

Abraham's Seed Christian Academy
1138 E Fayetteville Rd
Riverdale, GA 30296
678-230-9790

Sowing Seeds of Faith, Reaping a Harvest of Results

Once again thank you for choosing Abraham's Seed Christian Academy. The following information will tell you the things that are most important to making this a fun, safe and learning environment.

Parent Handbook

Hours of Operation

The center is opened from 6:00a.m. until 6:00p.m. This time is for working parents and students. The center is only allowed, by the state of Georgia, to care for any child a maximum of 50 hours per week. This means that if your work schedule is 9 to 5 your center hours will be 8 to 6. The center is in operation yearly, but the Academy is opened from August through May.

Fees and Payment

All fees must be paid prior to the student's first day. There is an enrollment fee of \$50.00 per student. All fees are non-refundable. There is a \$20.00 supply fee that is due the beginning of each school year in August.

Payments are due every Friday, before 6p.m. There is a late fee of \$5.00 per day, including weekends, for all payments not made on Friday before 6:00p.m. Payments can also be made on PayPal. Please contact the center for instructions on using PayPal.

If you arrive to the center past your closing time you will be charged \$2.00 per minute, per child that you are late. Fees must be paid the day of the late arrival. The child will not be admitted into the center the next day without the fees being paid. The fees are high because we want you to pick your child up on time, and spend quality time with him/her and we can spend quality time with our families.

Full tuition is due for school closing, holidays, inclement weather and director's vacation. After the first 6 months of enrollment the parent will receive a certificate for two weeks of free vacation time. This certificate must be submitted two weeks in advance to redeem it. This certificate entitles the parent to miss one week of childcare with out paying. Lost certificate will not be replaced. All other time and weeks must be paid for.

Please make checks and money orders out to ASCA. Checks will be processed on Monday. There will be a \$40.00 fee on all returned checks. All returned checks and fees

must be paid in cash. After the 2nd returned check ASCA will only take cash or money orders for a period of 6 months from the parent that issued the check.

Meals and Snacks

Nutritious meals and snacks will be provided for each child.

Our feeding schedule is listed below. If you bring your child in passed the feeding time, please make sure that you have fed your child. Please be cautious about bring outside food into the center for your child/ren to eat. Some children think that eating out is a reward and watching another child or other children eat fast food may start confusion. Also your child may want to share his/her food with his/her classmates and he/she could have food allergies.

Breakfast 7:00-7:45 a.m.

Lunch 10:30-11:30 a.m.

PM Snack 2:30-3:15p.m.

Illness

In fairness to all families concerned, the center cannot care for sick children. If your child has:

- A fever 100* or above
- Vomiting, diarrhea (twice or more in one hour)
- Excessive nasal discharge (green) or coughing
- Certain rash outbreaks
- Any communicable disease

Your child will not be admitted into the center. Would you want your child around another child with these symptoms?

If you are called to pick up your child, you will have 1 hour to get here. After that I will start on the emergency contact list.

Vacation & Sick Leave

The center will pass out the yearly schedule in August for the beginning of the year closings and in January for the end of the year closings. Everyone will know when and what days the center will be open and closed. In the event of an emergency, parents will be notified as soon as possible.

As stated above parents will have two weeks per year to use as a vacation week, every other week will be full pay.

Please make sure that you have back-up care for your child in the event of an emergency and for vacations.

The center will have a total of 27 paid days per year:

- 21 vacation days
- 4 sick days
- 3 personal days

All vacation and personal days will be given out in a timely manner.

Termination of Service

There will be immediate termination of services for non-payment of rendered services. The center will also terminate services on the basis of inappropriate behavior on the parent or the child/ren's behalf. The center asks that the parent or director give a two week notice before the termination or service, however we must keep in mind that this center is in my home and I WILL NOT LET ANYONE COME IN AND DISRESPECT MY HOME. Services will be terminated at that point.

Holidays

The center will be closed on New Year's Eve, New Year's Day , M. L .King, Jr. Birthday, Good Friday, the week of Spring Break, Memorial Day, Labor Day, Independent Day, Thanksgiving Day and the day after and the week or Christmas. All of these are paid holidays and two of the weeks are part of my vacation.

Immunization

All immunization forms are due upon your child's first day. No exceptions.

Emergency Procedures

The center will first contact you at the numbers that you have listed on the enrollment form, if the center can not reach you at the numbers you have provided; we will begin to call the people listed on the emergency contact list.

Permission to Release the Child

Only those people listed on the list will be able to pick up the child. If I have not met that person he/she will need to bring a valid form of ID. NO ID NO PICK-UP.

Discipline

There are different types of discipline that we use.

- We will talk to the child.
- We will redirect the child to see if this will get their attention.

- We will use time out (we use the age of the child to determine the amount of time away from the group)
- We will talk to the parent to see if we can come up with a workable solution.

Please do not get offended if I correct your child in front of you. Children have the tendency to try to see what he/she can get away with when the parent arrives. We will be the same teachers and directors away from the parents as we are around the parents. Working together as a team will assure the child that they can not misbehave at any time.

Additional Clothing

Each student will need a complete set of changing clothes in his/her cubby. Those clothing must be left at the center at all times with the child's name in it. If you have a child that is being potty trained he/she must be in pull-ups until he/she has mastered going to the potty. The center will no longer wash clothes for children who do not have a change of clothes. You will be notified as soon as possible to bring your child a change of clothes.

Sign In/Out

Each child must be signed in and out on a daily basis. The center will not accept children into the center if it is after 10:00a.m without a doctor's statement.

NO SMOKING INSIDE OR AROUND THE CENTER

Please sign the next page and return with your application. Keep all of the other pages in this packet

By signing this handbook you agree to all of the rules and regulations of this center.

Abraham's Seed Christian Academy reserves the right to seek legal action for non-payment for services. If legal action is sought, parent will be responsible for all legal fees acquired.

If parent terminates this contract by not giving provider a two week notice, the parent will be responsible for two weeks of pay to the provider regardless if the child/ren attends the last two weeks or not.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Director Signature _____ Date _____