

Thank you for considering Summit Christian Learning Center for your Child's Care and Education!

Summit Christian Center's purpose is to connect people with God and others, leading them to become fully devoted followers of Christ, who are expressing His life in their world. This purpose statement is the bedrock of our Children's Ministry and our Learning Center. Our program is designed to nurture young children, to stimulate their spiritual, physical, cognitive, and creative development, and to encourage positive self-esteem and social interaction.

We offer **CORE curriculum for our Elementary program.**

All age groups participate in Child centered biblical education through **Cantamar** curriculum.

Our learning goals for our Elementary aged children include the following:

- **Wisdom**
- **Initiative**
- **Contentment**
- **Cooperation**
- **Compassion**
- **Self-control**
- **Service**
- **Individuality**
- **Hope**
- **Perseverance**
- **Respect**
- **Kindness**
- **Friendship**

Please contact our Administrative team for information via email: thelearningcenter@summitsa.com or by phone 210-545-5219 to schedule your registration appointment. All appointments must be completed within 2 full school days prior to requested start date. All forms, records and fees are due at the time of the appointment. If these items are not complete, the appointment will need to be rescheduled and may affect requested start date. We look forward to serving your family at Summit Christian Learning Center.

ELEMENTARY ENROLLMENT

How did you hear about us? _____

Child's Name _____ Gender _____ Date of Birth ____/____/____

Elementary School: _____

Address _____ City _____ State/Zip _____

Program Selection: _____ Start Date ____/____/____ Withdrawal Date ____/____/____

Father's Name: _____ Mother's Name: _____

Employer: _____ Employer: _____

Business Phone: _____ Business Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

Home Church: _____ Home Church: _____

Does child live with both parents? ___ Yes ___ No

If no, whom does the child lives with and marital status of that parent.

Is there a custody order on file? ___ Yes ___ No

Other children in the family: Name _____ Age _____
School _____
Name _____ Age _____
School _____

Emergency Contact and Pick Up (other than parents; ID will be required)

Name _____ Relationship _____

Address _____ Contact Phone _____

Authorized Pick Up (other than parents; ID will be required)

Name _____ Contact Phone _____

Name _____ Contact Phone _____

Name _____ Contact Phone _____

I have received and agree to the policies of Summit Christian Learning Center.

Signature _____ Date: _____

I understand it is my responsibility to change any information in this enrollment form as needed. By this signature I am verifying that this information is true and correct to the best of my knowledge. In consideration for my child being allowed to participate in activities at Summit Christian Center, I hereby release, discharge, indemnify and agree to hold harmless Summit Christian Center, its directors, officers and employees, agent and all volunteer personnel from any and all liability for personal injuries and or damages, injury or illness that may be suffered by (Child Name) _____ We further agree to indemnify and hold harmless Summit Christian Center, it's directors, officers, employees, agent and all volunteer personnel for any claim and or damages, or its agents are required to pay as result of any injury or damage including reasonable attorney fees, litigation expenses and court costs.

Signature _____ Date: _____

MEDICAL INFORMATION AND RELEASE

Child's Name _____ Date of Birth ____/____/____

Child's Physician _____

Physician Address: _____ Phone _____

Medical Insurance Carrier & Policy #: _____

_____ My Child has **NO** special/medical /developmental needs, injuries, or allergies (Environmental, food, behavior, cognitive, and/or medical) This includes, but is not limited to, allergies, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, spectrum disorder, social/emotional/behaviors disorders, and any medications prescribed or over the counter for continuous, long term use.

_____ My Child has special/medical /developmental needs, injuries, or allergies (Environmental, food, behavior, cognitive, and/or medical) This includes, but is not limited to, allergies, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, spectrum disorder, social/emotional/behaviors disorders, and any medications prescribed or over the counter for continuous, long term use.

List Need Below:

Please circle the answer all of the following questions, if yes please describe:

- Does your child have any hearing or speech difficulty? Yes No _____
- Is your child taking any medication? Yes No _____
- Does your child have asthma or wheezing? Yes No _____
- Does your child have epilepsy? Yes No _____
- Does your child have febrile (fever) seizures? Yes No _____
- Is your child allergic to insect bites or stings? Yes No _____
- Has your child ever had chicken pox? Yes No _____
- Has your child had allergic skin reactions? Yes No _____
- Has your child been hospitalized or had a Yes No _____
- Medical condition in the last 12 months? Yes No _____
- Any other surgical or medical information? Yes No _____

My child's immunizations / health records are current. I have provided Summit Christian Learning center with an Elementary Medical waiver from my child's designated Elementary school.

Signature _____ Date _____

In the event that I cannot be reached to make arrangements for emergency medical treatment at the time of illness or accident, I hereby authorize Summit Christian Center to call EMS to take my child to the closest emergency room.

Signature _____ Date _____

PARENT NOTIFICATION OF CUSTODY ISSUES

To be filled out regardless of marital status

We cannot legally prevent a child from being picked up by a parent or person designated by a parent. If parents are legally separated or divorced, we cannot restrict the days or times parents pick up their children. Parent must be responsible to adhere to their custody agreement and/or decide between themselves which days and times each of them will pick up their child. Summit Christian Learning Center is legally obligated to release the child to their parent. If a parent as no legal right to pick up their child, or has a restraining order in effect, the school MUST HAVE A COPY OF THE COURT ORDER stating such on file. Otherwise, either parent may check the child out of the school with proper identification.

I have read the above statement regarding pick up custody issues of legally separated or divorced parents. This form should be signed regardless of your marital status. Your signature states that you understand Summit Christian Learning Center Policy regarding custody issues.

Child(ren) Names: _____

Printed name of Parent / Guardian: _____

Parent / Guardian Signature: _____

Date: _____

Medical Waiver

My child _____ has his/her immunization records, TB skin test record, hearing and vision screening on file at his / her Elementary school.

School Name: _____

Address: _____

Phone: _____

Parent Signature: _____ Date _____

Food Allergy Emergency Plan

MUST BE COMPLETED BY PHYSICIAN AND SIGNED BY PARENT PRIOR TO ENROLLMENT.

CHECK ONE

- _____ (Child's name) does not have FOOD ALLERGIES.
- _____ (Child's name) has the following FOOD ALLERGIES.

List all food allergies: _____

Symptoms if exposed to allergen: _____

Steps to take if the child has an allergic reaction:

Physician's Signature/ Stamp: _____ Date: _____

Physician's Address & Phone: _____

Parent Signature: _____

PROGRAMMING AND PRICING SHEET 2019-2020

AFTERSCHOOL PROGRAM HAS AN ANNUAL REGISTRATION FEE OF \$100 DUE AT TIME OF REGISTRATION. ALL AFTERSCHOOL STUDENTS HAVE AN ANNUAL \$150 SUPPLY FEE DUE BY FEBRUARY, 3 2020.

SUMMER CAMP PROGRAM HAS AN ANNUAL SUMMER FEE OF \$200 PER CHILD DUE AT THE TIME OF REGISTRATION.

EFFECTIVE JUNE 3, 2019, ALL PAYMENT METHODS MUST BE DESIGNATED WITH THE AUTO-PAY SELECTION THROUGH SMART CARE.

PROGRAMS

ELEMENTARY AFTERSCHOOL – K-5 TH GRADE	\$75 per week + \$75 tuition deposit
ELEMENTARY CAMP 1 ST -5 TH GRADE – Monday-Friday (field trips included)	\$225 per week + \$225 tuition deposit
3 DAY ELEMENTARY CAMP 1 ST -5 TH GRADE – Monday, Wednesday & Friday	\$145 per week + \$145 tuition deposit
2 DAY ELEMENTARY CAMP 1 ST -5 TH GRADE – Tuesday & Thursday (field trips included)	\$145 per week + \$145 tuition deposit

We are proud to offer the following discounts

10% off of tuition for Military, Active First Responder, Active Educator or Active Summit Church Member.

All discounts require current identification from the above agencies and will be only be applied in honor of parents or legal guardians of the enrolled child(ren).

10% off of tuition for siblings. (Youngest child at standard rate)

10% off of tuition for Legacy Families (Families who have been in care for 3 years at Summit, applied on 3rd anniversary date of enrollment)

10% off Family Discounts (Families with 3 or more children co-currently enrolled)

Discounts cannot be combined

DAILY DROP-IN RATE WHEN AVAILABLE:

\$60 PER CHILD, PER DAY. 2 YEARS OLD AND UP ONLY.

DROP IN MUST BE APPROVED AND PRE-PAID WITH CENTER ADMINISTRATION 48 HOURS PRIOR TO REQUEST.

ALL FEES AND TUITION ARE NON-REFUNDABLE

TUITION & FEE AGREEMENT 2019-2020

Child's Name: _____ Date of Birth: _____
 Parent Name: _____ Program Selection: _____

Summit Christian Learning Center is entirely self-supporting and depends upon tuition for its operation.

- Afterschool Registration Fee of \$100 is due per child.
- Summer Camp Fee of \$200 is due per child.
- Registration and Camp Fees are due at the time of registration.
- A Supply Fee of \$150 is due by February 3, 2020 for Afterschool program registrations.
- A tuition deposit is due at the time of registration in the amount of 1 week tuition.
- This deposit will be credited to my last tuition payment.
- All accounts have tuition due on Monday of each week. Payments are made via the Smart Care APP. Auto Payment feature is a requirement of enrollment beginning June 3, 2019. Please note that tuition is due whether or not your child is in attendance. An automatic late fee of \$25 will be assessed on the account at 12:00am Tuesday of each week, and the child cannot return to care until the account is paid in full.
- Drop in care is available when space permits and must be pre-approved by administration and pre-paid at the time of reservation, all drop in tuition payments are non-refundable.
- A \$25 NSF fee will be added to the account of all ACH payments that are returned and a \$25 late fee will be added.
- Each enrolled student is able to use 2 weeks of credit per 12 month period. Credit weeks must be requested via email to thelearningcenter@summitsa.com a minimum of 2 weeks in advance of the requested date. Credits cannot be used in lieu of a 2 week notice. Children cannot be in attendance during credit weeks. 1 week is defined as 5 consecutive days, Monday-Friday, business hour week.

Tuition rate \$ _____ Tuition Deposit \$ _____ Annual Registration Fee \$ _____ Annual Supply Fee \$150

Parent Initials _____

I understand that Tuition, Deposits & Fees are non-refundable and are not pro-rated for Holidays or absence. **(Parents' Initials)** _____

During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parent will be notified 14 days in advance of activity fee options. **(Parents' Initials)** _____

Late pick up fees will be assessed at the rate of \$1.00 per minute beginning at 6:30pm until 6:35pm. \$30 for 6:35pm-7:00pm. **(Parents' Initials)** _____

After school enrollments are required to notify the Learning Center by 12pm on the day of pick up if their child will not be needing pick up that day. Failure to notify the Learning Center by 12pm will result in a \$25 fine that is due on the next tuition due date. **(Parents' Initials)** _____

Children not picked up within 30 minutes of closing, or after the requested school pick up time may be reported to the governing authorities. Summit Christian Learning Center is not financially responsible for any governing authority fees. **(Parents' Initials)** _____

Tuition is not pro-rated for Holidays or Absence. Center wide final pricing is determined with consideration of Holidays and Closure Dates.

In the event I choose to end my relationship with Summit Christian Learning Center and withdraw my child, a two week written notice will be given and my deposit will be credited towards my final week of tuition. I will ensure that my account has a zero balance on my child's last day of programming. All accounts are subject to collection / legal action and will include all associated collection and legal fees if not paid in full of which I am responsible for. **(Parents' Initials)** _____

Parent Name: _____ **Parent Signature:** _____ **Date:** _____
Staff Name: _____ **Staff Signature:** _____ **Date:** _____

PHOTO RELEASE

Dear Parents,

During the school year, opportunities arise to provide positive information and publicity about our programs and events to the general public or specific audiences. In some cases, we may receive requests from the news media or professional persons to interview, photograph, and/or film students for news or non-profit publications, television or radio broadcasts, or for educational information and training or various publications and brochures printed by the Summit Christian Center.

Permission is needed for your child to be the subject of any news media publicity or included in our publications. Please sign this form and return it to the Learning Center, where it will be kept on file for future reference.

I give
 I DO NOT GIVE

Summit Christian Center permission to use my Child Picture and First Name in:
Newsletters/ Classroom, Website, Summit Social Media & Local Television Ad

No last names or other personal information will ever be used

_____	_____	_____
Child's Name	Parent's Signature	Date

SUNSCREEN/INSECT REPELLENT / WATER PLAY/TRANSPORTATION PERMISSION

If you are desiring for your child to wear Sunscreen or Insect Repellent, we do encourage parents to apply it at home. If you are unable to do so, we are willing to apply our Sunscreen/Insect repellent for you, upon parent request.

Having signed the acknowledgement below, you permit us to apply our Summit Sunscreen/Insect Repellent.

Please be sure to notify your child’s teacher that you are requesting for the Sunscreen/Insect repellent to be applied.

Your signature below authorizes Summit Christian Learning Center to apply Sunscreen or Insect Repellent to your child upon request, as well as acknowledges your awareness of this policy.

Your signature below authorizes your child to participate in water play activities.

Your signature below authorizes your child to be transported from _____ (Child’s Elementary School) to Summit Christian Center.

Your signature below authorizes your child to be transported from Summit Christian Center to designated Field Trip Locations.

Child’s Name	Parent’s Signature	Date
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Elementary Progressive Discipline Policy

Discipline is defined as the training of the mind that produces proper conduct and obedience. Our goal in discipline is to help train the student to grow toward a Christ-like image.

It's God's way to discipline with love. "Train up a child in the way he should go 'means' to mold character, to direct the growth of, and to point in an exact direction. Discipline is "training that corrects, molds, or perfects character."

Each student will be taught what is expected and should feel a sense of security in knowing and following the basic program procedures and rules. When it becomes necessary for a student to receive correction, it will be done prayerfully, lovingly, fairly, firmly and swiftly.

Children must see that their parents and the administration agree on the consequences of behavior or the effectiveness of the program will be diminished.

The majority of disciplinary action will happen in the classroom. When a student's actions are disruptive to the class, the teacher will address the situation as they deem appropriate. Consequences will be developmentally appropriate and it is our expectation that calling attention to students actions in a timely and constructive manner will redirect the behavior.

If, however, disruptive behaviors continue, teachers will use the steps below. Repeated offenses will accelerate this process.

1. The student will be redirected. This could be moving the student to another seat in the classroom, calling attention to the student, standing near the disruptive student, or making eye contact with the student.
2. Teacher and student will have a one on one conversation about the inappropriate behavior.
3. Teachers will communicate with the parents to inform them about what is going on in the classroom and to solicit the parent's assistance. A copy of the communication will be sent to the Director.

The administration will serve as the final authority on matters of discipline. Areas needing discipline may include:

- Leaving the classroom without permission
- Consistent failure to obey classroom rules; continual disruption of class.

The following behaviors will result in the student being sent to the Assistant Director for intervention. Typically, the parent will be contacted, depending on the severity of the infraction, suspension is a possible consequence.

- Inappropriate language
- Insubordination
- Disrespect of faculty, staff or classmates
- Theft or Destruction of property
- Fighting
- Verbal altercations with other students

The following behaviors will result in the student being sent to the Director for intervention and possible suspension or expulsion.

- Bullying
- Cyber bullying
- Swearing/foul language
- Threatening remarks toward faculty, staff or classmates
- Possession of matches, fireworks, or weapon(s)

We do not characterize a one-time incident as bullying. We call this being unkind and will deal with each situation appropriately. Bullying is not tolerated at Summit Christian Learning Center. If you believe your child is being targeted by a certain individual, please notify the Center Director. All other concerns you may have pertaining to disciplinary situations should be addressed with your child’s teacher first.

Your signature below signifies that you have read, understand, and agree to the discipline policy.

Child’s Name: _____

Parent or Guardian Signature

Date

2019-2020 DATES OF OPERATION & IMPORTANT DATES

We offer afterschool care in that is aligned with select NEISD and COMAL ISD schools. Please inquire for campus availability.

We will be closed on the following days in observance of Federal Holidays, Christian Holidays, Local Holidays, Holiday Breaks and Teacher In-Service Days.

Closure and Event Dates

- June 10, 2019 First day of Adventure Camp
- CLOSED July 4, 2019 (Holiday)
- August 16, 2019 Last day of Adventure Camp
- CLOSED September 2, 2019 (Holiday)
- CLOSED September 27, 2019 (Teacher In Service)
- CLOSED October 14, 2019 (Holiday)
- CLOSED November 11, 2019 (Holiday)
- CLOSED November 25-29, 2019 (Elementary Thanksgiving break Closure NO TUITION DUE)
- CLOSED December 23-January 6, 2020 (Elementary Christmas Break Closure NO TUITION DUE)
- CLOSED January 1, 2020 (New Year's Day Holiday Observed)
- CLOSED January 20, 2020 (Holiday)
- CLOSED February 17, 2020 (Holiday)
- NEISD SPRING BREAK March 9-13, 2020 (NO TUITION FOR NEISD STUDENTS)
- COMAL ISD SPRING BREAK March 16-20 2020 (NO TUITION FOR COMAL ISD STUDENTS)
- CLOSED April 10, 2020 (Holiday)
- CLOSED April 24, 2020 (Teacher In Service)
- CLOSED May 25, 2020 (Holiday)
- SUMMER PROGRAMMING BEGINS June 1, 2020
- July 3, 2020 (Holiday Observed)

SUMMER CAMP 2019 PROGRAM SCHEDULE AND FIELD TRIP POLICY

Summit Christian Learning Center has full time Summer Programming.
Monday-Friday 6:30am-6:30pm.

Select your desired week of attendance below

- June 10, 2019 – ANCIENT BEGINNINGS
- June 17, 2019 – MAGIC MAYANS
- June 24, 2019 - WALK LIKE AN EYPTIAN
- July 1, 2019 – THIS IS SPARTA! (4 day week)
- July 8, 2019 – RENAISSANCE FAIRE
- July 15, 2019 – INDUSTRIAL REVOLUTION
- July 22, 2019 – VBS WEEK – ROAR! God is Wild!
- July 29, 2019 – MODERN MARVELS
- August 7, 2019 – INFORMATION AGE
- August 12, 2019 – BUILT FOR THE FUTURE

- (Initials) Camps dates are from June 10-August 16, 2019
- (Initials) Fields trips are not optional and are included in tuition
- (Initials) Field trips are on Tuesday and /or Thursday of each week. (Excluding VBS week)
- (Initials) A field trip itinerary will be available March 18, 2019.
- (Initials) **I understand my child must be present and checked into care at 8:30am on Field Trips days.** If not, they will be unable to attend the scheduled field trip and will remain behind in a younger classroom. I understand that Field Trips may be changed or cancelled and that I will be notified in advance of changes.
- (Initials) I understand that my child's attendance on field trips may be revoked due to disciplinary or development concerns. In this circumstance parents will be responsible for pick up and transportation of their child.

PARENT NAME: _____

PARENT SIGNATURE _____ DATE: _____

ELEMENTARY ALL ABOUT ME!

Attach recent photo of child here

Childs Name: _____

Age: _____ Eye color: _____ Hair color: _____

In what ways would you like to see our program benefit your child?

Favorite type of music: _____

Favorite type of food: _____

Favorite book series: _____

Hobbies / Interests: _____

Favorite place to visit: _____

Best time of day: _____

People that live in my house: _____

Special people in my life: _____

Family pets: _____

Please describe a typical day in the life of your child, daily routines, eating and sleeping schedules, activities, outings, etc.

How does your child respond to new people? Is he/she shy around strangers or does he/she appear happy and curious?

How does your child behave in social situations with others? Does he/she enjoy observing children play? Does he/she prefer to play next to another child or to share activities with other children?

What techniques do you / your child's Elementary school use to help your child feel comfortable with and successful in transitions, new experiences and challenges?

What kinds of activities does your child enjoy with his or her favorite people?
