

# Faith Academy

## Parent Handbook

**Supporting Families in a Purposeful Life based on**  
Christian Character **and** Academic Excellence



Advanced Learning Center

**STREAM** Science, Technology, Religion  
Engineering, Art, Mathematics

Pre K 3 - 1st grade ABEKA

Afterschool Programs

Summer Program

Weekly Tutoring

**817-599-5963**

[www.faithacademyweatherford.com](http://www.faithacademyweatherford.com)



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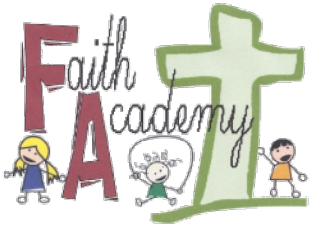
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# Section 1: About Faith Academy

## Motto:

Supporting families and teachers in a purposeful life based on Christian character and academic excellence. 'Training people to be leaders in life through Discipleship' in the Word and teach them to rightly handle the Word of God.

## Mission Statement:

Faith Academy seeks to support families by providing a safe and secure educational atmosphere and environment where children can develop physically, socially, emotionally, cognitively and spiritually. This Christ-centered environment will encourage children to explore the world through interaction with teachers, assistants, classmates, age-appropriate curriculum and hands-on activities allowing children to reach their maximum potential and succeed in a purposeful life. Faith Academy recognizes that each child is made in the image of God and recognizes individual needs and differences among children as they Grow, Explore, and Learn (G.E.L).

## Purpose and Goals

Faith Academy strives to reach out to the community to provide education, opportunities and experiences that promote Christian character and academic excellence. Students and families will achieve the knowledge and skills they need through quality curriculum and materials written from a Christian perspective. Faith Academy seeks to achieve 2 main goals-

- Further the availability of quality preschool and schooling with Christ-centered education that nurtures and builds a solid biblical foundation between family, school, and the community
- Provide an environment that fosters domains of learning, meets student's needs, as well as allows children to develop a positive biblical image of themselves and others, allowing them to appreciate the gifts God has given.



# Section 2:

## Guidelines of Operation

### Times and Operation

Faith Academy's operating hours are Monday through Friday from 7:30am to 5:30pm year round. Classes begin at 8:00am; it is beneficial to your child to be on time; please note that if arriving after 8:00 am activities and daily homework will not be made up in class (homework that is missed will be sent home). If your child will be picked up after 5:30pm, due to unavoidable circumstances, please contact the office as soon as possible. This will allow us time to inform and to reassure your child. All children not picked up by 5:30pm are considered late pickups and a \$1.00/minute late fee will be applied.

### Classes

Class placement is determined by age of child on September 1<sup>st</sup> and the needs of the families in care during that school year. The needs of your child will be taken into consideration when placing your child in a specific class. If for some reason the class placement is not beneficial to your child after the first 2 months of placement, the Faith Academy director and teachers will reevaluate class placement based on availability in classrooms. **All children are required to be potty trained at the time of enrollment.**

Pre K classes _____	students 3 years old by September 1 <sup>st</sup> _____	15:1 ratio
Kindergarten _____	Children 5 years old by September 1 <sup>st</sup> _____	15:1 Ratio
School grade _____	School age children _____	15:1 ratio

### Enrollment Process

All parents interested in enrolling students will need to call the director to schedule a visit to Faith Academy prior to enrollment. If possible, your child should attend the meeting with you. This allows parents and children the opportunity to meet teachers, children and become familiar with Faith Academy itself. During this time parents are encouraged to share information about their child, expectations of Faith Academy, and ask questions.

Parents may obtain an admission form from the office during office hours or from the Faith Academy website at [www.faithacademyweatherford.com](http://www.faithacademyweatherford.com). To help ensure a smooth transition into the classroom, for your child and their teacher, the admission form must be received, in full, a week prior to your child's 1<sup>st</sup> date of attendance. This includes the application, current immunization, hearing and screening results, and a health statement from a health care professional. In addition to the admission form, each child is required to submit a photography release and new child questionnaire.

Those interested in enrollment may submit their application forms along with the \$25.00 application fee for review.

Child must be up to date on immunizations prior to enrolling in Faith Academy, current immunization requirements may be found at <http://www.immunizetexas.com>.

- Children 0-43 months click on "school requirements", click on "main page", to the right of the page click on "child care facilities", and click on "[current year] Texas Minimum State Vaccine Requirements for Child Care Requirements"

- For children 44 months through 18 years click on “School Requirements”, click on “Main page”, to the right of the page click on “schools”, and click “[current year] Texas Minimum State Vaccine Requirements for Students Grade K-12”

Upon enrollment, it is the parent’s responsibility to keep the office up-to-date with any address changes, telephone numbers, contact persons, and medical information. It is Faith Academy’s responsibility to keep all parents up to date on policies that govern Faith Academy or influence their child. New parent handbooks will be sent out and signed at the beginning of each school year.

In an effort to keep the office up to date on the current needs of each child, students will need to submit new admission forms, child questionnaires, hearing and screening tests, and immunization records at the beginning of each school year.

Please inform Faith Academy, in writing, two weeks prior to withdrawal. Any tuition paid for the period of withdrawal will not be refunded.

## Arrival and Departure Policy

Faith Academy is open Monday-Friday at 7:30am-5:30pm. Each child will need to be walked into Faith Academy and signed in. Please take each child’s personal belongings to their respective lockers each morning and their lunch to the refrigerator. Please inform the director if there is any change in who will be picking your child up from Faith Academy at the end of the day. Any persons picking up will need to be authorized on your release form and sign the child out upon arrival. They will need to provide ID as proof of identification- a copy of the ID will be kept on file for future reference.

Pick up times can be rather busy, please remember to sign your child out daily. If your child will be picked up after 5:30pm, due to unavoidable circumstances, please contact the office as soon as possible. This will allow us time to inform and to reassure your child. All children not picked up by 5:30pm are considered late pickups and a \$1.00/minute late fee will be applied.

## Health Standards:

Faith Academy requests that parents notify the office if any child will be absent due to illness or any other reason. If your child becomes ill while in attendance at Faith Academy, a parent or authorized adult will be immediately notified and should pick the child up immediately from Faith Academy. We ask that any blankets or other personal belongings that your child uses at Faith Academy on a daily basis be washed and sanitized before bringing them back to Faith Academy. For the safety of your child and other children at Faith Academy, a child should be kept home/will be sent home if one or more of the following symptoms are present:

- A fever of 100 or higher
  - Children must be fever free for 24 hours, without medication, prior to returning to school
- A thick greenish nasal discharge. If it is from allergies, a physician’s note is required.
- A rash that has not been explained by a doctor.
- Vomiting
  - 24 hr. period before returning to school
- Diarrhea
  - 24 hr. period before returning to school

We ask that you notify the Director, if your child has been exposed to any form of contagious disease. This policy will protect each child from unnecessary illnesses and help ensure a healthy atmosphere at Faith Academy.

Employees and staff are required to have a negative TB test while employed with Faith Academy. Influenza Vaccines are available to staff during Flu season.

Health checks will be conducted as children arrive at the center for various bumps, scrapes, or bruises or signs or symptoms of rashes, lice etc. Please notify the director or your child's teacher if your child had any accidents since their last visit at school.

## Medication:

The Faith Academy Directors are the only employees that are authorized to dispense medication to your child. If your child is in need of medication, an Authorization for Dispensing Medication form must be completed according to state department guidelines and signed prior to the administration of medication. Medication is distributed according to the following guidelines:

- Complete authorization form containing: Child's name, name of medication, prescribing physician, prescription number, expiration date, dosage, dispensing times, and parent signatures.
- Medicine must be provided in its original container labeled with the child's full name and date coming into the facility.
  - Prescription medications must be in a container received from the pharmacy to ensure appropriate dosing instructions. Over-the counter medications should be in the original container. The child's name should be written somewhere on the bottle with permanent marker, not obstructing any of the label information including medication name, dosage instructions, and side effects. An appropriate measuring device such as a medicine syringe or medicine spoon should be provided, along with the medication.
- Medication will only be administered according to label directions or as amended by a physician.
- If the medication is to be dispensed once or twice a day- medication should be administered by the parents in the home.
- For children with chronic medical conditions, such as asthma, the health care provider must provide a comprehensive treatment plan for the child care provider to follow.

Medications past their expiration date will not be administered to any child at Faith Academy. Medications will be sent home with the parent or guardian at the conclusion of each day.

Parents may provide Diaper creams, sunscreens, and bug sprays for their child's use while at Faith Academy. Providing these to the school serves as implied consent to administer them to your child. Creams, sunscreens, and bug sprays will be applied as indicated on the label, should be labeled with your child's name and will be stored out of reach of children.

## Emergency Medical Care:

All staff members are certified in CPR and have first aid training. However, if there is an accident or illness that, in the Director's judgment requires emergency medical treatment, the Director will contact parents immediately. Faith Academy is authorized to obtain and render medical care or emergency care for the child through a licensed healthcare provider. Faith Academy is not responsible for any medical expenses; such expenses are the responsibility of the parent/guardian. An authorization form will be kept on file in the Director's office, if such circumstances occur. The first responsibility of any employee during an emergency is to remove the children from

the area safely and quickly. Monthly and quarterly drills (fire drills, lock down, evacuation, and shelter in place) will be conducted to familiarize staff and children with the emergency procedures. Parents may request to review a copy of Faith Academy's Emergency Readiness Plan during regular operating hours. Written or verbal request may be made to the Director at any time.

## Weather Policy

Weather conditions and travel conditions will be taken into consideration during periods of inclement weather. Faith Academy will close early, will not open, and/or will be delayed in opening if there are concerns in these areas. Faith Academy is located between two school districts (WISD and BISD). If both school districts are closed for inclement weather, Faith Academy will be closed as well. If one district is closed and one open, the decision will be made at the discretion of the Director and Owners. Faith Academy closings will be sent out via email and/or phone.

## Transportation/Field Trips:

At times transportation, provided by Faith Academy bus, may be available to your child for specific purposes. In such circumstances, the parent/guardian is responsible for providing the proper safety restraint for their child. All safety restraints should be marked with your child's name and meet federal standards. Parents will be notified by the Director in advance of transportation activities. If transportation is provided, a transportation authorization and medical release form, provided by the Director must be completed for each child prior to being transported.

Field trips will be offered during the summer months for specific ages for preschool/school students. Eligibility to participate in field trips will be based on the current number of enrolled students, all students should be potty trained, and will need to have had turned in their monthly field trip fees and release forms by due dates. Late payments or release forms will result in their spot being forfeited. Student behavior on field trips will be considered before they're eligible to participate in future trips.

All students participating in field trips will need to arrive at least 15 minutes prior to departure, wear appropriate clothing for the activities, and bring all required items in order to be eligible to participate in the field trip that day. Alternative care will need to be found for those choosing not to participate in chosen field trips for the duration of those field trips.

## Water Activities:

From time to time your child will be allowed to participate in water activities as part of their educational experience at Faith Academy. During the summer months, Faith Academy provides water days on a weekly or biweekly basis that include: swimming pools, sprinklers, wading pools, water tables, and water games. Parents are requested to specify which activities their child may participate in upon enrollment. Summer field trips that include swimming will take place with a certified life guard present. Parents should provide swim wear, towels, sunscreen, and water shoes for all water activities.

## Animals:

From time to time animals may be brought in by Academy staff as an educational tool in the classroom. In such events parents will be notified prior to the arrival of any animal.

## Nap/Rest Time:

Provisions will be made for a two hour nap/rest time each day. Children, 5 years old and younger, will be expected to either nap or rest quietly during this time. After resting for an hour, children that are awake may return to their classrooms or continue resting.

Pre K and Kindergarten Classrooms-

- Faith Academy will provide waterproof nap mats or cots for each child's use during nap time. Nap mats are marked/labeled for use for a child during the week and sanitized on Fridays. Sheets will be provided as needed.
- Parents are responsible for providing a small blanket for their child. Blankets should be picked up on Fridays to be washed and returned to Faith Academy on Monday mornings. Children will be allowed to nap with a security object but no toys will be allowed in the nap area. Please label your child's items with their name or initials.

## Dress:

Children should be dressed in comfortable, washable play clothes, as children will be using glue, paint, markers and other materials in art centers. An outdoor play center will be available to the children on a daily basis; tennis shoes are preferred for running and/ or climbing. Please ensure that all shoes have a strap around the back heel; shoes should stay on their feet at all times. Please refrain from sending children in flip flops, shoes with wheels, or shoes with high heels.

## Holidays:

Throughout the year the Academy classes will be celebrating several holidays, including: Thanksgiving, Christmas, Valentine's Day, and Easter. Parents are invited and encouraged to participate by attending and/or donating items for these celebrations. More detailed information will be sent home via note as each holiday approaches.

Faith Academy will be closed for several holidays throughout the year, including:

- New Years Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving (2 days)
- Christmas (Christmas Eve, Christmas and December 26<sup>th</sup>)

Please watch the calendar for any changes or information concerning these holidays. Reminder information will also be posted at the academy as well as sent home with your children.

## Personal Belongings:

All personal belongings should be marked with your child's name or initials. Parents are responsible for providing the following for their child:



- 2 changes of clothes (shirts, shorts/pants, socks, and undergarments)
- Blanket

Personal toys should not be brought to Faith Academy unless requested for a special event or scheduled show and tell.

## Discipline/Behavior Policy:

Faith Academy staff encourages good behavior by using positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Methods include praise and encouragement, reminder of behavior expectations, and redirection. If however, these are not successful, time-out will be used. Time out is the removal of the child, from a situation where other management techniques have not been successful, for a period of time. Faith Academy will send children home for biting, hitting, kicking, or punching other children or teachers, as well as for abuse of Church or Faith Academy property. Parents may be contacted for assistance in discipline and be present at Faith Academy if the need arises. In the event that behavior jeopardizes the health or safety of any child or adult, the child will be immediately removed from the classroom and parents will be notified for pick up.

Faith Academy also practices restitution- your child will be responsible for righting a wrong during the day.

Certain actions are considered inappropriate and are not allowed at any time. These include: biting, hitting, spitting or verbally abusing other children or staff, inappropriate language or gestures, excessive or unusual sexual behavior and throwing dangerous objects. We will discontinue the enrollment of any child from school because of the use of one or more of these behaviors if the child does not respond to guidance.

The teachers work to consistently define the limits of behavior so that all the children understand. Several methods may be used to help a child with inappropriate behavior. Soft words of redirection, teachers modeling appropriate behavior, and time-out are the basic tools of behavior management. Faith Academy does not use corporal punishment at any time. Nor can parents use corporal punishment on campus at any time.

If children are presenting aggressive behaviors more than once during a week's period- the following aggressive behavior policy will be followed.

### 1st Offense – Warning and Parent Notification

- A teacher who observes aggressive behavior, such as biting, will document the behavior on an Incident/Accident Form and report the incident to the Director and the parents of both children involved. If receiving notification please talk with your child about expected behaviors while at school. Please work with the staff and Director at Faith Academy in resolving aggressive behaviors. Please communicate with your child's teachers in devising a plan to resolve these behaviors.

2nd Offense – Parents will be called in for an immediate discipline within an hour of notification.

3rd Offense- Child will be sent home immediately

- If behavior continues, the parent will be called and the child will be sent home immediately. Please take this time to discuss the incident with your child.

4th Offense – Child will be suspended for a week (5 enrollment days)

- If the aggressive behavior is not able to be controlled with reasonable staff supervision, or if the child continues to display significant aggression to the extent that another child could be harmed, the child may be suspended for up to 5 days

5th Offense- Child will be un-enrolled from Faith Academy.

If the child continues to display the aggressive behavior the child will be un-enrolled from Faith Academy

\*\*If your child causes severe harm to another child or teacher their contract will be canceled immediately

## Food Service:

Breakfast will be served until 7:50 each morning and children will be allowed to eat until 8:00am at which time they will report to class. Those arriving after 8:00 with breakfast, may eat breakfast at the school with the supervision of their parents. Am and pm snack will be provided each day at 9:30 and 2:30.

It is the parent's responsibility to provide a nutritious, non-perishable lunch for their child each day. All lunch items will need to be packed in your child's lunch box, labeled with their first and last name, and put in the refrigerator each morning. Any leftover foods will be sent home at the end of the day, please stop by the kitchen to grab your lunchbox before leaving for the day. When preparing your child's lunch, please keep the following things in mind:

- Label each container with your child's name
- Pre-cut all large items
- Children should be able to eat lunch independently

Please avoid sending the following:

- Items that your child needs assistance in opening and eating
- Items that require microwave heating
- Carbonated drinks
- Lunchables
- Candy, cookies, sweets as these will not be served while at school.

A refrigerator is available at Faith Academy if your child's lunch is in need of refrigeration. Faith Academy will provide drinking water for each child throughout the day. Please notify the Director on your admission form if your child has any food allergies.

## Emergency Preparedness:

To help ensure that Faith Academy staff and children are prepared the following preparation procedures have been developed.

- Monthly drills will be conducted to familiarize staff and children with the emergency procedures.
- Each classroom will be given an Emergency Provision Bag that accompany the class upon exiting the facility.

In the event an emergency requires evacuation of children, employees should know terms, locations, and evacuation routes.

- **Shelter in Place/Lock Down**
  - Shelter in place- Faith Academy Auditorium
  - Lock down-Child's assigned classroom.
- **Evacuation of facility**
  - Movement of children and staff out of the buildings that are affected by the emergency and relocating them to Silverado Cowboy Church.
- **Evacuation away from facility**
  - Directed to an offsite facility by a government agency in the event of a threat to the children and facility. In the event of evacuation, parents will be notified upon arrival at evacuation site.

A comprehensive emergency plan is available for review in the Director's office at any time.

## Parental Notifications:

Communication between staff, Directors, and parents is key to a well working relationship. Newsletters, calendars, and monthly snack menus will be sent out the last week of each month and will also be available on the Faith Academy Website. Weekly Informer emails will be emailed out each week to notify parents of any last minute changes and reminders about events happening at Faith Academy the following week. Phone calls, texts, emails, and/or postings around Faith Academy will be used to notify parents of various events, daily behavior or mannerisms of your child, communicable illnesses, policy changes, and/or miscellaneous information affecting the care of your child.

If there are any questions or concerns regarding Faith Academy policies or activities please contact the Director by phone, email or in person during work hours.

Parents are welcome to visit Faith Academy to observe your child or programs and activities. To avoid distractions in class- live feed of the classroom may be watched from the monitors in the Office. Only live feed from the monitors will be available for viewing by parents. Replay is only available to the owners and director at Faith Academy. Parents are encouraged to participate in monthly Kid Connect programs and celebrations.

Faith Academy is a licensed childcare facility and as such operates by Texas Minimum Standard Rules for Child Care Centers. A copy of Faith Academy's most recent licensing inspection report is posted on the parent board. A copy of Texas Minimum Standard Rules for Child Care Centers is available for review in the Director's office or online at Department of Family and Protective Services > Child Care Centers> Minimum Standards.

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

For more information regards regulations contact:

Department of Family and Protective Services, 1501 Circle Drive Suite 310, Fort Worth TX 76119

Phone: 817-321-8604

Website: <https://www.dfps.state.tx.us>

The Texas Department of Protective and Regulatory Services-[www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

Child Abuse Hotline- 1.800.252.5200

## Preventing and Responding to Abuse and Neglect:

Keeping children safe and healthy is the single most important responsibility of child care professionals at all levels. In order for children to learn, grow, and develop, they need a sense of security and stability in their lives. Most child care professionals are individuals who care about children and their wellbeing. Abuse and neglect are a big issue because they threaten children's well-being in both the short- and long-term. The incidence of child abuse in child care settings is relatively small, but it is still important to have measures in place to keep children safe. The Staff at Faith Academy go through recognizing, preventing and reporting child abuse training each year as well as have safe guards in place.

- Child care spaces, including indoor and outdoor play areas, and any other area used by children, are designed so that all the children in the area are visible at any given time.

- Children are allowed to have privacy in the bathroom, but staff closely monitor who enters and exits bathrooms. Teachers are called upon to help younger children and children with special needs in the bathroom. In these cases, the bathroom door at least partially open, staff members are not alone with a child at any time.
- Providers are to have age appropriate expectations for the children in care. Providers exceed minimum qualifications, including education and experience in child development, and participate in ongoing professional development related to guidance and behavior management strategies and abuse prevention. All potential employees of child care programs undergo criminal background checks and provide several professional and personal references.
- Providers are given short breaks on a daily basis and rotate responsibilities to share the work load.

Providers work with children in recognition of abuse and neglect by:

- Helping children learn about forms of touching that are and are not okay.
- Take anecdotal notes based on observations of children's behavior on an ongoing basis.
- Appropriate staff-to-child ratios that meet or exceed licensing requirements are always maintained
- Listening to parents' concerns and feelings in a nonjudgmental way. Fostering open, honest communication. Providing information or parenting education opportunities as a part of the child care program. Modeling best practices at all times and referring families to community resources as needed.

As parents and as Staff- We are not responsible for investigating whether abuse or neglect is actually taking place. If you see signs a child might be the victim of maltreatment, your job is to report your suspicions to the proper authorities. Even if you are close to the suspected abuser, you still have an obligation to report your suspicions. The Texas Department of Family and Protective Services has published a handout called Reporting Abuse, Neglect, or Exploitation (2010) which gives a detailed overview of the Texas reporting system, including the types of information a reporter should try to have on hand before making a report.



# Section 3:

## Tuition

### Basic Tuition Information

Tuition at Faith Academy is based on the number of school days that occur during the year. Faith Academy is a non-profit organization and as such depends on tuition to pay staff salaries. Full tuition is due one week in advance on Fridays. A late fee, of \$5/day, will be applied if tuition is not paid by **9:00 am** Tuesday. If Tuition is not paid by Friday, your child will be un-enrolled from Faith Academy. A fee of \$40 dollars will be charged for any returned checks. **There is not a deduction in tuition due to illness, weather, holidays, absences, and/or a child being sent home.**

**Summer withdrawal-** If with drawing your child during the summer months all supply fees and curriculum fees for the upcoming school year must be paid within 1 month of the with drawl date. If with drawing from Faith Academy before returning for the next school year any curriculum fees are non-refundable. A week's tuition is due for every 4 weeks of with drawl.

**Extended leave-** If with drawing your child for extended leave (over 4 weeks)- A week's tuition is due for every 4 weeks of with drawl. Extended leave is allotted to students after 6 months of enrollment.

### Tuition Rates and Payment

Payment for tuition can be made via check, money order, or cash. All payments should be dropped in the box by the Director's office. Please do not hand payment to teachers, assistants, or other employees at Faith Academy.

Tuition is due on a weekly basis, a week in advance. If wanting to pay tuition for the month, a five dollar discount will be applied to your account. Curriculum fees are due by July 15th for the upcoming school year.

- Pre-K3 will be receiving ABEKA curriculum- A curriculum fee \$74.90
- Pre-K4 will be receiving A Beka Curriculum -A Curriculum fee of \$126.55
- Kindergarten will be receiving A Beka- A curriculum fee of \$195.25
- 1st Grade will be receiving ABEKA curriculum-A curriculum fee of \$419.75
- A supply list is due August 15<sup>th</sup> and supply fee of \$50.00 January 15<sup>th</sup> each year.

\*\*\*Tuition will be applied based on classroom assignments for the school year (September – August)

# of attendance days	Yearly Tuition	Monthly Tuition	Weekly Tuition
• 5 days a week_____	\$6,760_____	\$564.00_____	\$130.00
• Drop in days for school age children_____			\$30.00/Day
• _____			



# Section 4: Agreements

## Parent Handbook Agreement

Tuition at Faith Academy is based on the number of school days that occur during the year. Faith Academy is a non-profit organization and as such depends on tuition to pay staff salaries. Full tuition is due one week in advance on Fridays. A late fee, of \$5/day, will be applied if tuition is not paid by 9:00 am Tuesday. If Tuition is not paid by Friday, your child will be un-enrolled from Faith Academy. A fee of \$40 dollars will be charged for any returned checks. **There is not a deduction in tuition due to illness, weather, holidays, absences, and/or a child being sent home.**

I, \_\_\_\_\_, the parent of, \_\_\_\_\_,  
print name print names of child/children  
 have read and understand the Parent Handbook for Faith Academy and agree to abide by the policies and procedures as stated while my child is enrolled at the academy.

\_\_\_\_\_  
Parent Signature Date

I have met with the above signed parent in regards to the parent handbook and polices for Faith Academy and have provided them with a copy of the handbook.

\_\_\_\_\_  
Director's signature Date

\*Note: please keep a copy of this acknowledgment in the student's/students' file. \_\_\_\_\_  
Date of entry