

Philosophy & Goals



We believe the Bible is God's Word in which are found principles and directions for daily living. Biblical principles and truth are taught and followed in each classroom. We believe that all people are created equally by God; therefore we do not discriminate against race, sex, color, ethnic or national origin. As a Christian Preschool we require our teachers to be Christian who are active in the ministry of their respective churches. In addition our teachers must meet minimum DCF requirements and are actively encouraged and supported in further 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 well as cultural, spiritual, physical, and 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 of 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 toward others as they feel the acceptance and care given them by their teachers and classmates.

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

- Learn age appropriate concepts and disciplines from the infant class through 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 food and daily exercise.

- Be provided opportunities to discover special abilities and talents and given opportunities to excel in those abilities.

- Accept the value of the person they are within and understand that they are God's creation; as well as understanding that all people are worth the same value, which is exemplified by God's giving his Son to pay the punishment for sin for all mankind.

- Develop knowledge and understanding in all curricular areas: Language Arts, Social Studies, Science, Physical Education, and Fine Arts.



2011-2012 Financial Policy
Southwest Ranches Christian Academy

Registration Fee

An annual registration fee is due at the time the child is accepted into school. For currently enrolled students, the annual registration fee for the next school year is due in August 2011. The registration fee is non-refundable.



Books & Materials Fee

The books and materials fee is due upon registration. When a student moved up to the next level class the new books must be purchased at the time the student moves into the new class. Books and Materials Fees are non-refundable.



Activities Fee

There is a annual activity fee for all classes. Activity fees cover class parties and special activities. These fees are non-refundable.

Pre-registration

A parent may pre-register a student and hold a spot open by paying the registration fee, books & materials fee, activities fee and first month's tuition in full at the time of pre-registration.

Tuition Agreement

The student's monthly or bi-weekly tuition fee will be the parents'/guardians' responsibility unless the child has been officially withdrawn from SRCA. Monthly tuition is due the first day of the month. Bi-monthly tuition fee is due on the first and fifteenth of each month. Accounts not paid within five days of the date due will result in a \$25.00 late tuition fee. Should an account be continually in arrears, Tuition Express will then be required and no longer an option. Balances not paid in full by the end of the month will result in the student's withdrawal from school. Every effort will be made to resolve delinquencies in house; however if these efforts fail, we will obtain the services of a collection agency.

Tuition Express payments are processed at the first and fifteenth of each month. There will be a \$30.00 charge for a returned Tuition Express payment. There will be a \$25.00 processing fee charged for excessive changed to Tuition Express Accounts. 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.


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 closure

Discounts:

Families with two or more children attending our school receive a \$50.00 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 withdrawal of prepaid tuition.

2011-2012 Holiday Breaks:

SRCA Preschool will be closed 13 days during the year

September 3- Labor Day 

November 12- Veteran's Day 

November 22 & 23- Thanksgiving and Day After

December 24- Christmas Eve

December 25- Christmas

December 26- Day after Christmas



December 31- New Year's Eve

January 1- For New Year's Day



January 16- Dr. Martin Luther Kings Day



February 20- Presidents' Day



April 6- Good Friday

May 28- Memorial Day



July 4 - Independence Day



Right of Admission Cancellation & School Closure:

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 five day written notice to parents/guardians. If for any reason the SRCA should permanently close you would be provided 2 weeks write notice prior to doing so.

Returned Checks:

There will be a \$30.00 fee for returned checks. We will require cash payments on the account for a period of three months thereafter.

Late Pick-Up

SRCA closes at 6:00p.m. a late charge of \$1.00 per minute past 6:00 p.m. will be charged per child.

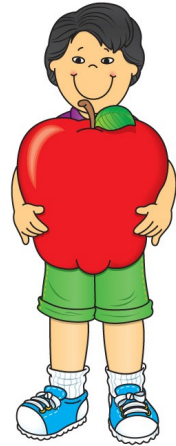
I hereby certify that I have read and agree to comply with the entire Financial Policy outlined above.

Parent/Guardian

Date

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 students are happy in their surroundings and are provided with a learning environment that is challenging and 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 disciplines policy.



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

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

Re-Direction or Behavior: Re-direction of behavior is used as a 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 sent to the director's office to serve time out. Any time a child sent to the office, the director or office personnel will discuss the reason for 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 the 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 Daycare to help the child gain back their control. Should the parent be unable to change the child's behavior, the parents will then have to take the child home for the day.

SRCA believes that parent 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 or 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.

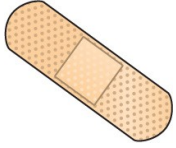
I have read and understand the above Discipline Policy. We agree with the policy stated above and will support efforts of the school as stated above.

Parent/ Guardian Signature

Date



Accident/Incident Procedures



It is not uncommon for children to fall as they run and play. Our staff members have received training in CPR and First Aid, and are able to handle minor accidents. We will phone you regarding major incident 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 on file.

Medical Policies

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 Cough
Diarrhea
Earache
Fever Over 99.2
Heavy Nasal Discharge
Open Wounds

Nausea or Vomiting
Lice
Skin Rash Or Sores
Sore Throat
Eyes Inflamed, Red, Or Swollen

Any child with the above symptoms must be picked up. We will isolate the child until you are able to pick up your child.

Only medication prescribed by the child's physician specifically for the ill child is allowed in the school. Said medication shall be turned in to the office along with medication form. All medications must be the original container with the Prescription label stating the child's name, Doctor's name and dose to be administered. Medication will be administered in the office.

It is the parent's/guardian's responsibility to provide SRCA with up to date emergency contact and medical information, which is to be in the child's file at all times.

I acknowledge being informed of, and agree to comply with, the above outlines Incident/Accident Policies.

Parent/Guardian Signature

Date



Lunch Policy
Southwest Ranches Christian Academy

- Student must bring lunch everyday.
 - Please bring appropriate lunch. No cans please.
- Food may be warmed up if it is sent in an appropriate container for heating in the microwave. Teachers cannot cook food which requires 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, and your child arrives without lunch, you will be called and asked to bring lunch for your child.



This policy will be in effect beginning August 1,2011.
No exceptions will be made.

I have read and understand the above Lunch Policy.

Parent/Guardian Signature

Date

SRCA EMERGENCY POLICY

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)