

WELCOME TO FJLC!

We are delighted you have chosen to make FJLC a vital part of your family life. During the coming months, we will do everything possible to make sure that FJLC is the right place for your child and your family.

The parent handbook contains important information about our policies, history, approach to education and day-to-day operation. We have designed this handbook to answer your questions about your child's experience at FJLC. Our rules are few and straightforward, but they were developed first and foremost to protect the safety, security and health of the children and our staff.

If you have additional questions, please call the School Principal. We believe ongoing communication with parents is vital to our program.

At FJLC, we are committed to you and your child. We strive every day to create the warm and nurturing Christian environment that is necessary for learning, growing and development. We want every aspect of our service not only to meet, but exceed your family's needs.

We look forward to you and your child joining our Friends In Jesus Learning Center family.

Blessings In Christ,

Robyn Pickeral  
School Principal

## **Friends In Jesus Learning Center and First Friends Christian Academy** **Mission Statement**

Friends In Jesus Learning Center and First Friends Christian Academy staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while providing parent's security in the Christian care and education we render.

- \*We put God first in all that we do
- \*We provide a Christian education using the best resources available.
- \*We respect and support our families.
- \*We communicate openly and productively.
- \*We promote the spiritual growth of the children through Bible study.
- \*We provide a nurturing Christian environment for the children.
- \*We abide by the Code of Conduct and Statement of Commitment.

### **Our Vision**

Friends In Jesus Learning Center and First Friends Christian Academy aspires to provide our community with a quality educational program that is founded on strong Christian principals.



**FRIENDS IN JESUS LEARNING CENTER**  
IS A MINISTRY OF  
FIRST FRIENDS CHURCH  
HAMPTON, VA

**Our Beliefs....**

The Friends Church does not advance new teachings or doctrines. Instead we have sought to rediscover New Testament teachings and put new applications to them.

**As Friends we believe....**

God is our Father.

Jesus Christ is the Word made Flesh for us. John 1:1-4

The Holy Spirit is our Comforter, Strengthener and Guide. John 16:7, 13

The Bible is the written Word of God, inspired by Him. 2 Timothy 3:16

A person receives forgiveness through repentance for sins and belief in

Jesus Christ as Savior. Acts 2:38

The mission of the church is to communicate the Good News of salvation to people everywhere. Matthew 28:18-20

Each Christian has a spiritual gift that God has given him and we are to help one another develop and use these gifts. 1 Peter 4:10

All are called to be ministers. The New Testament teaches the priesthood of all believers and the real Church is believers, not buildings. 1 Peter 2:5-9

A Christian should seek the filling of the Holy Spirit in his life. Ephesians 5:18

As Believers we are to love one another as Christ loves us. 1 John 4:10

Service times are:

Sunday School for all ages 10:00 a.m.

Worship Service 11:00 a.m.

Wednesday's 6:30 p.m. services include:

Kid's Klubs and Youth Alive!

Praise and Worship

Men's and Ladies Bible Studies

Young Adult Bible Study

Combined Bible Study

Nursery is provided for all services, see an usher for assistance

Office hours 9:30-4:00 Monday - Thursday

Enlarging the Kingdom...Enhancing Spiritual Maturity...Expecting Christ's Return

# ***Welcome to Friends In Jesus Learning Center***

## **We are committed to children and their development.**

Parents can be confident that FJLC has a commitment to early childhood education. Children are provided quality Christian education on a weekly basis. This ministry is dedicated twelve hours a day, five days a week to young children who come to learn, develop and be cared for in a Christ-like manner. We offer a program designed to meet the needs of children 2 1/2 – 12 years.

## **Our Approach**

Our Learning Center is built on the commitment and devotion of our people. Our staff is dedicated to working in partnership with you and your child in an open, nurturing and Christian learning environment.

We believe the best way to meet your needs as a parent is by working closely with you to provide a warm, secure, atmosphere and caring professional services for your child.

## **Teachers and Staff**

Our teachers are experienced, Christian professionals strongly committed to your child's development through Bible study, academic learning and social skills.

As a FJLC parent we encourage you to be as involved with your child's Christian education as much as possible. Participation in the FJLC is expected from our parents/guardians.

Communication and involvement is an integral part of your child's education. A team of teachers gives your child a sense of security and consistency throughout the day. Our prayer is that each child will feel God's love and have a safe, loving environment.

## Getting Started at FJLC

Going from safe and familiar surroundings of home to the structure of a classroom is a big step for any child and parents. There are some things that you can do to make the transition a smooth and happy one.

### Pre-Enrollment Tour

\*We require that all children visit FJLC at least once prior to enrollment. This gives your child a chance to meet teachers, classmates and see the new surroundings together. If possible, we encourage you to visit together more than once.

\*Talk to your child about the teachers, the children, what you have seen and heard.

\*Ask your child's teacher what activities are planned for his/her first week.

\*Talk with your child about what is going to happen, so he or she can be prepared for what is ahead and anticipate the fun to come.

### Hours of Operation

FJLC's regular hours of operation are 6:00 a.m. to 6:00 p.m. Monday through Friday. Our Carport drop off and pick up service is open from 6:00 a.m. to 8:00 a.m. and reopens at 3:00 p.m. – 6:00 p.m. Business Office is open from 7:00 a.m. to 4:30 p.m.

## Registration Fee and Tuition Payments

### Registration fees are non-refundable.

Cash, check or credit cards are accepted for registration. All fees must be paid before a student can be admitted to class. Questions regarding payment policies should be directed to the School Principal or Financial Manager.

### Registration

Registration paperwork must be completed before the child begins school. Current physical and shot records are required. A registration fee is required for each child and is renewable annually. **Registration fees are not refundable.** If your child drops out of FJLC and then re-enrolls, the registration fee will be charged again. A separate summer registration fee is charged for our summer camp program. Registration is due 5 days prior to the child's start date. *In the case of guardianship, a copy of the court paperwork is required to be kept on file with FJLC.* Virginia law requires an original Birth Certificate (not a copy), a passport or military ID be provided to register your child.

FJLC is a non-profit Christian educational facility dependent solely upon tuition, donations and fundraising efforts. Tuition is due on your child's first day. Payment is required by automatic draft via bank account, debit card or credit card. Payment withdrawal will be made every Monday. A monthly withdrawal option is available. Returned withdrawals will incur a \$35.00 fee.

An additional \$10.00 late fee will be incurred if payment is not resolved by Friday of the week payment is due.

Official receipts will be issued weekly. We also make tax statements available to you at year end. Tax statements are issued to accounts that are current. Tax statements will not be issued to accounts that are in arrears.

Should your account become delinquent for two weeks, all services will be terminated and we will ask you to remove your child from FJLC. Furthermore, your child's records will not be released until payments are current. Accounts not satisfied will be turned over to our collection agency with a 70% fee added to the balance.

### **Late Pick-up Fee**

Children become upset when parents are late picking them up. Additionally, when you are late, FJLC faces staffing issues. As a result, we charge a late fee of \$2.00 per minute when a parent arrives after closing. If you are more than an hour late and FJLC has been unable to contact anyone on your child's enrollment form, or the contact is unable to take responsibility, the law requires that we contact Child Protective Services, who will pick up your child for safekeeping.

### **Holidays**

FJLC does not prorate for holidays or closures. (Including Christmas and Easter Breaks)  
Our holiday closings are listed on the school year calendar.

### **Inclement Weather**

Our Bright Arrow message service will notify you via text, voicemail or email of closures.

### **Withdrawals**

*A two week written notice is required for all withdrawals from FJLC.* A child is considered enrolled and the parent is responsible for tuition payments unless the office receives written notification. Any articles belonging to the child not picked up 30 days after withdrawal will become the property of FJLC. Records will not be released without an official withdrawal and a records release form.

**Notifications: FJLC uses the Bright Arrow messaging service to notify parents of special events, reminders and closings. Messages are sent via voicemail, text and email.**

## **Communication / Parent Communication**

We like to keep parents informed at FJLC. It is our intention to provide parents with an activity and daily behavior calendar. This calendar should remain in your child's folder at all times. Knowing what your child is doing during the week helps you reinforce and encourage the same topics and activities at home. This kind of consistency helps your child be an active and enthusiastic learner. We strongly encourage positive reinforcement. Homework is also kept in the folder.

## **Conferences**

Although we love to talk about your child at FJLC, we must be able to arrange for appropriate staffing during our discussions with parents, so it is important that you get in touch ahead of time to set up a conference. This also ensures that we give you undivided attention during our conference. If it is necessary to call the teacher, please do so between 12:30 p.m. and 2:30 p.m.

## **Parent Visits**

Part of good communication is personal contact. That's why we encourage you to stop by the school at any time. Your child will appreciate your attention and enthusiasm and you'll enjoy seeing what goes on during our busy days. Visiting the classroom helps parents get to know teachers and other children, and lets you keep in touch with your child's expanding world. Since early morning drop off time and late afternoon pick up times are often busy, a classroom visit gives you a chance to observe your child at a calmer time of day. Additionally, please feel free to call with any questions or concerns.

## **Special Items**

**Pacifiers, sippy cups, diapers, pull-ups or training pants are not allowed at FJLC.** Show and Tell is an important time for your child – a chance to share something special with classmates. Friday is show-n-tell day. Please label the items your child brings for show-n-tell. Items such as toy weapons (guns, knives, swords, etc.), whistles, and keys are not permitted! FJLC accepts no liability for anything lost, stolen or broken.

Many children also need security items for rest time. By all means bring those items, but make sure they are labeled. Otherwise, we ask that you cooperate with FJLC and not allow your child to bring toys or other items from home.

## **Dress Code**

Dress for fun! FJLC days are filled with all kinds of hands-on learning. Children should wear simple, washable clothing and comfortable shoes. (Tennis shoes are strongly recommended and are required for P.E. class) **Light up shoes and wheelies are not**

**allowed.** Since our classroom extends to the outdoors, please dress your child appropriately for the weather. **Days at FJLC can sometimes be messy, so bring a change of clothes daily for your child, including pants, shirts, socks and underwear. Please label clothing, including jackets, and coats. Some forms of dress are unacceptable at FJLC. The Administrator reserves the right to determine inappropriate dress.**

**The following items should not be worn to FJLC:**

1. Clothing with political, obscene, violent, alcohol or drug designs or profanity.
2. Shirts, blouses or dresses that bare the midriff or show the navel.
3. Tops and dresses with spaghetti straps are not permitted.
4. When wearing a dress that is short in length, shorts must be worn underneath.
5. **For safety reasons flip flops are not allowed at FJLC. Shoes must fasten with appropriate closers and not pose a health or safety risk. We strongly suggest tennis shoes.**
6. ***LIGHT UP SHOES ARE NOT ALLOWED.***
7. ***WEDGE HEELS FOR GIRLS ARE NOT ALLOWED.***

**\*Parents: When visiting the center, please be respectful of our dress code and wear appropriate modest clothing.**

## **Directions for Drop Off and Pickup**

### **Morning Drop Off**

Students may be dropped off under the carport between 6:00 a.m. and 8:00 a.m. A staff member will receive your child and make sure they get to the appropriate classroom. When using our drop off service you must use our Burton Street entrance to enter an exit. Please help keep our traffic flow steady by following the traffic pattern as seen below. Always sign your child in and out please. For safety reasons, remain in your car when using our carport service. We ask that you do not use your cell phone in the carport area. You may park in our front parking lot and bring your child in if you prefer.

### **Afternoon Pickup**

*Students attending school only must be picked up by 12:15.* Please be sure and sign your child out daily. When using the pickup service you must use our Burton Street entrance to enter and exit. Always sign your child in and out please. For safety reasons, remain in your car when using our carport service. We ask that you do not use your cell phone in the carport area.



# Your Child's Day

## Program Philosophy

FJLC will incorporate a learning program which is structured around the developmental milestones of each of our age groups. These milestones will be accomplished through instruction in the following areas:

- + Language/Phonics
- + Math/Manipulative
- + Science/Sensory
- + Bible Studies
- + Physical Education
- + Health
- + Computer
- +Spanish
- +Art
- +Social Studies

The ABeka developmentally appropriate programs will be utilized daily and tailored to meet individual children's needs. In addition classes in Spanish, Art, Physical Fitness, Computer, Music and Reading Comprehension are included to enhance our program. Monthly calendars will be distributed to keep you informed of your child's studies.

## Security

### Checking In and Out

To ensure the safety of your child, we are a locked facility. We provide a secure, safe loving environment for your child at FJLC. **When you arrive or leave, your child must be signed in and out on a daily log sheet.** This gives staff a constant updated attendance list. Once you have checked your child in, **make sure you escort them to the teacher and inform them that your child is present.**

The Office Staff will assign a PIN number to your child when all registration paperwork is complete. To ensure children's safety, this PIN number will only be given to the parent or guardian. **Please do not allow anyone to enter the building with you.**

FJLC keeps a file of names, addresses and phone numbers of people authorized to pick up each child. Proper identification must be presented when picking up each child. Please notify the Office Staff in writing of any changes, as children cannot be released without the School Administrator's authorization. It is FJLC's policy that no one under sixteen years of age (unless it is the child's parent) is permitted to pick up a child. Only an administrator can grant permission by phone for someone not listed on the alternate list to pick up your child. Please be prepared to provide identification at any time when picking up your child.

## **Emergencies**

In case of fire, severe weather or other emergency, it is crucial that the children react in a safe and orderly fashion. Children participate in regular drills and practices, (fire, tornado, code blue) so they will know what to do in the case of an actual emergency. Should an emergency happen, we will notify you as soon as possible. Please do not call the school as this may tie up our phone line. Bright Arrow messaging will notify you in case of inclement weather or closings.

Periodic fire drills will be practiced. At the sounding of the alarm system each student should leave the room and walk quietly and briskly to the designated exit along the route outlined by the plan for that room. All doors and windows should be closed. Students stay together in their particular area outside with their teacher. Roll will be taken and a report filed. Students are to remain in their group and return to class quickly and quietly when directed. As a parent in the school building, we ask that you participate in the fire drill.

We will also practice Tornado Drills and Code Blue Drills.

## **Health and Nutrition**

Nourishment has many meanings at FJLC. While the daily class schedule provides nourishment for your child's eager, developing mind, our nutritious meals and snacks offer important nourishment for his or her rapidly growing and developing body as well.

### **Breakfast/Lunch/Snack**

Breakfast is served from 7:00 a.m. to 7:45 a.m. each day. Students may not bring in different food for breakfast. A hot lunch is provided. Morning and afternoon snacks are provided for the Preschool children. Children may bring a bag lunch if preferred; however during snack time students must have the same food. Bringing different snacks from home creates a conflict among the children. Snacks are planned to meet children's daily nutritional requirements. ***Please notify our staff of any allergies your child may have.***

### **Naptime/Rest**

A quiet / rest time is an essential part of a healthy day for each preschool child. Sleep is not required, but quiet rest is expected. A nap mat is required purchased (\$30.00). The mat should be brought in on Mondays. They are to be taken home on Fridays & washed. A plastic mat will be provided to go underneath your child's cloth mat. **Additional blankets should not be brought for nap time.**

**Physical and Immunizations** – All children must have a VA Medical Form from a licensed physician or official. All immunizations must be dated, not just checked. All Immunizations must be updated regularly. A current physical must be on file.

**Injury/Accidents** – While we take precautions to prevent childhood accidents, they are a normal part of growth and development as children begin testing their movements and limitations. We will contact you in the event your child suffers a severe injury at FJLC. We require that our students be covered with medical insurance. Should your child require emergency medical attention, the child will be taken to the nearest emergency room. Calls to parents will be made until you are reached. A minor injury that requires simple first aid will be treated by a trained first aid provider. The parent/guardian will receive and “ouch report” to be signed and returned.

**Policy for Injury Prevention** –Weekly checks will be made for indoor/outdoor hazards by the Administrator or designee. Staff is informed of unsafe situations and what to look for and what to report on.

## **Illness**

FJLC is not licensed to provide care for children who are ill. To prevent spreading germs to other children and adults in FJLC, it is recommended that a child does not come to school sick. Below are some illnesses or conditions that would make it necessary for a child to stay home. Please keep your child at home if he or she has had a fever in the past 24 hours, a constant cough, vomiting, rash or recurrent diarrhea, pink eye or symptoms of a communicable disease such as measles, strep throat or chicken pox. We also ask that you keep your child home if he or she has symptoms such as, wheezing, thick, green or yellow nasal discharge or sneezing severe enough to indicate your child should not participate in a group child care setting. Please let us know right away if your child is exposed to or diagnosed with something communicable so we can alert other parents. If your child becomes ill while at the center, we will contact you to pick them up. If necessary, we will call 911 depending on the situation. A fever of 100 or above requires that the child be picked up immediately. This will help prevent spreading of the disease. *A child with a 100 degree temperature must remain out of school for 24 hour fever free without medication.*

## **Conditions, Signs, and Symptoms**

**Vomiting/Diarrhea** – We will monitor for 30 minutes after a child has an incident. Any subsequent occurrence will require the child go home.

**Mouth Sores** – These are associated with the inability to control saliva. Keep the child home unless it is determined that the child is noninfectious.

**Rash** – The child must remain at home when the rash appears with a fever or behavior change. When it is determined to be noninfectious, the child may return to school.

**Conjunctivitis** – This appears as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or surrounding skin. A physician’s consent is required for readmission.

**Tuberculosis** – The child must be removed from the center until it is determined that he or she is noninfectious.

**Streptococcal Pharyngitis** – The child must be excluded for 24 hours after treatment is initiated or when he/she is fever free for 24 hours.

**Head Lice** – The child is excluded until the morning after the first treatment.

**Scabies** – The child is excluded until after treatment has been completed.

**Varicella** – The child is excluded until the sixth day after the onset of the rash or sooner if all the lesions have dried and crusted.

**Pertussis** – The child is excluded after the disease is confirmed by a laboratory, or if the disease is suspected based on symptoms or because coughing begins within fourteen days of face-to-face contact with a person in the home or classroom who has a confirmed case of pertussis. The child may return to the classroom five days after appropriate antibiotic therapy has been initiated.

**Mumps** – A child is excluded until nine days after the onset of parotid swelling.

**Contagious Illness** – Parents are required to notify FJLC whenever their child has been exposed to a contagious illness. A Doctor's note is required before the child can return to the program if he/she has suffered from strep throat, measles, impetigo, scarlet fever, pink eye or any other contagious disease. Parents must notify the office within 24 hours if any member of the family has come in contact with any communicable diseases.

**Admission of Medicine** - Before we can give prescription medication to your child, we must have written authorization from you. A medical authorization form must be completed for each week the child needs the medicine. Ask the Office Administrators for specific requirements. No over the counter medications are dispersed at FJLC. Including cough drops and chapstick. If you do need to send medication to school, we require that the prescription medication be in the original, pharmacy labeled container with your child's name, type of medication, side effects, date, amount of time of dosage. **Hand it directly to an Office Administrator. Please do not allow your child to bring medicine in a pocket and do not leave any medicine in a book bag.** It is a good idea to discuss your child's dosage with your pediatrician; many times medication can be given in the morning or evening to avoid bringing it to the center.

**Special Needs** – If your child has allergy issues, please let us know. Talk to your child's teacher or the School Principal about any allergies so we can take the right precautions. Children who are physically challenged and who request admission may be admitted after the parents, their physician and the School Principal agree that the services offered will be adequate and that the accommodations are feasible. We want the best for your child.

## Discipline

Discipline at FJLC is consistent with the age and needs of your child. **Physical punishment is never permitted on FJLC premises by anyone including parents.**

Situations can usually be resolved by redirecting children to more appropriate activities, direct or indirect praise, teaching by example and logical consequences. These techniques give children time to think about their actions.

We may use a quiet, private talk with a child, a time-out or removal from the classroom. Time-outs last no longer than one minute for each year of your child's age. Time-outs are always within view of the teaching staff. Serious disciplinary problems such as biting, kicking, hitting, and repeatedly not following the teachers instructions will be referred to the School Principal or Designee.

If your child experiences a change in home environment that may affect his or her behavior, please let your child's Teacher or the School Administrator know. In these cases, communication is important. In turn, FJLC will keep you informed of any problems we observe. We will work with you to address the situation. However, should it become necessary, FJLC reserves the right to deny children the privilege of attending field trips or participating in other special activities unless parental supervision is provided. In such instances the parent shall be notified in advance by a phone call or a written note from the School Principal. Temporary or permanent suspension may occur if behavioral issues cannot be resolved.



## Preschool Rules

1. Make sure our voices are quiet and kind to other people.
2. When a grownup speaks to you, (This is called using our listening ears) pay attention, be polite and be respectful.
3. Our hands are for helping not for hurting.
4. Our feet are for walking not for kicking.
5. Our mouth is for eating, and talking not for spitting.
6. Our toys and books are for sharing.
7. Above all, remember Jesus loves you, and is with you all the time.

## Preschool Consequences

1. Positive Reinforcement
2. Redirection (1<sup>st</sup> Warning)
3. Time Out ( 1 minute per age of child)
4. Office Visit
5. Serious behavioral problems will require a parent conference.
6. The School Principal will require the child to be picked up in cases of hitting, biting, and physical aggression.
7. Suspension or expulsion will be given if serious behavior such as but not limited to these offenses: hitting, biting, fighting, choking occurs more than two times.

## A Preschool Parent's Guide

When it comes to going to school for the first time, kids and parents have lots of concerns. From your child's fear of the new classroom to concerns about making friends, this exciting time can quickly become stressful. According to the American Academy of Child and Adolescent Psychiatry, some of the most important things parents can do to help children adjust to school are keeping things positive and expressing excitement for school. Here are a few tips on addressing you and your child's worries.

### **Worry 1: He won't adjust to being in a strange place.**

Help calm your child's nerves about entering a new, and to her, a potentially scary environment by visiting the preschool before school starts. Ideally the parent and child will meet the teacher prior to the start of school. A positive parent-teacher relationship can really help the transition by reducing the anxiety and fear children may have toward the teacher.

### **Worry 2: She'll become upset when it's time for me to leave.**

You can talk your child's ear off about how great school will be, but when it comes time to say sayonara there is still a chance she will choke up and not want you to go. Take control of goodbyes by practicing them before the big day and helping your child figure out a ritual you'll do when it's time to part. This can be a hug and three kisses, an Eskimo kiss on the nose or a special phrase you might say. When the big goodbye comes, make it short and sweet and don't let it drag out.

### **Worry 3: I'll break down when it's time to leave.**

Do everything you can to keep it together in front of your child. Children know when we are nervous, says Diane Peters Mayer author of *Overcoming School Anxiety: How to Help Your Child Deal With Separation, Tests, Homework, Bullies, Math Phobia, and Other Worries.* Parents need to learn to calm themselves with types of belly breathing, looking in the mirror to learn how to soften their faces, and if all else fails, just think of something really funny. When you smile, your whole body relaxes.

**Worry 4: He'll miss us.**

Yes, he loves you, but don't automatically assume your child is going to have a hard time adjusting to being away from you at school. Montgomery notes that kids who have developed self-control and peer-related social skills can have an easier time adjusting to school than those who lack these skills. Focus on developing these traits in your child, rather than talking to him about how it will be okay to be away from mommy and daddy when he's at school. You'll help him develop the skills he needs and not set him on a track to develop anxiety by thinking that going to school really is a big deal.

**Worry 5: He won't make friends.**

Sharing and playing collaboratively are huge in preschool. Some children, especially those who are shy may need some additional encouragement to become involved. Help ensure your child will have the social skills to play nice and make friends by setting up play dates with other children in the program before school starts.

**Worry 6: He won't cooperate with the teacher.**

If you are worried about your rambunctious child is listening to the teacher, lay some groundwork. Read books aloud to him at home just as the teacher will at school, and if he gets up and walks away or interrupts, remind him that you are reading and that you would like him to sit quietly and listen.

**Worry 7: He won't learn what he's supposed to.**

Many of the skills children will pick up in preschool revolve around social skills and developing fine and gross motor skills. A lot of the time, they will pick up these valuable skills from just playing with others. Sure, some "academic" skills will be learned as well, but don't dwell on these. "Parents should remember there's a lot of variability among preschool-age children," notes Montgomery. "They shouldn't panic if their child seems 'behind.'" Worrying can be counterproductive.

*We would like to thank you for the privilege of ministering to your child, and for your prayers and support. Please pray for your child, your child's friends, our school and staff. We are praying for your family.*

Student Name \_\_\_\_\_

## **FRIENDS IN JESUS LEARNING CENTER PARENT-SCHOOL CONTRACT**

The following statements identify the commitment that you as the parent/guardian must display to Friends In Jesus Learning Center and your child in order for your child to be a student at our school. Parent commitment and involvement are an extremely important and necessary part of a successful school and good role modeling for your child. The contract also identifies the commitment made by the school.

Please read this contract carefully and share it with your child. Sign the contract if you are truly sincere and are willing to commit yourself and to be involved with your child, the staff and our school. If this commitment contract is not honored, your child may be dismissed from school.

### **PARNT/GUARDIAN COMMITMENT**

#### *Academics/Attendance*

- \*I pledge to be an involved parent in my child's education. My goal is to help my child persevere and do their best in school.
- \*I promise to encourage my child to strive to use his/her intelligence, abilities, and talents to gain a deep knowledge.
- \*I understand that my job is to check my child's homework to ensure that it is complete.
- \* I will ensure that my child comes to school every day by 8:00 a.m.
- \*I agree to call or send a written notice if my child sick.

#### *Dress Code*

- \*I will ensure that my child comes to school each day in proper dress.
- \*I understand that if my child comes to school in violation of the dress codes he/she may not be permitted to attend class. He/she will wait in the office until appropriate clothing is provided.

#### *Homework*

- \*I understand that my child will have homework on a regular basis.
- \*I agree to provide a quiet, undisturbed time and space for my child to complete his/her homework.
- \*I agree to review and sign my child's folder daily.**



*Discipline*

\*I understand and support the Friends In Jesus Learning Center's behavior and disciplinary consequences.

\*I understand that in the case of violent or aggressive behavior, I will be expected to pick my child up immediately, I will accompany my child for a meeting with the Principal and my child will have to present a written or verbal apology for their actions.

*Family Support*

\*I have read and discussed with my child the Student Handbook.

\*I understand that as a parent I am asked to contribute three volunteer hours for a school event or fundraising activity. In lieu of volunteer hours, I may contribute \$30.00 to the school.

\*I understand that in voluntarily signing this contract, I believe that Friends In Jesus Learning Center educators and staff will provide the best possible childcare, Christian and academic education.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date