

2020-2021

**PRESCHOOL ENROLLMENT APPLICATION**

***SUGAR CREEK CHRISTIAN ACADEMY***

*“A Ministry of Sugar Creek Missionary Baptist Church”*

• STUDENT'S LEGAL NAME	• STUDENT AGE
• MALE OR FEMALE	• BIRTHDATE ____/____/____
• FATHER'S NAME	HOME PHONE
SOCIAL SECURITY NUMBER	WORK PHONE
• MOTHER'S NAME	HOME PHONE
SOCIAL SECURITY NUMBER	WORK PHONE

• STUDENT'S HOME ADDRESS
• STUDENT'S HOME PHONE NUMBER
• BILLING ADDRESS ( IF DIFFERENT FROM HOME ADDRESS)

**NON-DISCRIMINATORY POLICY**

SCCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, and activities generally afforded or made available to students at the school.

**ADMISSION POLICY**

Admission to the SCCA Preschool Program is based on approval of School Officials and availability of student positions. Once open positions have been filled, applicants are placed on a waiting list and contacted as vacancies occur.

**ACCEPTANCE INTO THE PROGRAM**

Parents of Students accepted into the Preschool Program will be contacted by school officials and sent a copy of the Parent Handbook and all necessary forms.

**ATTENDANCE PLANNING CHART**

Please indicate on the chart below a tentative schedule that your child will attend SCCA Preschool. This is solely for planning purposes and is not binding. Schedules can be changed at any time.

**PART--TIME or FULL TIME**

PART-TIME students attend for less than 12 hours per week.  
 FULL-TIME students attend for 12 or more hours per week.  
 PER DIEM students may attend 9am-12pm for up to 3 days.

**PART--TIME** \_\_\_\_\_ **FULL TIME** \_\_\_\_\_ **PER DAY** \_\_\_\_\_

<i>Day</i>	<b>MON.</b>	<b>TUES.</b>	<b>WED.</b>	<b>THUR.</b>	<b>FRI.</b>
<i>Hours</i>					

**MONTH**

- \_\_\_\_\_ January
- \_\_\_\_\_ February
- \_\_\_\_\_ March
- \_\_\_\_\_ April
- \_\_\_\_\_ May
- \_\_\_\_\_ June
- \_\_\_\_\_ July
- \_\_\_\_\_ August
- \_\_\_\_\_ September
- \_\_\_\_\_ October
- \_\_\_\_\_ November
- \_\_\_\_\_ December

PLEASE NOTE ANY CONSIDERATIONS OR DETAILS YOU WISH TO HAVE CONSIDERED WITH THIS APPLICATION.

**DATE OF APPLICATION**

**SUGAR CREEK CHRISTIAN ACADEMY**  
***PRESCHOOL TERMS AND FEES***

**FEES**

❖ **PART TIME STUDENTS** (students attending 12 or less hours weekly)

1 child           \$65 weekly  
2 children       \$100 weekly

❖ **FULL TIME STUDENTS** (students attending more than 12 hours weekly)

1 child           \$100 weekly  
2 children       \$150 weekly

❖ **PER DIEM STUDENTS** (students attending 9am to 12pm for 1-3 days weekly)

1 child           \$20 daily  
2 children       \$30 daily

❖ ***FAMILIES WHO HAVE CHILDREN ENROLLED IN GRADES K-12***  
*Please see Administration for Special Rates and Terms.*

**TERMS**

❖ **GENERAL INFORMATION**

SCCA neither solicits nor accepts Government funds of any type, therefore, it is imperative that fees be paid when due to ensure that the costs of operation can be met. **Each child's tuition is an ongoing fee** and is required if your child attends or does not attend, as long as the child is enrolled in the program.

❖ **PAYMENT PLAN AND DUE DATES**

-ALL TUITION IS DUE ON MONDAY THE WEEK OF SERVICE.

-**Late Payment Penalty** of \$20.00 will be charged to all accounts on Wednesday and every Wednesday thereafter as long as the account is delinquent.

-*SCCA may discontinue services if fees are two weeks or more delinquent.*

- **LATE PICKUP FEES** will be charged if a student is picked up after operating hours. The operating hours for are from 6:00 a.m. until 6:00 p.m., Monday through Friday. If you pick your child up after 6:00 p.m. a rate of \$2 per minute late will be charged. Calling to inform of late arrival does not negate the late pickup fee.
- **RETURNED CHECK FEE** of \$25.00 will be charged for all returned checks. Returned checks must be paid out before another check is taken.
- **DELINQUENT ACCOUNTS.** If accounts are two weeks or more delinquent, SCCA has the right to discontinue services. All unpaid fees will be charged to the credit card number on file along with any late fees due. If this transaction fails accounts will be turned over to a collection agency. Parents will be notified prior to this procedure.
- **WITHDRAWAL POLICY.** If a parent decides to withdraw from the program, a two week's notice is required. Any parent failing to do so, will be charged their normal tuition rate for two weeks. All balances will be sent to Collections after 30 days of the last day the child attends the program.
- **VALID CREDIT CARD.** All families must submit a valid credit card upon registration. Upon discontinued services due to delinquent payments, SCCA will charge this credit card for any past due fees. This will also incur the late penalties and a 5% service charge.

**SUGAR CREEK CHRISTIAN ACADEMY**  
***PRESCHOOL FEES AND PAYMENT AGREEMENT***

❖ This form must be filled out by each family before their child can begin preschool at SCCA.

**CREDIT CARD INFORMATION**

CARD TYPE:	NAME ON CARD:
EXP. DATE:	SECURITY #:
CARD #	I hereby give permission for this card to be charged any past due amount including late fees if other payment has not been made according to the payment plan.  Signature:

Number of Students Attending the PRESCHOOL from your Household. _____
Number of Students Attending the ACADEMY from your Household. _____

I have been explained the terms of SCCA's Preschool Fees and agree to adhere to these terms and realize that a failure to do so may result in the dismissal of my child(ren) from Sugar Creek Christian Academy Preschool.

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Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

# Sugar Creek Christian Academy

## **STATEMENT OF COOPERATION**

IN MAKING APPLICATION TO SUGAR CREEK PRESCHOOL I UNDERSTAND THAT:

1. It is my responsibility to pay fees as directed on the Payment Policy Agreement. I understand that my child's position in the program will be lost if this agreement is not kept.
  2. The preschool is a ministry of Sugar Creek Missionary Baptist Church and operates under its authority.
  3. The teacher and administration are hereby given full discretion in the discipline of my child. This would include the issuing of demerits, detention, suspension, and expulsion.
  4. We are expected to support the standards of the school at home. Should there be any questions, we will contact the teacher or administrator to arrange for a conference. If the problem cannot be remedied, we agree to quietly withdraw our child from the school rather than encourage discord or unrest among other parents.
  5. The school reserves the right to dismiss any student who is found to be out of harmony with the rules, policies, or spirit of Sugar Creek Christian Academy/Preschool.
  6. I absolve the school and Sugar Creek Missionary Baptist Church of liability to me or my child at school or school activities.
  7. In case of an accident or serious illness the school will contact me and my physician and follow his instruction. If it is impossible to contact me or the physician, the school may take whatever action it deems necessary for the well-being of my child.
  8. My participation is necessary for my child to receive the maximum benefit from his/her education. I realize this means working fully with my child, teachers, and administration in every way.
- I have read the above statements and agree to cooperate with Sugar Creek Christian Academy in the education of my child.**

Parent's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

- Permission is hereby given to use my child's picture in school brochures, videos or other promotional publications.**

YES \_\_\_\_\_

NO \_\_\_\_\_

# **SUGAR CREEK CHRISTIAN ACADEMY**

## ***TECHNOLOGY and SOCIAL MEDIA POLICY***

Sugar Creek Christian Academy exists to glorify God by providing quality, Christ-centered education that will nurture students to become spiritually minded, academically versed, socially balanced, and equipped to make a positive impact in their community to the glory of our Lord Jesus Christ. This goal provides direction in all that we do at Sugar Creek, including making the highest and best use of the tool we call technology. With this in mind, we believe the redemptive work of Christ permeates our entire life, including our digital life and that use of the following policy will assist in equipping our students to honor God and protect this ministry.

### **Internet Usage**

**STUDENTS** will be held accountable for all content including messages, comments, pictures, and any other material that appears on any form of social networking website, email, or messaging feature before, after, or during school (both on and off campus). Unacceptable postings on social media include but are not limited to:

- profane and inappropriate language
- posting of inappropriate song lyrics
- posting of inappropriate images, pictures, graphics, etc.
- inciting school disharmony
- liking, re-posting, or sending any inappropriate activity.
- videoing or taking pictures of a student/staff/faculty without their expressed consent.

Students should not access social media during the school day. Content posted should be in keeping with a Christian testimony. Pictures and video should not be taken or posted during school hours. Students who are guilty of posting or sending inappropriate messages, material, or sexual pictures will be suspended and/or expelled from school. Students may not post pictures or videos taken at school to social networking sites without permission.

### **PARENTS are required to join SCCA staff in setting a good example for our children by....**

- Demonstrating courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites.
- Using appropriate language when discussing school.
- Addressing any issues or concerns regarding school, directly with Administration and Staff rather than posting them on social media.

### **PARENTS are required to join staff in setting a good example for our children by not....**

- Using social network sites to make derogatory comments or posting photographs which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the administration, or the church.
- Posting photographs of other people's children on social network sites without their permission.

### **Cyberbullying**

Sugar Creek Christian Academy is committed to ensuring that all of its staff, administration, and students are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyber-bullying methods could include text messages, emails, phone calls, instant messenger services, circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms.

I have read the Use of Technology and understand that these rules and procedures are in place to ensure that SCCA is a place where students are safe, accepted, encouraged, disciplined, and trained. I realize that SCCA will strictly enforce these rules and procedures and also agree to the use of this policy.

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Signature

Date

**Name your child goes by:**

**PICK -UP AUTHORIZATION FORM**

-Please List the Individuals who are able to pick up your child from Preschool.

Name	Relationship
Phone	Address

Name	Relationship
Phone	Address

Name	Relationship
Phone	Address

Name	Relationship
Phone	Address

Name	Relationship
Phone	Address

