



## 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 cre-ated equally by God; therefore we do not discriminate again race, sex, color, ethnic or national origin. As a Children Preschool we re-quire our teacher to be Christian's who are active in the ministry of their respective churches. In addition our teacher must meet mini-mum DCF requirements are actively encouraged and required to fur-ther 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 se-lect 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 at 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 as 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 ob-servations of the daily Christian life.*
- Learn age appropriate concepts and disciplines from the infant class through the K-4/VPK level.*
- Learn self-discipline as they meet the expectations made for them each day.*
- Provide activities which will develop small and large muscles, coordination, and balance.*
- Understand the importance of eating nutritional foods and daily exercise.*

## 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 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 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, payment of a money order or cash will be required and no other form of payment is 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.*

*Southwest Ranches Christian Academy will be closed these holidays during the school year*

*-Labor day  
-Veterans Day  
-Thanksgiving & the days after -  
Presidents Day  
-Memorial Day*

*-Christmas Eve, Christmas Day, The Day After Christmas -New  
Years Eve & New Years Day  
- Martin Luther Kings Day  
-Good Friday  
-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 with a grace period of 5 minutes (those minutes are free). Late Fee payment is due the next business day from the date written on the After Hours Late Fee Form.*

*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 and fun, negative behavior in the classroom is avoided. Our discipline policies are focused on Christian redirection. We promote 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.

-Redirection of Behavior: Redirection 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 the main office and a phone call to the parents/guardians. In addition a behavior report will be issued. Any time a child sent to the office, the Director/Pastor will discuss the reason for the time out and appropriate behavior with the child.

-Removal of Privilege: A privilege will be removed 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 at the moment of the child's failure to listen to and/or follow the appropriate classroom procedures.

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

-Parent Notification: Parents/Guardians of the child will be notified to pick up their child followed with a discipline notice informing of the child's negative behavior along with a plan of action.



## 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 as 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 of the school as stated above.*

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Parent/Guardian Signature

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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 4 days
Measles	after rash onset
Conjunctivitis	48 hours after starting treatment
Impetigo	48 hours after starting treatment 48
Upper Respiratory Strep	hours after starting treatment 48 hours
Throat	after starting antibiotics
Ear Infection	48 hours after starting antibiotics
Sinus Infection Diarrhea	48 hours after starting antibiotics
Vomiting	48 hours, 24 hours with formed stool
Chicken Pox	48 hours, 24 hours without vomiting
Hand, foot, and Mouth Lice	6 days after the onset of the rash or until lesions have crusted over
	6 days after the onset of the rash or until lesions are cleared
	After treatment and ALL eggs (mits) 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 Discipline Policy

It is the parent/guardian responsibility to provide SRCA with up to date emergency contact and medical information. Which is to be kept in the child's file at all times. Up to date immunization and physical records must always be on file. We will notify you one week prior to the expiration of the medical forms. Forms must be turned into the office before the expiration to avoid lapse in care.

I acknowledge being informed of, and agree to comply with the above outlines accident incident policies.

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

\_\_\_\_\_  
Date

FLOCS 4560



### 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. 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 for the infants and toddler 1 class at the proper temperature. Teachers cannot cook food which require preparation, adding liquids, opening cans, combining ingredients, ect. We do not have a full kitchen facility or food service staff available, and cannot provide services required either of the above. Should you fail to bring lunch you will be called and asked to bring lunch for your child immediately or to have your child picked up.*

*Please follow the Nutrition Plan in your child's enrollment packet.*

*I have read and understand the above lunch policy.*

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Parent/Guardian Signature

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Date

