

Boody Rumpy's Christian Academy

Policies and Procedures

- Your Director has indicated the tuition fee for your child's program, this fee payable IN ADVANCE on a weekly basis, unless you have made other arrangements with only the Director.
- Should your tuition not be paid by close of business on Monday please add an additional \$25.00 late fee to your tuition. **All fees are payable by money order, or cashier's check only.**
- There is a \$55.00 annual registration fee for one child and \$75 registration for two or more children enrolled which is non-refundable. The annual registration fee is assessed in August and is automatically billed on the family's account.
- Tuition is due on Friday, if tuition and late fees are not paid by Tuesday morning your child(ren) will not be allowed to attend the academy until **all** fees are paid.
- Should your account have a balance, the academy reserves the right to deny or refuse service. Please communicate with the director to make any necessary arrangements.
- **No child** will be allowed to attend school with any of the following symptoms: Diarrhea, vomiting, unexplained rash, a temperature of 38°C (100°F) or more, has lice, impetigo (discoloration of skin), pink eye, uncovered ring worm or an infectious illness such as chicken pox. If your child becomes ill during the day, the academy staff will call you to come and pick up your child. Please make sure that you can make proper arrangements to have a suitable person to pick up your child in case of illness. Your child can not return within twenty-four hours of illness. Depending on the nature of the illness, e.g. chicken pox or pink eye, a medical note will be required before the child is permitted to return.
- Parents are asked to see that their children do not bring toys to the academy. They may be lost, harmful, or broken. Boody Rumpy's Christian Academy will not be responsible for lost, broken or stolen toys.
- Because of the structured daily schedule and age appropriate learning experiences, we ask that you take advantage of your child(ren) learning and arrive to the academy before 9:00 a.m. so we can provide your child with a full day of instruction.
- We encourage parent participation in holiday parties, field trips, birthday parties, etc. Birthday party snacks (cupcakes, ice cream, etc.) will be provided by the parents. Items cannot be homemade, they must be purchased from a retail center.
- It is required by the state that your child(ren) is checked in/out of the academy.
- Please inform teacher/staff when dropping off or picking up your child.
- Check daily for clothing and/or notes from your child's teacher. Also check the bulletin board for any communication from the academy.
- It is important that parents communicate with teachers to supply what is appropriate and needed. (wipes, diapers, pull-ups, formula, extra clothing) to ensure that your child(ren) is receiving the best level of care available.
- Because the academy provides nutritious meals for your child(ren) (a copy of the menu is provided) outside food is prohibited into the academy.

- Any changes to your child(ren) schedule must be cleared with the director in advance, i.e. adding an extra day, vacation, or switching a day.
- Parents are welcome to visit the academy at any time during normal business hours.
- **We will be closed on New Year’s Day, MLK Holiday, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.** Childcare is not provided on these days however parents are responsible for tuition for the full week.
- There will be a \$5.00 charge every minute that you’re late picking up your child after 6:00 p.m. Payment will be required at time of pick up.
- Boody Rumpy’s Christian Academy, reserves the right to revise any fees and/or policies.
- Parents will provide Boody Rumpy’s Christian Academy with the name of all persons authorized to pick up their children.
- Children **will not** leave the academy with someone not authorized to collect the child, if a parent has not notified staff in writing that someone different is collecting their child. . If this will be a long term arrangement the parent will be required to add this person to the authorized release list.
- Parents are requested to keep the academy informed of any changes to personal circumstances, which may have an effect upon a child, change of address, telephone number, doctor, emergency contact.
- All authorized persons picking up a child(ren) from the academy must provide a pictured identification and be 18 years of age. **NO EXCEPTIONS!**
- Each child must enroll with a medical form from a physician stating that he/she is free from communicable and infectious disease and able to participate in group programs.
- Each child is requested to bring a change of clothing for emergencies.
- Medication given to a child at Boody Rumpy’s Christian Academy, must be stated on an authorized medication form provided by the academy. This statement must be renewed regularly and completely filled out and signed by the parent. All medication and supplies must be provided by the parent. The prescription is in the original container from the pharmacy and labeled with the child’s name and the date is current. **All oral medication given must be provided with a doctor’s prescription, including over the counter products.**
- Two (2) weeks written notice is required for withdrawal. Please contact the director to inform of withdrawal notice.
- To help evaluate your child(ren) progress, parent-teacher conference, open house, and special events are scheduled throughout year.
- Should you have any questions, concerns or wish to discuss your child’s development, please feel free to contact us anytime during normal business hours. Your comments and suggestions are welcomed.

I HAVE READ AND UNDERSTAND BOODY RUMPY’S CHRISTIAN ACADEMY POLICY’S AND PROCEDURES

Parent/Guardian Signature _____ Date _____

Director’s Signature _____ Date _____