. Hair for boys must be kept above their collar . Girls hair must be kept clean and combed. Nails must be kept short and clean.

Please sign on the bottom portion verifying that you have read and agree to follow the Southwest Ranches Christian Academy Uniform Policy.

Parent/Guardian Signature

Date





Broward County Child Care Code, Ordinance No. 89-21 Section 7-6.04, states that parents/guardian shall give the school written instructions to follow in the event of an emergency situation, in order to arrange for immediate treatment for the child. In compliance with the above regulation, please fill out the form below for our school records. If you have any questions concerning this matter, please feel free to contact us. Thank you in advance for your cooperation.

Insurance Company

Policy Number

Child: _____

Child's Physician: _____
Phone Number

Address: _____

Hospital Preferred: _____

Medical History: Injuries, allergies or medical concerns: _____

I hereby certify that I am the parent/guardian of _____
(child's name)
and give my permission for the following:

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

In order to meet all legal requirements, I hereby authorize the Director of the preschool, or the person in charge in the event of her absence, to give my consent for any and all necessary emergency medical treatment for my child while said child is in said individual's custody.

In the event of serious illness or accident, and I cannot be immediately contacted, I give permission to have my child moved by ambulance or other conveyance to a doctor's office, clinic, or hospital for immediate attention. I assume responsibility for payment of same.

Parent/Guardian _____ Date _____
State of Florida
County of _____

Sworn to and subscribed before me in the aforementioned State and County this _____ day of _____, 20____, personally appeared _____, who is personally known to me or who has produced Florida Driver's License # _____ as identification and who did not take an oath.

Notary Public, State of Florida

Commission Number:

Commission Expires:

(To be renewed yearly)