



Review Of Policies

Enrollment/Tuition & Late Fees

Children between the ages of 6 weeks and four years are eligible for enrollment at JCA. Children may attend the center for a maximum 10-hour block between 7:00 a.m. and 6:00 p.m., Monday through Friday, unless they are otherwise enrolled only in VPK without wrap care. Tuition fees are due every Monday. A \$25 late fee is added to your account if tuition is not paid in full by Monday at 6:01 pm, the fee will be applied on Monday of the same week. Failure to pay on time may result in termination of services and will force mandatory auto-draft with late fee(s) attached. No account will ever be allowed to carry a balance unless the Owner/Director has approved an arrangement. A two-week notice is required for any schedule change.

A registration fee and a curriculum of \$125 for single students and \$150 for families is due once the director has assigned a start date. This is an annual, non-refundable charge. If a child is withdrawn and then re-enrolls at a later date, a second enrollment fee will be expected.

If tuition is paid using a credit card there will be a minimum \$3 transaction fee added on to the student's account. A 10% discount is offered to families with more than one child enrolled and military families. This applies to full-time enrollment only. (School-age full-time is AM and PM, No school days)

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, weather, or any other reason. Please note that tuition rates do not change in the event of a week, including a holiday. After extensive research, we have found our policy to be consistent with other schools and childcare centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule. We will offer one week of vacation time to be used during summer break (June & July), winter break (last two weeks in December), and spring break no exceptions.

Parents who are receiving 4-C child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for 4-C billing. Upon our receipt of the 4-C payment, your account will be credited towards the following month. You are responsible for directly paying us your 4-C co-pay each month. Rate may vary according to 4-C disbursement. If 4-C billing lapses, it is your responsibility to pay the full tuition amount until 4-C notifies us otherwise. If your child misses more than 3 days, you will be responsible for the additional days 4-C does not cover.

Hours and Holidays

Jaylen's Christian Academy is open from 7:00 a.m. to 6:00 pm. The drop-off cut-off time is 9:30 am. Please have your child in school no later than 9:00 for breakfast. Breakfast will no longer be served after 9:00 am as it is a disruption to the start of the students' morning. 9:30 am is the cut-off for school, and 10:30 am is from a doctor's appointment with a note. Please notify the school by 9 am if a student is to have a doctor's appointment. JCA will be closed on the following holidays: New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as our teachers are paid for these days. JCA will follow the Orange County Schools' inclement weather closures. On some occasions, our center may be forced to close due to a situation beyond our control (e.g., a hurricane, electrical outage, or no water service). Every attempt will be made to inform parents of an emergency closing, and you will be expected to pick up your student ASAP. Regular weekly rates will still apply.

Uniform Policy

Jaylen's Christian Academy is a uniform school. Uniforms will be enforced every day. Students found in non-compliance will receive two written notices. After the second notice, students will be denied access for the day. The uniform is mandatory throughout the school and is not required during the summer program.

Drop-off and Pick-up Policies

Parents are expected to accompany their children into the center and sign them in and out. Students are allowed 10 hours of care per day. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for up to time 10 minutes and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave, and the teacher will assist. All students are expected to arrive no later than 10:30 am. JCA will not accept students past this time without a physician's note.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child.

The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of JCA reserves the right to deny a person's request to pick up a child. Your child has waited all day to see you and is excited when you walk in the door. **At pick up please put away your cell phone and give your full attention to your child. Children enrolled on a part-time basis are expected to be picked up at the agreed-upon daily time.** The parent or guardian of a child not picked up until after the agreed time, or past closing will incur a late fee. Repeated late pick-ups can and will result in dismissal. Late fees are due before the drop off of students the following day.

Know Your Child Care Facility

(Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.)

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.). License Number: CO90R1221 or CO90R0411. For more info regarding the compliance history of this childcare provider, please visit: MyFLFamilies.com/childcare CF 175-24

School Readiness (4-C)

It is the parent's responsibility to maintain all paperwork through the School Readiness/4-C. Verification from the Coalition must be received prior to the start of any student. Parents of a subsidized child must complete all required paperwork on time to continue enrollment. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies. Parents must also stay current on all parent fees and may be required to pay any differences in the cost of tuition. You are required to sign your student in and out each day. Failure to do so will result in attendance not being taken for SR/4C reimbursement. Each day SR/4C does not pay due to attendance is your responsibility. I give JCA staff permission to sign my child in and out when I'm not able to.

School Readiness (4-C) ASQ's

It is the parent's responsibility to maintain all paperwork through the School Readiness/4-C. ASQs are the parent's responsibility to 4C as it is a developmental screening. ASQs are assigned between two periods when the students recertify or near an upcoming birthday. Parents have five days to complete these. It is important to submit your child's Ages and Stages Questionnaires (ASQs) in a timely manner. These assessments are crucial for tracking your child's developmental milestones and ensuring they receive the necessary support. Please be advised that failure to submit the ASQs by the specified deadline will result in a \$15 fee. This fee is implemented to cover the additional administrative costs of late submissions.



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Mission

The mission of Mighty Minds Christian Academy is to offer a foundation by leading every student to the knowledge of Jesus Christ, while finding their purpose knowing Him as Lord & Savior and by providing the highest quality Christian education in an environment of genuine love, safety and concern for each student and parent.

The ABC's of the Christian Belief.

A: Admitting (that you are a sinner) Romans 3:23

B: Believing (that Jesus paid for your sins by His death on the cross) Romans 5:8

C: Confession (that Jesus is the Son of God, commit your life to Him) Romans 10:9

Vision

STUDENTS:

Our vision is that every student is equipped & prepared to impact the world for Jesus Christ by fulfilling God's calling on their life through their academic pursuit. As part of the Christian Life program, students participate in Bible classes, chapels, service opportunities, and mission trips. From coaches teaching self-sacrifice, to English classes analyzing literature through the lens of virtue, to History teachers the foundation from the beginning of time, students are inspired to look beyond themselves and desire the greater reward of the kingdom of Christ and it doesn't end there. It is infused in everything we do at MMCA.

TEACHERS & STAFF:

- MMCA will employ highly qualified/certified, Christian teachers and administrators who set godly examples for students they educate.
- MMCA teachers & administrators will stress excellence in Biblical academics, service and leadership throughout the community and every aspect of a student's walk with Christ.
 - MMCA will provide a safe, nurturing and loving environment where the mind and soul are both educated to glorify God.
- MMCA will provide current and up-to date technology and resources for students so that learning is brought to real life and meet each student's individual need.
- MMCA will employ a culture of hard work forged by sacrifice, dedication and encouragement formed and built for our students.

Philosophy

Mighty Minds Christian Academy believes that the purpose of Christian education is to offer Biblical assistance to parents as they fulfill their calling to diligently teach God's word and commandments to his children (Deuteronomy 6:6-9). The ultimate responsibility for Christian education belong to the parents, but as Christian educators we work in unity and harmony with the home and the church to "train up a child in the way he should go" (Proverbs 22:6). To that end, Mighty Minds Christian Academy strives to provide a nurturing, educational environment that is Christ-centered and focused.

MMCA first obligation is to be spiritually founded, based and Christ-centered. Our mission is to help each child & family cultivate a personal relationship with God through faith in Jesus Christ. We hold the Bible to be God's Word and believe that Scripture provides guidance and instruction in righteousness (Psalm 119:9).

Secondly, we understand and recognize that each student is uniquely created by God with specific talents and gifts. The school aspires to provide a strong foundation of knowledge that will prepare students for the future. Students are taught to think and express themselves openly, honestly, carefully and critically, so that they may "earnestly contend for the faith" (Jude 1:3).

Lastly, the school is to be socially Christ-centered. We seek to instruct children in a Godly and moral conduct that will help them to become wise, mature and productive adults. This instruction is accomplished through an attitude that all things are to be done to the glory of God (1 Corinthians 10:31). The school setting provides opportunities for students to grow socially & physically through educational trips, community projects, activities and physical fitness programs. While using an approach to education which addresses the changing technological nature of our society. To also get students acquainted with methods of research in order to develop habits of study for a life of intellectual pursuit. We promise to motivate students to think and communicate clearly, objectively, and creatively.

BEHAVIOR POLICY

We believe that children are entitled to a pleasant environment at our program. Our staff is committed to helping children develop the core values of respect, honesty, caring, and responsibility.

All reasonable efforts will be made to assist every child in adjusting to the program setting. Tree House Educational Center staff uses the following techniques to guide your child's behavior:

- Set clear, consistent, appropriate limits for classroom behavior
- Value mistakes as learning opportunities
- Redirect children to more appropriate behavior or activity
- Make eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help children solve their problems
- Patiently remind children of class rules
- Use effective praise that is immediate, sincere, and specific

Behavior that continues after these measures, escalates, or causes injury to another child will result in a written Behavior Report. The parent, teacher, or Tree House Educational Center Director may request a parent/teacher conference to discuss possible ideas for managing the child's behavior.