



POLICIES MANUAL

Santa Rosa Christian Learning Center
6331 Chestnut Street
Milton, FL 32570
(850) 623-4607
santarosachristianschool.com

Dear Parent:

We welcome you to the Santa Rosa Christian Learning Center. As the oldest Christian early-childhood education program in Santa Rosa County, our purpose is to provide meaningful, fulfilling experiences for your child in this important stage of mental and physical development.

At Santa Rosa Christian Learning Center, our loving care-givers provide guidance and understanding while encouraging new challenges, developing self-confidence, and building positive relationships in a warm atmosphere. We do not travel; all our activities take place right here on our spacious campus. Special events days are held periodically throughout the year that highlight fun filled experiences.

Your child will be introduced to traditional Bible stories, lessons, and songs. Also, our pre-school curriculum will promote sound, developmentally appropriate lessons that stimulate the minds of children academically without immense pressure. Your child will be introduced to rudimentary academic readiness skills and pre-reading activities in a loving environment.

Our Learning Center is fully accredited by the Sonshine Association of Christian Schools, Inc. We admit children of any race, color, nationality, and ethnic origin.

We look forward to seeing your child at Santa Rosa Christian Learning Center.

Yours for our youth,

The Santa Rosa Christian Learning Center Administration and Staff

Our Policies

1. **Payments are due on the first day of attendance each week.** *If payments are not made by Wednesday drop off, the child may not stay.* We are not responsible for which parent's week it is to pay. _____
2. **Withdrawal Notice:** A two-week advance written notice is required to withdraw a child from the **Santa Rosa Christian Learning Center**, hereafter referred to as **SRCLC**.

3. If someone other than a parent or designated pick-up person is to pick up your child, please notify the Supervisor. The person picking up the child will be asked for picture ID and must sign out the child at the desk. This is for the security of your child. Information updates are the responsibility of the parents.

4. If you are going to be late in picking up your child, please contact the afternoon supervisor at 623-4607. Late fees will be administered.
Late fees are as follows: *We close at 5:30pm! Late Fees Apply: \$10.00 for the first 15 minutes, and \$5.00 for each following 5 minutes. This is to be paid to the teacher when picking up your child!* _____
5. Lunches are provided to all children who are registered in Full Day program. Menus are posted weekly and made available to parents upon request. Special dietary needs must be planned out in advance. Only those prescribed by doctors will be considered. Meals and snacks furnished by parents must be done on a signed agreement basis and kept on file. If your child will be arriving after 10:30am, please call by 9:00am to order a lunch.

6. Breakfast is not provided; however, children may bring their own breakfast to eat between 6:00am and 7:30am. Children coming at 7:30 will not be able to eat until the 9:30 snack time. We must have time to clean the room before the children go to their class.

7. Please label all bags, back packs, blankets, etc. with your child's name. Please bring enough diapers, if needed, each day that your child attends. Extra clothes in case of accidents would be appreciated. If SRCLC must supply diapers, pull-ups, underwear or clothes there will be a \$2.00 charge per item used. **Please be aware that we do not use sippy cups.** We suggest leaving them at home or in your vehicle.

8. We must have written authorization from parents or guardians to administer medications. Medications must be brought in their original container with the child's name, date,

Doctor's name, dosage and expiration date clearly indicated. We do not knowingly admit children with fevers, rashes, diarrhea, or vomiting. Children with known communicable diseases will not be admitted as well. Any child whom we suspect of having a contagious illness or who becomes ill a SRCLC with fever or other symptoms such a diarrhea, rash, pink eye, or skin infection shall be removed from class and placed in the Supervisor's office to await parent's arrival. Pick up should be made within an hour. The child may not return the following day. The child must be free of fever, diarrhea, vomiting, or rash before returning to school. If the child is on antibiotics, they must have been taking it for 24hrs. before returning to school with a doctor's note. (However, just because you have a doctor's note saying they can return does not mean we will allow them to return. They must be symptom free.)

9. Our **Discipline Policy** is as follows:

It is our desire to help children develop self-control, respect, and consideration for the rights and property of others. We assume that parents have a desire to establish clear behavior limits for children and purposefully direct them toward desirable behavior. We have the same goal and desire to work to that end.

Notification of undesirable behavior will be given to parents. Any child who causes continuous disruption, uses profanity, or is a behavioral problem may be dismissed from SRCLC. This includes hitting, spitting, scratching, pinching, kicking, biting, screaming, and running from a teacher or another child.

10. Our **Biting Policy** is as follows:

Non-Vicious Bites: (*Bites that leave no bruises and or no broken skin*)

The student will have time-out and an incident report given to the parents and a copy placed in the child's file.

Vicious Bites: (*Bites that cause bruising and/or broken skin*)

- **1st Time Offense:** Parents are called, and an incident report is written and filed.
 - **2nd Time Offense:** Parents are called, and the biter is suspended immediately for a period of time set at the Supervisor's discretion; an incident report is written and filed.
 - **3rd Time Offense:** Parents are called, and the biter is dismissed from the **SRCLC**. An incident report is written and filed.
-

11. **SRCLC** has a crisis management plan in place for the safety and well-being of your child. We practice monthly fire drills, severe storm drills, as well as lockdown drills.

12. **Accidents:** In the case of a minor accident, assessment and treatment of the injury will be given under the supervision of a staff member certified in first aid. If further treatment is deemed necessary, the parent or guardian will be called as well as emergency personnel. In the event of an accident deemed more serious, EMS will be called immediately as well as the parent or guardian and emergency treatment will be given. All accidents will be recorded on an accident report form by the car-giver in charge of the child and any other witnesses and given to the Supervisor. _____
13. In compliance with the State of Florida, the following forms are required for your child's file:
- A. **Registration form**
 - B. **Emergency Release form**
 - C. **Health/Physical form** (Yellow Form). Available from your child's physician or the health department. This form is updated every two years.
 - D. **Immunization form** (Blue Form). Available from your child's physician or the health department.
 - E. **Copy of Birth Certificate**
 - F. **Parent Handbook Verification**
 - G. **Photo Release Form**

(All forms must be received within three weeks of enrollment. Failure to provide the necessary forms may put your child in jeopardy of suspension.)

- _____
14. Please do not allow your child to bring toys to school. We provide plenty of toys to keep your child happily occupied. We accept no responsibility for lost or broken toys or games brought to **SRCLC**. _____
15. **Special Events Days** will be posted on the Bulletin Board located near the main entrance. _____
16. The **SRCLC** reserves the right to close operations in the event of the threat of hurricanes or other serious weather-related events. _____
17. Please add **School Way** App. to your phone then subscribe to *SRCS Learning Center* to receive important notifications. _____

Santa Rosa Christian Learning Center is operated by Santa Rosa Christian School and Grace Bible Church. We offer a variety of programs to minister to your family needs. We hope you will come by for a visit and see the various areas of our ministry.

Policy Agreement

Child's Name: _____

Parent's Signature: _____

Date: _____