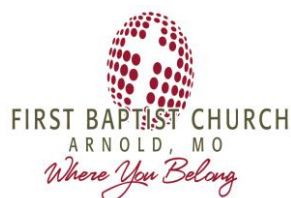




Information Packet



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Before and After School Pricing Guide

(Servicing Firm Foundations Christian Academy and Sherwood Elementary)

Hours of Operation (Aug-May)

Monday-Friday

AM Care 6:00 am-8:00 am

Kindergarten Extended Care 12:00-3:00

PM Care 3:00 pm-6:00 pm

Registration

\$50 Individual \$75 Family

AM Care Only \$60

Kindergarten Extended Care 12:00-3:30 \$60

Kindergarten Extended Care 6:00-8:00 and 12:00-6:00 \$100

PM Care Only \$50

AM and PM Care \$75

Add-On prices are based on Full-Time Enrollment

Full Day Add-On \$20 (Includes Lunch)

Half Day Add-On \$15 (Includes Lunch)

Full/Snow Day Only \$35

A sibling discount of \$15 per week will be applied to full-time families only.

2015 Summer Care Pricing Guide

Hours of Operation (May-August)

Closed July 4th

8:00 am-4:00 pm Monday-Friday (Before/After care can be discussed at an additional fee)

Full Time \$115 per week /Part-Time by Day \$35

(Weeks/Days must be selected at registration)

(No additional discount for part-time programming)

Bring a lunch or purchase one here for \$4.00 per day on your pre-paid lunch account

Registration is \$50 per child (\$75 per family) plus first and last week's tuition

(\$50/\$75 fees are non-applicable. Fees and weekly tuition are non-transferable and non-refundable)

Please refer to the Tuition section of this guide for details.

There is no reduction in fees due to closings.

The Eagles Landing 2015-2016 Calendar

This year we are scheduled to be closed on the following dates:

- ❖ May 25, 2015
- ❖ July 4, 2015
- ❖ September 7, 2015
- ❖ November 26-27, 2015
- ❖ December 23-December 25, 2015
- ❖ December 30-January 1, 2016
- ❖ March 28, 2016

We will post the additional days of care offered this year when we have an opportunity to view the finalized Fox C-6 calendar for the year.

Phone Numbers

Please notify us of any changes in your child's daily schedule. If they will not be riding the bus here in the afternoon please let us know as soon as possible, by 2:15 at the very latest. Tuition due remains the same whether your child attends or not. The number to call is 636-296-7729 x183. You can leave a message if you get a voicemail recording.

Tuition

Weekly tuition is due on Friday by 6:00 pm (or the last day of attendance for the week) for the forthcoming week. Full tuition is due regardless of attendance. **The only days that will be discounted for Eagle's Landing are the days that the campus is closed (refer to our calendar)**. If payment is not made by 6:00 pm on Friday a \$25 late fee will be assessed and your position will be considered abandoned. You will not be allowed to drop-off on Monday morning. Payments should be dropped in one of the locked boxes located by the computer station in the Lobby of our Infant/Toddler Unit or in the hallway across from the *Fun Zone!* If you take advantage of our extra scheduled days of care, please include that fee on the payment made the previous week. A sign-up sheet with a deadline will be posted in the room. You must be signed up to participate and you will be responsible for paying if you do not cancel before the sign-up deadline. No exceptions. Our staff members need to know their schedule which is based on attendance. Space requirements/limitations are at the facilities discretion. A \$25 fee will be assessed on all return checks. Subsequent returns will require cash/money order payments only. Sibling discounts will apply to full-time programming only. See the Director for further details.

Make checks payable to FBCA (First Baptist Church of Arnold).

Any questions should be directed to **danielle.fernnow@fbca.us**

A two-week written notice is required to leave the Before and After School Care Program. Upon giving notice, you will be required to pay-out in advance the remainder of your two-week term in full.

Drop-Off/ Pick-Up

Students must be brought in to the building and signed in on the clipboard. For the Fall Session, no one may be dropped off earlier than 6:00 am. and must be picked up and signed out no later than 6:00 pm. Summer hours vary, but rules still apply. There will be a \$1 per minute fee assessed to late pick-ups. All persons are subject to identification checks. Please have ID readily available. We will not release a child to anyone that is not on the parent approved pick-up list. Phone requests are not acceptable changes. Written permission received from a parent will be honored.

Snacks/Meals

Breakfast is offered at 7:15 during the school term. Afternoon snack is also offered. We cannot accommodate refrigeration or warming of foods at these times. You may bring a snack with you. Do not bring soda or glass containers of any kind. We also ask that students not share food at these times in fairness to everyone. Snacks, even those brought with them, can only be enjoyed at designated times.

Early Dismissal

All children enrolled in our afternoon early dismissal program will be picked up/dropped off here when school is released early due to weather or various extenuating circumstances. This is a benefit of being enrolled in the afternoon program. You must complete and return the early dismissal form to be considered a part of this program. You must also let your child's school know your plans regarding this situation. Morning only students will not be picked up from school. They will follow their typical afternoon schedule. An additional fee will apply. The total cost for an extra full day is \$35 and \$30 for an extra half day. You will be billed if you ride the bus here. If you do not wish to be billed you must pick-up your child at school.

In the event of inclement weather, you will see **Firm Foundations** listed on channel 4. The website is www.kmov.com. You can also check our church website www.fbca.us or our voicemail at 636.296-7729 x183. We will be open if at all possible to provide Snow Day Care (\$35 total per day). Power outages or conditions that cause travel danger for our families and staff will result in closure. You will not be charged for any day that we are closed.

Discipline

Positive reinforcement and redirection are used to encourage children to use proper behaviors. It is our desire to provide a safe and secure environment for your child. In order to achieve this, we do view certain behaviors as unacceptable. Under no circumstances will disrespect to teacher or peers, direct disobedience, or physical aggression be tolerated. The result for such behaviors is as follows:

1. Removal from the situation with a verbal reprimand by the teacher.
2. Time out if necessary (A time to consider other options that will help them make better choices in the future).
3. Brought to the Director. Parent contact is made if necessary, at this time.
4. Dismissal from program if behavior does not improve.

**Please note that for certain behaviors parents may be called immediately.*

We reserve the right to dismiss anyone from our program.

No reimbursement of fees will be made as a result of this action.

Miscellaneous

- We are not responsible for items brought into The Eagle's Landing. All games, books, music, etc. are allowed only at the discretion of the director. We will follow an "E for everyone" rating on all games and music. No profanity, improper content, or extreme violence will be tolerated in reference to all areas of media. Please label your child's belongings with his/her name on it.
Your child is responsible for the whereabouts of their own belongings.
- Cell phones will not be allowed.
- Any change of address, home phone numbers, or work information needs to be submitted to the office promptly. It is your responsibility to notify us of any immunization updates as they occur. This is our "Sick Child" policy.
Students exhibiting the following conditions, regardless of their cause, may not attend until they are symptom-free for a full 24 hours. This is for their protection as well as the protection of others. Some conditions may require a doctor's release. This will be at the Director's discretion:
 - Temperature of 100 degrees or more
 - Vomiting
 - Diarrhea
 - Rash of unknown origin
 - Non-clear nasal discharge
 - Suspicious looking sores
 - Conjunctivitis

Parents, then emergency contacts will be notified if symptoms manifest and an immediate pick-up will be required. There is no reduction in fees for time off.

- All medications must be turned in to the staff member who accepts your child. This includes inhalers and cough drops. Medication must be in its original container. Prescription medications must have your child's name and proper dosage on the label. For prescription and over-the-counter medications we will provide a Medication Authorization Form for you to complete and sign. **Absolutely no medications can be left in backpacks.**
- Please sign In and Out on the clipboard daily.
- Your registration schedule is the schedule you must stick to. Random days or changing days of attendance is not allowed. Any special requests must go through the director in a timely manner so that appropriate staffing arrangements can be made.



Parent/Student Acknowledgement

Child's Name _____

I have fully read the Eagle's Landing Info Packet (Rev. 1/15). I understand that these are the policies and procedures of this program and they will be strictly adhered to. Alterations to the program may be made by administrators. I acknowledge that it is my responsibility to ask questions regarding those things I do not understand.

Student Signature _____ Date _____

Parent Signature _____ Date _____

_____ Date _____

Please sign and return this page to the office.