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FIRST BAPTIST ACADEMY

SUMMER PROGRAM 2009

AGES 4 THROUGH 13 YEARS

**1401 Pat Booker Road
Universal City, Texas 78148
(210) 658-5331
www.fbauc.com**

**C. Stubblefield, Administrator
Cindy Parker, Director**

**A MINISTRY OF FIRST BAPTIST CHURCH
OF UNIVERSAL CITY**

**David Lindow, Jr.
Pastor**

**(210) 658-6394
Church Office**

First Baptist Academy

Dear Parents,

First Baptist Academy is pleased to provide a summer program, S.O.S., to our school families, First Baptist Church families and the public.

It is designed as an enrichment program for children ages four to thirteen years old who need supervision during the summer months. It is not baby-sitting. Qualified, experienced teachers are devoted to ministering to each child individually. Planned activities, special events, supervised recreation and extra enrichment classes make up our program. It is our desire to work together with our families in order that the Academy be an extension of your home.

We pray your child's experience at First Baptist Academy will be one of joy and contentment as they learn through example and lessons how our Lord Jesus Christ can be a meaningful part of their daily lives.

*Serving our Lord,
C. Stubblefield, Administrator
and
Cindy Parker, SOS Director*

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are all part of the program. K5-4th grade students have a designated quiet homework time on Mondays, Tuesdays, and Thursdays for 45 minutes. **It is not the responsibility of ELS to assist or tutor students;** however, teachers will monitor during this time of study. Extended Learning is offered daily from 6:30 a.m. to 6:00 p.m. The program is licensed by the Texas Department of Protective and Regulatory Services and accredited by the Association of Christian Schools International through the Texas Private School Accreditation Commission. For more information on the program, contact the school office.

Statement of Faith of First Baptist Academy

EXTENDED LEARNING SESSION (ELS) BEFORE AND AFTER SCHOOL CARE

The Academy is happy to provide excellent before and after school care for its students. This is **not** a baby-sitting service.

The program is an extension of our daily program. A specific schedule is planned to continue student learning throughout the day/ day. Art

EXTENDED LEARNING SESSION (ELS) BEFORE AND AFTER SCHOOL CARE

The Academy is happy to provide excellent before and after school care for its students. This is **not** a baby-sitting service. The program is an extension of our daily program. A specific schedule is planned to continue student learning throughout the day. Art, recreation, snacks, and entertainment

We believe in the Scriptures of the Old and New Testaments as the only inspired Word of God, and that they are the supreme and final authority of faith and life.

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.

We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is a separation from God; and that all beings are born with a sinful nature.

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His personal, and imminent return.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.

At The Core of First Baptist Academy

The Core Values of First Baptist Academy are derived from its philosophy, objectives, and standards set forth in the Student-Parent Handbook. These principles guide the practice of our school in fulfilling its mission and vision.

The mission of First Baptist Academy is to educate students for time and eternity by presenting God's truth in all areas of education and character development.

- First Baptist Academy believes the Bible is the standard of all truth.
- Students are taught God's attributes, values, and truths through the study of His Word and His Creation.
- Faculty and staff are called by God to use their gifts, talents, education, and experience to further His Kingdom education at First Baptist Academy.
- Every subject, whether scientific, historical, mathematical, literary, or artistic is taught with the consciousness that Jesus Christ is to be central in all living and learning.
- The Academy seeks to supplement, not supplant, the parental role and its responsibility.
- Faculty and staff seeks to instill in each student a desire to know and to love God with all their heart, mind, soul and strength and to love their neighbor as themselves.

KINDERGARTEN FOUR YEAR OLDS (K4)

The Academy is very proud of its K4 program. Classes meet weekdays from 8:25 a.m. until 11:25 a.m. Our K4 department is licensed by the Texas Department of Family and Protective Services. If you are interested in the program, please contact the school office for more information.

ELEMENTARY / MIDDLE SCHOOL

The Academy is very pleased to offer our community a fully graded elementary school (K5-4th) and middle grade classes (5th-8th). Students are challenged with an accelerated curriculum. In addition to their regular studies, the elementary children have Bible, music, computer, and physical education. The middle grades may chose electives of Speech/Drama, Spanish, Art, Choir, Computer and Athletics. The entire child, spiritually, academically, socially, and physically is nurtured by loving teachers. The Academy is a member of the Association of Christian Schools International whose high standards have become those of this Academy. The Academy is accredited by the Association of Christian Schools International through the Texas private School Accreditation Commission which is recognized both nationally and by the state of Texas. If you would be interested in continuing your child's education in a Christian environment, please contact the school office for more information.

Families must keep the Academy apprised of current addresses and telephone numbers. This includes **all** emergency information, **even if it is ONLY temporary.**

FIRE AND EMERGENCY WEATHER DRILLS

Every month, students will participate in a fire drill. Students will be instructed on the correct procedures according to the Universal City Fire Department. From time to time, other emergency drills (tornado, etc.) will also be practiced.

CRITICAL INCIDENT RESPONSE PLAN

First Baptist Academy has prepared a response plan should there be a chemical, biological or nuclear attack, or aircraft emergency. It also has a plan should any bio-hazard threatening materials be discovered on campus. Lockdown procedures are also in place should there be any threat to harm students.

SCHOOL POLICY EXCEPTION

Should a parent/guardian have a question concerning a school policy or an appointment made for discussion with the director.



parent/guardian question concerning an appointment made for discussion with the program Director.

- Each student is encouraged to grow toward Christian maturity and wholeness in spirit, soul, mind, and body.
- Students are challenged by an academic program of excellence which develops individual student abilities and potential.
- Biblical principles are applied to every part of daily life by instruction in critical thinking skills thus developing in each student a biblical worldview.
- Self-discipline is fostered in students based on respect and reverence to God and all authority.
- Students are encouraged to develop Christ-like character traits and experience the joy of giving to others and spreading the Gospel.
- Students are taught that growth in the Christian life depends on fellowship with God through consistent Bible reading, prayer, worship, service, and fellowship with other Christians.
- Personal responsibility and the value of hard work is appreciated by students as they understand and experience the satisfaction of a job well done.
- Good citizenship is taught by developing an understanding and appreciation of Christian and American heritage of freedom and human dignity.
- First Baptist Academy is committed to ministering to the whole child; spiritually, academically, socially, emotionally, and physically.

Statement of Philosophy of First Baptist Academy

The Academy is an outreach ministry of First Baptist Church of Universal City whose mission is to educate children for time and eternity by presenting God's truth in all areas of education and character development. The Academy's purpose is to provide a ministry of Christian Education excelling in the spiritual, academic, emotional and physical development for children ages four through 8th grades.

Our educational philosophy is based on the Bible. The Bible is the authority for the evaluation of truth, for the determination of policies and curriculum, and is the basis of our faith.

God commands that parents are responsible for the total education of their children; that they bring them up "*in the nurture and admonition of the Lord*" (Eph. 6:4). First Baptist Academy seeks to supplement, not supplant, this parental role and responsibility. The Academy derives its authority from the parents and has been created to provide a traditional, Bible-centered philosophy of education to complement the training received in the home.

As God supplies, the School Committee and administration are responsible for ensuring that the facilities, personnel, materials and curriculum are provided. Our plan to provide this development is five-fold and is centered upon a spiritual base established under the leadership of the Holy Spirit.

If a conference with a teacher or administration is desired at any other time, it may be scheduled with the teacher or administration. Please **do not** expect a "drop in" conference, including drop off or pick up times.

NOURISHMENT

BREAKFAST

We do not serve breakfast; however, you may bring your child a breakfast from home. We do offer white or chocolate milk. Breakfast may be eaten **only** between 6:30 a.m. and 7:30 a.m.

SNACKS

A nutritious snack and vitamin enriched drink will be served twice daily to all students. You may bring a snack from home **ONLY** if your child has food allergies.

LUNCH

Hot lunch is available daily; however, each student must have a "hot lunch ticket" in order to purchase hot lunch. Lunch orders are placed **promptly at 9:00 a.m.** If your child needs a hot lunch but will be on campus later than 9:00 a.m., you may place an order by telephone. If a hot lunch is ordered by a student and the student does not eat it, the lunch **must be paid for**, regardless of the reason. Lunch is held from 11:30 a.m. until 12:00 p.m. Students may bring a sack lunch from home. **We will neither warm or refrigerate lunches.** Milk is available for purchase. **Red and purple drinks or jellos are NOT permitted in the lunchroom or classrooms.** Please do not include these drinks in student lunchboxes. Students **may not** purchase or bring soft drinks. The Academy also requests that parents/guardians avoid excessive sweets in student lunches.

Students may not be taken off campus for lunch without permission from the Director, Assistant Director, or person in charge.

EMERGENCY INFORMATION

The Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment (including sexual harassment). We are prepared to take action to prevent and correct any violations of this policy. Any student who violates this policy will be subject to discipline, up to and including expulsion.

POTENTIAL PROBLEM AREAS

The Academy uses a positive approach to discipline. The teacher is to be as perceptive as possible about potential discipline problems. A total list of offenses is impractical in this handbook, but certain general offenses are listed below:

- ◆ Using vulgar, inappropriate language or the Lord's name in vain.
- ◆ Disrespect or insolence either to a teacher or another person. Students are to be courteous to others **at all times**.
- ◆ Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground, or classrooms.
- ◆ Tampering with school or church equipment or property, or destroying another's property in any manner.
- ◆ Possession of knives or other harmful objects.
- ◆ Possession of drugs or smoking paraphernalia.
- ◆ Leaving school grounds without permission.
- ◆ Lying and stealing.
- ◆ Deliberate disobedience.

CONFERENCES

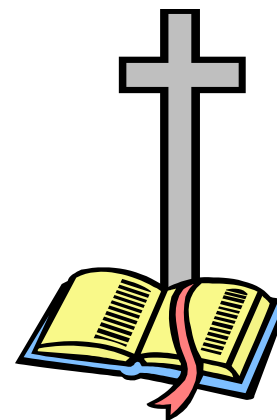
First, we strive to develop each student toward Christian maturity and wholeness in spirit, soul, mind and body. (II Tim. 3:16,17)

Second, we strive to provide a challenging academic program of excellence, developing individual abilities and Christian commitment. "*Study to show thyself approved unto God...*" (II Tim. 2:15)

Third, we provide a program of physical maturation to encourage good habits of healthy growth and activity by careful supervision of recreation and by attention to instruction about health "*...your body is the temple of the Holy Spirit*". (I Cor. 6:19-20)

Fourth, we encourage self-discipline, mature emotions, a creative mind, modesty, a will submitted to the Lord, and self-esteem necessary to develop the inner person whose model is the Life of Christ. "*Teach me to do thy will; for thou art my God*". (Ps. 143:10)

Fifth, we strive to teach our American heritage, instilling in the minds and hearts of pupils a love for their country and a healthy regard for the people who gave their lives to make America great. (Romans 13:1-7)



Objectives of First Baptist Academy

FOR THE SPIRITUAL AND MORAL GROWTH OF THE STUDENTS, the Academy seeks:

- ◆ to teach that God is the Creator and Sustainer of the universe and of man.
- ◆ to instill in each student a desire to know and do the will of God.
- ◆ to teach the application of Biblical principles to every part of daily life.
- ◆ to teach that the Bible is the only Word of God and to stress its practicality and importance.
- ◆ to lead the students into a personal, saving relationship with Christ as Lord and Savior.
- ◆ to teach that growth in the Christian life depends on fellowship with God through consistent Bible reading, prayer, worship, fellowship with other Christians, and service.

FOR THE ACADEMIC GROWTH OF THE STUDENTS, the Academy endeavors:

- ◆ to provide a challenging academic program of excellence which will permit the maximum progress of each student.
- ◆ to build in the students a God-consciousness and help them develop a consistent Christian philosophy of life by integrating all subjects with the Bible.

missed for the SOS program. Parents/Guardians will be informed of dismissal by telephone, and a letter of dismissal from the administrator will be given.

BEHAVIORAL EXPECTATIONS GRADES 1ST—8TH

If there is a specific area in behavior that your child is having difficulty in, a note will be sent home that day. We want to work together with all of our families to make your child's experience at First Baptist Academy's summer program fun and exciting.

We believe that the heart of character training is obedience with a submissive heart which will eventually cultivate an inner self-discipline that is essential to the emotional, physical, social, and spiritual well-being of the student. Self-discipline is fostered in students based on respect and reverence to God and all authority. The program teacher is the authority in the room.

Students in the summer program are to exhibit good conduct at all times. The Academy's approach to discipline is positive, yet clearly defined. Children are always to respect the authority of adults and other's property. They are never to use aggressive, physical behavior toward others. Bad language is never excused!

DISMISSAL

If a student should behave in any of the ways listed above, he/she will **not** be allowed to return to the program. *“Even a child is known by his actions, by whether his conduct is pure and right.”* Proverbs 20:11

Temper tantrums are grounds for immediate dismissal. Should a student throw a temper tantrum (throwing self on floor, kicking, screaming, throwing things, shouting loudly, or refusing to come under control), the student will be dismissed immediately.

In addition, all students must be completely toilet trained. Should a child have three (3) accidents in one (1) week, he/she will be dismissed.

HARASSMENT

ELECTRONIC DEVICES

Students are not allowed to have cell phones, iPods, MP3 players, or video games.

DISCIPLINE

K4 and K5 students are expected to exhibit the following behaviors and adhere to the following guidelines:

- ◆ Respect for feelings of others are important and students must be sensitive, polite and kind to peers.
- ◆ Students must abide by the playground safety rules.
- ◆ Students will submit to authority with genuine respect and honesty.
- ◆ Students must give full attention to the teacher and follow instructions with a submissive attitude.

When it becomes necessary to discipline a K4 student, the teacher may remove the student from the group within the room or, if necessary, send the student to an administrator. The K4 program will use the Clipboard Sheet to notate inappropriate behaviors.

Notations on the Clipboard Sheet will be transferred to the weekly Behavior Evaluation sheet (“How Was My Week” form). Verbal warnings are given throughout the day. If the warnings are not followed, a mark will be placed on the clipboard.

The Behavior Evaluation sheet (“How Was My Week” form) will be sent home in the weekly folder to parents/guardians noting all areas of struggle within the child. We pray parents will use this evaluation to determine at home discipline. The teacher is to as perceptive as possible without potential discipline problems; however, should it be necessary, a Behavior Notice will be sent home to the parent/guardian.

Should a K4 or K5 student receive three (3) Behavior Notices within a four week period, a conference will be held with the parent/guardian, teacher and administrator. If the student’s behavior does not improve, and it becomes necessary to send additional Behavior Notices to the parent/guardian, the student will be dis-

- ◆ to teach and encourage the formation of good study habits.
- ◆ to teach the student how to do research and to use the scientific method.
- ◆ to develop creative and critical thinking with the proper use of Biblical criteria for evaluation.
- ◆ to teach the student to work independently and cooperatively.
- ◆ to promote good citizenship through developing an understanding and appreciation of our Christian and American heritage of freedom and human dignity.
- ◆ to instill in the minds and hearts of each pupil a love of our great country.

FOR THE EMOTIONAL AND PHYSICAL DEVELOPMENT OF THE STUDENTS, the Academy aims:

- ◆ to promote fitness, maintenance, and skillful use of the body as the temple of God.
- ◆ to teach how to spend wholesome, Christian leisure time.
- ◆ to develop the proper attributes in wholesome physical and mental recreation.
- ◆ to impart the Biblical attitude toward material things and promote the wise use of them for God's glory.
- ◆ to inspire young people to life-long commitments to Christ and to Christian principles.
- ◆ to foster self-discipline in the student, based on respect and reverence to God and all authority.

Organizational Structure of First Baptist Academy

First Baptist Academy is a ministry of First Baptist Church of Universal City. It is a nonprofit school and admits qualified students without regard to race, color, sex, religion, national or ethnic origin. Its function and well being is the responsibility of the Administrator with the support of the School Committee. The Administrator is called by the church to serve on the Pastoral Staff as head of school. Each person on the School Committee is also a member of the First Baptist Church. Each has his/her own talents and qualifications in education, business, administration, and experience. It is with prayerful guidance and diligent work that these people make the policies upon which the Academy is based.

First Baptist Academy is a member of the Association of Christian Schools International. Our K5 through 12th grade program is accredited by the Association of Christian Schools International through the Texas Private School Accreditation Commission. The Extended Learning Session is licensed by the Texas Department of Protective and Regulatory Services.

FIRST BAPTIST CHURCH

David Lindow, Jr., Pastor

SCHOOL COMMITTEE

Members of First Baptist Church

ADMINISTRATION

C. Stubblefield, Administrator
Linn Cagle, Academic Dean
Cindy Parker, ELS/SOS Director

PRAYER SUPPORT TEAM

Members dedicated to this ministry of Christian Education

DRESS CODE

Students may wear comfortable, summer clothing. They are expected to dress in a neat, well-groomed and modest fashion.

- ◆ K4 students **must** have a change of clothing in case of accidents. Please have these items clearly marked.
- ◆ No t-shirts or patches with suggestive writings or inappropriate transfer images are permitted.
- ◆ Socks are required with tennis shoes and sandals. No flip-flops or boots are permitted.
- ◆ Due to outside play and art work, the Academy does not assume responsibility of damaged clothing.
- ◆ Students may not wear short tops (mid-riff / crop top).
- ◆ Modest one-piece swimsuits must be worn on Splash Days. In there is any doubt concerning the modesty of the suit, please send a t-shirt to be worn over the suit.
- ◆ Students are expected to use the restroom facilities without the aid of a faculty member. Remember to dress your student appropriately.
- ◆ Absolutely no body tattoos or transfers are permitted. If a student attends school with a tattoo and it cannot be removed by the student, the parent/guardian will be contacted to come to school to do so. Please do not put your child in this situation.
- ◆ Large dangle earrings, large heavy necklaces, and “fad” jewelry are not permitted. Students will be required to remove any jewelry outside the dress code. Ear piercings only are permitted. Boys may not wear earrings of any kind.
- ◆ Hair must be kept clean and well groomed. Boys’ hair must be short, neat, and above the neckline. No “fad” hairstyles are permitted. (ie. tails, designs cut into hair, dyed hair, etc.)
- ◆ Girls are not permitted to wear make-up.

In the event of small superficial abrasions and minor cuts, injuries will be cleansed and bandaged. First aid supplies are administered by school personnel only. **Please note: Academy personnel will not perform any function which requires an invasive procedure (ie. remove splinter embedded under skin, remove foreign object in ear canal or nasal passage, etc.)**

MEDICATIONS

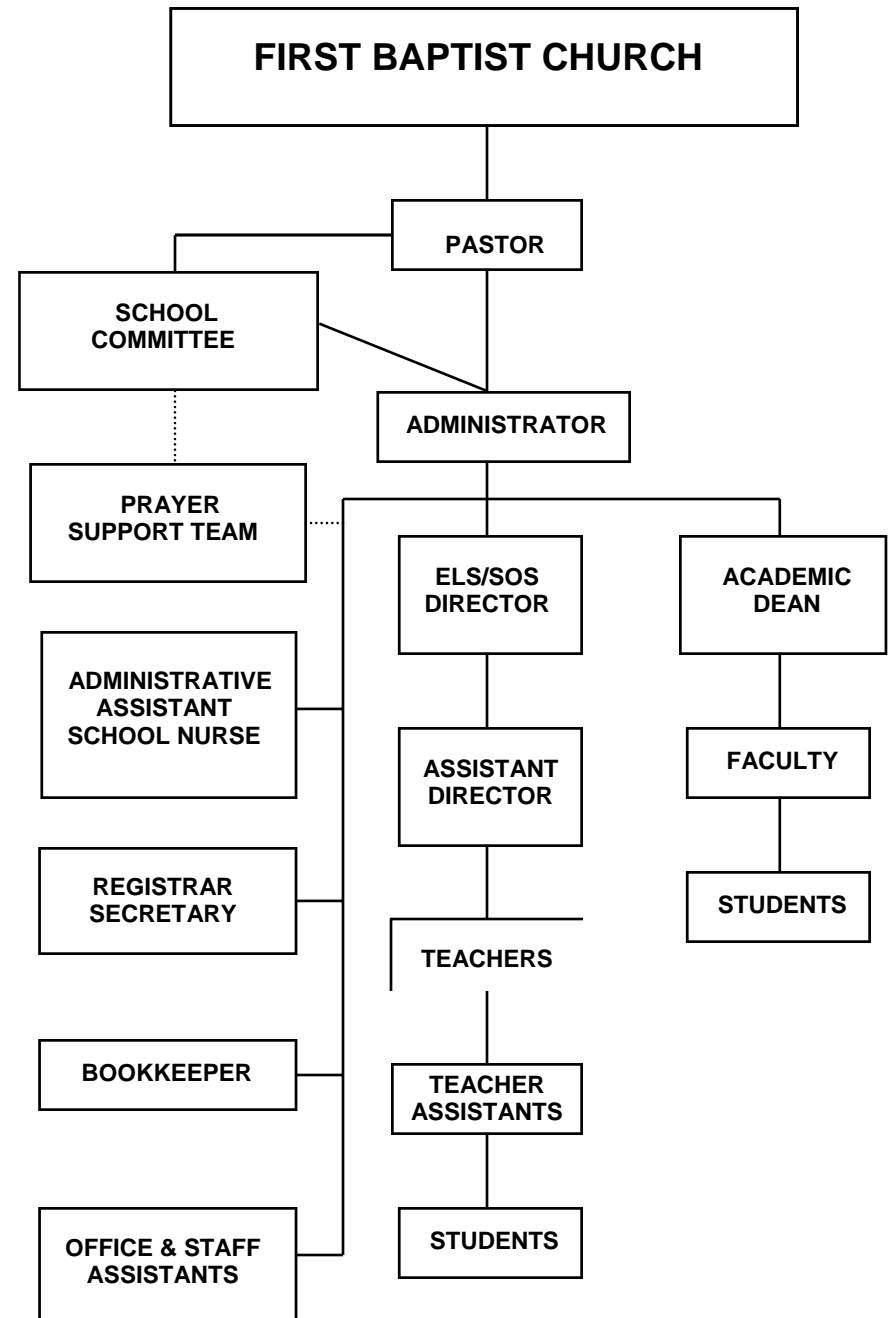
Medications will not be administered by Academy personnel without written orders by a physician or parent/guardian. Prescription medications must be in original containers with a current date and physician's directions for use. When having a prescription filled at your pharmacy, please ask for a "school bottle." The pharmacy will provide this free of charge. Parents/Guardians are required to complete an authorization form prior to any medication being administered. **Students are not permitted to self-medicate unless written orders are provided by a physician.** The Academy does not provide cough drops, cough medicine, throat sprays, lozenges, antihistamines, or decongestants. Students are permitted to bring cough drops or lozenges to their teachers for administration. Students **may not** keep these items in their possession. Acetaminophen (Tylenol or generic) will be administered if parental/guardian permission is given on the medical form; however, K4 students are never given acetaminophen while at the Academy.

SUSPECTED CHILD ABUSE

The Texas Department of Protective and Regulatory Services requires the Academy to report any suspected abuse or neglect of a student.



FIRST BAPTIST ACADEMY ORGANIZATIONAL STRUCTURE CHART



GENERAL INFORMATION

DISABILITY STATEMENT

First Baptist Academy is an outreach ministry and an auxiliary of First Baptist Church of Universal City. As such, it is exempt from the requirements imposed by the Americans with Disability Act. The Public Accommodations Title exempts religious organizations from coverage under that section of the Act. Furthermore, First Baptist Academy does not accept any federal financial aid or assistance. Since First Baptist Academy is not a recipient of federal financial aid or assistance, it is not covered under the Rehabilitation Act of 1973, which could require the Academy to provide for disabled students.

First Baptist Academy regrets that it cannot accommodate students with physical, mental, or emotional disabilities. These students are precious in God's sight and need a school wherein they will receive all they might require.

SUMMER PROGRAM (SOS)

Sounds of Summer is a summer weekday program offered to students ages 4 (completely toilet trained) to 13. Students entering the K4 program must be 4 years old prior to Sept. 1. Pre-enrollment is required. This service is designed as a ministry for our working parents; however, it is open to members of First Baptist Church and to the public. Drop-in students are welcome as space is available.

Enrichment activities, art, ceramics, bowling, computer, field trips and other activities are available as part of the program. Students will also attend a week of Vacation Bible School.

SOS is licensed by the Texas Department of Protective and Regulatory Services and accredited by the Association of Christian Schools International through the Texas Private Schools Accreditation Commission.

attention signed by a parent/guardian on file.

INSURANCE

The Academy **does not** carry insurance for student injuries. Student injuries are the responsibility of their parents/guardians.

COMMUNICABLE DISEASES

Parents/Guardians are requested to notify the Academy as soon as a student has been diagnosed with a communicable disease (chicken pox, mumps, influenza, lice, pink eye, etc.). The administration will notify families of the Academy when necessary. If a student has been diagnosed with a communicable disease, he/she may not return to school until medical evaluation determines the student is no longer contagious.

If a student has a fever, he/she is considered infectious and may not return to school until **fever free over 24 hours**. Providing your student with acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) only masks the symptoms/temperature. **It does not make the student less contagious.**

ILLNESSES AND INJURIES

Students who become ill or hurt are assessed by the Director or Assistant Director for illness or injuries. If a student is in much discomfort, the parent/guardian will be contacted and requested to come for the student. Everything possible will be done for the student's comfort and welfare. Parents are to make arrangements to pick up the student within an hour. If an hour elapses before the student is picked up, the standard late pick up fee will apply.

In the event a student suffers a head injury, every effort will be made to notify the student's parent/guardian immediately. Should a student require medical attention following an illness or injury, a written authorization from a physician is required before returning to school. Students who are sent home are not permitted to return to school the same day.

WITHDRAWAL

All students attending on a monthly basis who withdraw prior to the 15th of the month, will be charged a half month tuition. All students withdrawing after the 15th of the month will be charged a full month tuition.



HEALTH

MEDICAL FORMS

Every student is required by state law to have a completed medical form on file. This information provides the necessary health history of each student plus emergency information.

K4 HEALTH FORMS

K4 students must have a health form with a physician's signature. This form must be turned in before the student may attend the program.

IMMUNIZATION RECORDS

All students enrolled are required by the Texas Department of Protective and Regulatory Services to be immunized according to the Texas State Vaccine Requirements. The immunization record must be current. A **validated** copy is required in each student's file. Updates to records must be provided to the Academy each time a student receives an immunization.

EMERGENCY MEDICAL ATTENTION

All students must have an authorization for emergency medical

HOURS AND DATES OF OPERATION

The summer program is available from 6:30 a.m. until 6:00 p.m., Monday through Friday. The program will begin June 8, 2009 and conclude at **NOON** August 14, 2009.

ENROLLMENT

Enrollment is open to students for weekly, monthly, or drop-in care. All families wishing to participate in drop-in care **must** be pre-enrolled. A 24-hour advance notice is necessary to hold a place for your child, as the program is limited on the number of students it can accommodate.

SUPPLIES

Weekly and monthly students who are four (4) years old and younger must bring a waterproof mat for naptime which is scheduled between 1:30-3:30 p.m. each day. Children may also bring a 4' x 3' blanket, small pillow (16" x 11") and a stuffed animal. Blankets will be sent home every Friday for cleaning.

Students entering five year old Kindergarten should bring a beach towel for a 45 minute rest time.



DAILY ARRIVAL/DEPARTURE PROCEDURES

DROP OFF

Students are not permitted to enter the building alone. An adult is required to sign students in each day.



PICK UP

Students are not permitted to leave the building alone. An adult is required to sign students out each day. Persons picking up may be asked to show picture identification prior to students being released.

LATE PICK UP FEE

SOS concludes its program at 6:00 p.m. each day. A “late pick up fee” will be assessed as follows:

- \$1.00 per minute for the first ten (10) minutes
- \$5.00 per minute for each minute thereafter

This fee must be paid at the time the student is picked up or the morning thereafter.

ABSENCES

Attendance is maintained. When possible, please inform SOS if your child will be absent.

FINANCIAL POLICIES

TUITION AND FEE SCHEDULES

Tuition and fee schedules are available in the school office. The schedules include enrollment fees, tuition amounts, discounts, and payment options. An enrollment fee secures a student’s place; therefore, it is non-refundable.

TUITION DUE DATES AND LATE FEES

Weekly tuition is due on Monday of each week and late on Tuesday. An \$8.00 late fee will be charged on Tuesday, and a \$1.00 charge for every day thereafter. If weekly tuition payment is not paid by the following Monday, the student(s) will be dismissed from the SOS program. August weekly tuition must be paid on Monday of each week or your child(ren) will be dismissed from the SOS program on Tuesday of the same week.

All payments for monthly tuition are due on the 1st and late after the 10th of each month. Payments made by mail must be post-marked on or before the 10th. An initial late charge of \$8.00 will be assessed to the monthly tuition on the 11th. An additional amount of \$1.00 will be assessed each day the tuition is late. The daily late fees will continue to accrue until the delinquent account is brought current. If monthly tuition payment is not paid by the 15th, the student(s) will be dismissed from the SOS program. August monthly tuition must be paid by the first Friday of August or your child(ren) will be dismissed from the SOS program.

Drop-in fees must be paid at the time of pick-up.

RETURNED CHECKS

There is a \$25.00 fee for all returned checks. Late tuition charges will also be assessed. If a second check is returned to the Academy, check privileges will be revoked and only cash, certified checks, or money orders will be accepted.

TAX CREDIT RESEARCH

The Academy charges \$25.00 per hour with a one (1) hour minimum for research. Please retain monthly statements for income tax purposes.