



## INFORMATION PACKET



**Shelly Straher**

FFCA Administrator

636.296.7729 x118

[shelly.straher@fbca.us](mailto:shelly.straher@fbca.us)

**Chyrle Walls**

Registrar and Account Management

636.296.7729 x165

[chyrle.walls@fbca.us](mailto:chyrle.walls@fbca.us)

## **Before and After School 2020-21 Pricing Guide**

Servicing Firm Foundations Christian Academy and Sherwood Elementary

Students in Kindergarten-Fifth Grade

Hours of Operation (Aug-May)

Monday-Friday

AM Care 6:00 am-8:00 am

Kindergarten Extended Care 12:00-3:30

PM Care 3:00 pm-6:00 pm

Registration & Supply Fee

\$60 Individual/\$85 Family

AM Care Only \$60/\$15 a session

Kindergarten Extended Care 12:00-3:30 \$60 (Lunch/days off not included)

PM Care Only \$60/\$15 session

AM and PM Care \$85

No sibling discount

**There will be no credits offered for any facility closure. This is your weekly rate.**

### **Add-On Care**

A limited number of add-on care days are offered and must be selected when you sign your yearly contract. You will be billed for these days regardless of attendance:

- ❖ Full Day Add-On w/active enrollment on your scheduled Latchkey day \$25 (Includes Lunch)
- ❖ Half Day Add-On w/active enrollment on your scheduled Latchkey day \$20 (Includes Lunch)
- ❖ Students not regularly enrolled in our Latchkey program may register in advance and take part in the add-on program for \$45 per day (Registration fee applies)

### **Snow Day Care**

Program operates along with the Firm Foundations Learning Center Schedule.

Closures for FFLC will be posted on Channel 4 KMOV as Firm Foundations

- Full Day Add-On w/active enrollment on your scheduled Latchkey day \$25 (Includes Lunch)
- Students not regularly enrolled in our Latchkey program may register in advance and take part in the snow day program for \$45 per day (Registration fee applies; Includes Lunch)
- FFLC families may participate with their school-age children for \$45 per day (Includes Lunch)

## **2020 Summer Care Pricing Guide**

Care for students completing Kindergarten-Fifth Grade

12 weeks of care (May 26-Aug 14)

6:00 am-6:00 pm Monday-Friday

Full Time \$155 per week w/a meal plan (2 snacks + lunch)

Full Time \$125 per week w/no meal plan (you send 2 snacks + lunch)

(Weeks/Days must be selected at registration)

No sibling discount

An additional \$25 Supply & Travel fee will be added to each week of attendance

First+last week's tuition and their Supply & Travel fees are due at time of enrollment

Fees and weekly tuition are non-transferable, and non-refundable

Please refer to the Tuition section of this guide for details

*There is no reduction in fees due to closings or physical attendance.*

(Rev. 1/20)

## Contact Us

**Latchkey Room 636-296-7729 x183** To notify us of any changes in your child's daily schedule. If they will not be riding the bus here in the afternoon please let us know as soon as possible, by 2:15 at the very latest. Tuition due remains the same whether your child attends or not.

**Account Management Office 636-296-7729 x165** To discuss your schedule, billing, personal information updates, or other needs [chyrle.walls@fbca.us](mailto:chyrle.walls@fbca.us)

**FFCA Administrative Sec. 636-296-7729 x123** To speak to someone right away if other lines are not available [lisa.bice@fbca.us](mailto:lisa.bice@fbca.us)

## Tuition

Weekly tuition is due on Friday by 6:00 pm (or the last day of attendance for the week) for the forthcoming week. Full tuition is due regardless of attendance. **There will be no discounts applied for days off or closures of the facility.** Your rate will always be the same for all 40 weeks of school. If payment is not made by 6:00 pm on Friday, a \$25 late fee will be assessed and your position will be considered abandoned. You will not be allowed to drop-off on Monday morning. Payments should be made through your Praxis account or dropped in the locked box located in the hallway across from the *Express Room*! If you take advantage of our extra scheduled days of care, please include that fee on the payment made the previous week. You must be signed up on your contract to participate and you will be responsible for paying - No exceptions. Our staff members need to know their schedule which is based upon attendance. Space requirements/limitations are at the facilities discretion. A \$25 fee will be assessed on all return checks. Subsequent returns will require cash/money order payments only. There are no sibling discounts.

Make checks payable to FBCCA (First Baptist Church of Arnold).

Any questions regarding your account should be directed to [chyrle.walls@fbca.us](mailto:chyrle.walls@fbca.us)

**636.296.7729 x165**

A two-week written notice is required to leave the program. Upon giving notice, you will be required to payout in advance the remainder of your two-week term in full.

## Drop-Off/ Pick-Up

Students must be accompanied to/from the building and signed in/out on the clipboard. No one may be dropped off earlier than 6:00 am and must be picked up and signed out no later than 6:00 pm. There will be a \$25 late pick-up fee and \$1 per minute fee for each child assessed to late pick-ups. All persons are subject to identification checks. Please have ID readily available. We will not release a child to anyone that is not on the parent approved pick-up list. Phone requests are not acceptable changes. Written permission received from a parent will be honored. You will be billed if you ride the bus to/from here. If you do not wish to be billed you must drop-off/pick-up your child at school.

## Snacks/Meals

Breakfast is offered at 7:15 during the school term. Afternoon snack is also offered. We cannot accommodate refrigeration or warming of foods at these times. You may bring a snack with you. Do not bring soda or glass containers of any kind. We also ask that students not share food at these times for safety and in fairness to everyone. Snacks, even those brought with them, can only be enjoyed at designated times.

## Discipline

Positive reinforcement and redirection are used to encourage children to use proper behaviors. It is our desire to provide a safe and secure environment for your child. In order to achieve this, we do view certain behaviors as unacceptable. Under no circumstances will disrespect to teacher or peers, direct disobedience, or physical aggression be tolerated. The result for such behaviors is as follows:

1. Removal from the situation with a verbal reprimand by the teacher.
2. Time out if necessary (A time to consider other options that will help them make better choices in the future).
3. Brought to the Administrator or Director. Parent contact is made if necessary, at this time.
4. Dismissal from the program will be our only remaining course of action if behavior does not improve.

*\*Please note that for certain behaviors parents may be called immediately.*

*We reserve the right to dismiss anyone from our program.*

*No reimbursement of fees will be made as a result of this action.*

## Sick Child Policy

Students exhibiting the following conditions, regardless of their cause, may not attend until they are symptom-free for a full 24 hours. This is for their protection as well as the protection of others. Some conditions may require a doctor's release. This will be at the Director's discretion:

- Temperature of 100 degrees or more
- Vomiting
- Diarrhea
- Rash of unknown origin
- Non-clear nasal discharge
- Suspicious looking sores
- Conjunctivitis

*Parents, then emergency contacts will be notified if symptoms manifest and an immediate pick-up will be required. There is no reduction in fees for time off.*

All medications must be turned in to the staff member who accepts your child. This includes inhalers and cough drops. Medication must be in its original container. Prescription medications must have your child's name and proper dosage on the label. For prescription and over-the-counter medications we will provide a Medication Authorization Form for you to complete and sign.

**Absolutely no medications can be left in backpacks.**

## Miscellaneous

- We are not responsible for items brought into Eagle's Landing. All electronics, games, books, music, phones, etc. are allowed only at the discretion of the director. We will follow an "E for everyone" rating on all games and music. No profanity, improper content, or extreme violence will be tolerated in reference to all areas of media. [Communication through any form of call, text, or social media messaging \(Facebook, Twitter, Instagram, Snapchat, etc...\) is not permitted](#). In order to get information to or from your student, you may call into the Latchkey room at 636-296-7729 x183. Other options are listed under the **Contact Us** section of this handbook. No downloading to any device, including sharing, is allowed during Latchkey. Please label your child's belongings with his/her name on it. Your child is responsible for the whereabouts of their own belongings. We will not monitor the care of your electronics. This will be your child's responsibility. Sending these items is at your discretion and your liability.
- Any change of address, home phone numbers, or work information needs to be submitted promptly. It is your responsibility to notify us of any immunization updates as they occur.
- Please sign In and Out on the clipboard daily. If there are signs posted, please take the time to read them. This is for your information and convenience.
- Your registration schedule is the schedule you must stick to. Random days or switching days of attendance is not allowed. Any special requests must go through the registrar for approval within a timely manner so that appropriate staffing arrangements can be verified.

## 2020-21 Care Dates Offered by Registration at Enrollment

November 12  
December 21-23  
December 28-30  
April 6



## Parent/Student Acknowledgement

Student Name \_\_\_\_\_ Last grade completed \_\_\_\_\_

I have fully read the Eagle's Landing Info Packet (Rev. 1/20).  
I understand that these are the policies and procedures of this program and they will be strictly adhered to. Alterations to the program may be made only by administrators. I acknowledge that it is my responsibility to ask questions regarding those things I do not understand.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please sign and return this page as part of your registration (Rev. 1/20)*