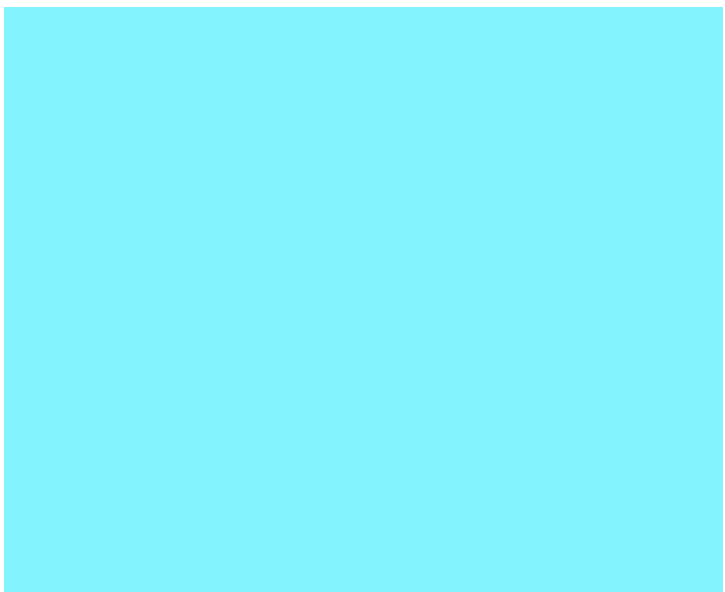
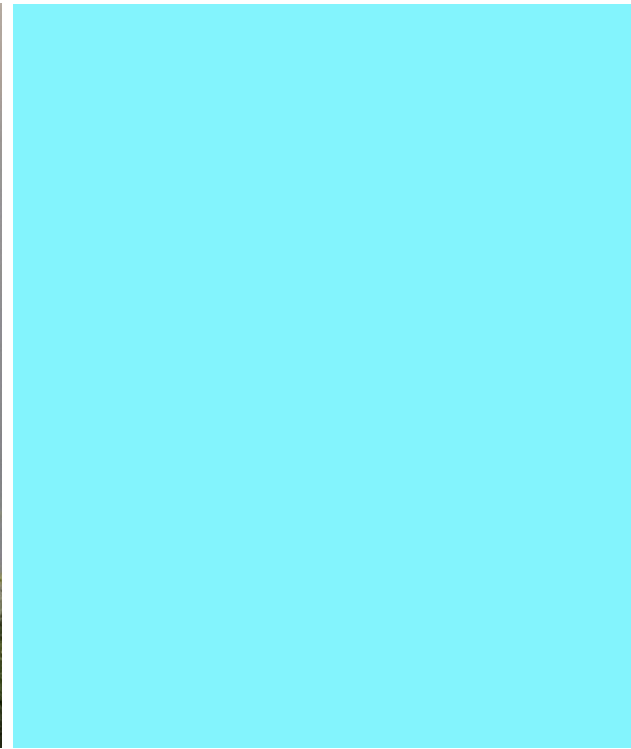


2023-2024

Parent & Student

HANDBOOK



Family Life Academy

530 S. Pantano Rd. Tucson, AZ 85710 520.296.8989



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This handbook does not serve to contractually bind Family Life Academy, a ministry of Christ Community Church, in any way. This handbook is subject to change without notice by the Elder Board of Christ Community Church.

Dear Parents/Guardians and Students,

Family Life Academy would like to welcome back our returning families and extend a warm welcome to our new families. We pray you had a delightful summer! We look forward to partnering with you to help your children develop into the godly young men and women He created them to be. Our Biblical emphasis will continue to be a Christ-centered approach to the Scriptures as we grow together in our faith in Jesus Christ. Our academic emphasis on the core content areas of reading, language arts, mathematics, science, and social studies from a Biblical Worldview will remain a priority, as well as providing a learning program that builds on each year's knowledge and instruction. While every year brings its specific challenges, we will continue to strive to meet the individual needs of all our students. We pray that this year will be the best for you and your family!

We view our school as a unique opportunity to introduce children to a saving knowledge of Jesus Christ while providing a quality education grounded in Biblical truth. We eagerly invite you to participate, as much as possible, in your child's education.

We look forward to seeing God at work in the lives of the families, students, and faculty of Family Life Academy.

Together for God's Glory,

Diane Yeager
Administrator
Family Life Academy

**“For I know the PLANS
I have for you”
declares the LORD
“plans to PROSPER you
and not to harm you,
plans to give you
HOPE and a
FUTURE.”**
Jeremiah 29:11

Family Life Academy is licensed by the State of Arizona for its early education, after care, and summer camp programs. We hold license number CDC-4074 and consistently pass regular state inspections on cleanliness, safety, and quality of program. Parents may view our files onsite and online at the Arizona Department of Health Services/Office of Child Care Licensure website or office located at 400 West Congress, Tucson AZ. (520) 628-6540. Fire, Gas, and Sanitation inspections can also be viewed in the Director's office at FLA.

School Leadership

Elder Board

Mitch Basefsky (Chairman), Chris Chan, Timothy Arrington, Kevin Westbrooks, Garrett Cunningham, Andy Griffis, Brett Inman, Eric Naus, and Chris Grant

Administrative and Office Team

Tim Arrington (Executive Pastor of Administration), Diane Yeager (Administrator), Michele Aguilar (Assistant Administrator), Tim Boyd (Assistant Administrator), and Leslie Valdez (Office Manager).

Elementary and Middle School Faculty/Staff

Kindergarten – Abbey McClouth; 1st Grade – Dan Beach; 2nd Grade – Florence Espino; 3rd Grade – Linda Mañas; 4th Grade – Nancy Lund; 5th Grade – Courtney Lyman; Middle School Team – Tanisha Fisher, Catherine Morgan, Erin Smith, Lisa Brouse; Art – Kathi Fuller

Early Education Staff

Lead Teachers: Cydney O’Kelley, Gabby Zaugra, Lynn Ekstrom, Lisa Villegas, Norma Rascon, Lisa Delyria.

Assistants and Co-teachers: Gail Barr, Jasmine Bird, Jenna Bouman, Amanda Doughty, Shelley Green, Dayna Han, Ngo Khai, Kimberly Johnson, Kyla Lyman, Ashleigh Matthews, Oliva Perez

Foundations

Mission Statement

Our mission is to provide children and families with foundational Christian truths as the basis for all learning and to do this in a nurturing environment that is founded upon Biblical values. While striving for academic excellence, we will model and instruct from a Christian worldview, with creativity and integrity.

Statement of Purpose

Family Life Academy is established as one of the ministries of Christ Community Church, in order to conduct a Christian school for the daily instruction of children from both believer and non-believer families.

Statement of Faith

We believe that there is one God, the creator, and the preserver of all things, omniscient and omnipotent, infinite in being and perfection. He exists eternally in three persons: the Father, the Son, and the Holy Spirit, who are of one essence and equal in power and in glory.

We believe that God has revealed Himself to man in the person of Jesus Christ, the Savior foretold in the Old Testament. He is fully God and fully man, the eternal, and only begotten Son of God, conceived of the Holy Spirit, born of a virgin, sinless in His life, making atonement by His death on the cross, and vindicated by God in His bodily resurrection. He ascended to His Father's right hand, and we await His visible return to the world according to His promise.

We believe that God is present in the world today in the person of the Holy Spirit who draws us to faith in Jesus Christ and who bears witness with our spirit that we are children of God. He indwells the believer, which empowers him to manifest the likeness and character of Christ. He gives spiritual gifts to the church for our mutual edification.

We believe that the sixty-six canonical books of the Bible as originally written are inspired of God, hence without error. They constitute the only infallible guide in faith and practice.

We believe that man was created by God and in His image, free as to choice and responsible to his Creator. Tempted by Satan, he separated himself from God by voluntary transgression. As a consequence, all men are born with a sinful nature and have need of reconciliation with the Holy God.

We believe that Jesus Christ provided this reconciliation by His death on the cross for our sins. That death was a substitutionary sacrifice and all who place their faith in Him are justified by His shed blood and the resurrection.

We believe that the most important event since creation was the bodily resurrection of Jesus Christ from the dead. All the teachings of Christianity derive their validity from this historical fact and without it our faith is in vain.

We believe that all who have been regenerated by the Holy Spirit belong to the one true church, the body of Christ. The church's objectives are to take the good news to all men and to provide nourishment for spiritual growth. Believers in the fellowship share in teaching the scriptures, observing the ordinances of water baptism and the Lord's Supper, and communion with one another.

We believe in the personal return of Christ to earth in sovereign power and glory to establish His righteous rule and look for a new heaven and a new earth in which righteousness dwells.

We believe in the bodily resurrection of all men and that those who are not justified by faith in Christ are ultimately separated from God forever, which is the second death.

We believe that those who are justified by faith in Christ will be like Him and will live with God and enjoy Him forever.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Christ Community Church's faith, doctrine, practice, policy, and discipline, our Elder Board is Christ Community Church's final interpretive authority on the Bible's meaning and application.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Christ Community Church as the local Body of Christ, and to provide a Biblical role model to the Christ Community Church members and the community, it is imperative that all persons employed by Christ Community Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Christ Community Church.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

Philosophy of Education

The philosophy of education at Family Life Academy is based on a Christ-centered view that all truth is God's truth, and that the Bible is the inspired and only infallible, authoritative Word of God containing the truth. Further, that God is the creator and sustainer of all there is. We should therefore pay attention, be interested in, and desire to know our role in what He has made. We understand that "to have the mind of Christ" (I Cor 2:16) is to be obedient to God's revelation. Therefore, we must seek to understand His revelation to the fullest.

We know that children are a gift of God to a husband and wife; however, it is a gift which includes responsibilities. Bringing up and educating a child is primarily the responsibility of parents. Family Life Academy exists, therefore, to assist in that education, without replacing the family's role.

Our responsibility to the student encompasses the spiritual, intellectual, physical, social, and emotional areas. We, therefore, avoid the strictly compartmentalized teaching of "Bible" and weave Biblical truth throughout the comprehensive curriculum.

Desired Student Outcomes

Early Education

At Family Life Academy, we focus on every area of development. When the physical, creative, social/emotional, language, and cognitive skills are given attention, the child develops into a well-rounded person with an instilled interest for learning. As a school that focuses on the development of the whole child, we expect your child to leave our learning center with:

- the knowledge that he is accepted and loved by God unconditionally;
- an enthusiasm for learning;
- a sense of success and independence;
- increased decision-making skills and awareness of responsibility;
- the ability to be expressive, spontaneous, and creative;
- an awareness of everyday disciplines and an ability to use those disciplines when guided with consistency and love.

These goals will be achieved through a balanced variety of experiences in the four developmental areas: Motor, Cognitive, Social/Emotional, and Language.

Elementary and Middle School

As students complete their experience at Family Life Academy, it is desired that graduates:

- are well prepared in all academic disciplines (reading, writing, speaking, listening, thinking, mathematics, science) and are committed to being lifelong learners.
- understand and commit to a personal relationship with Jesus Christ and apply God’s Word in their daily life.
- are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- have knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other people and places.
- appreciate literature and the arts and understand how they express and shape their beliefs and values.
- have a critical appreciation of languages, dispelling prejudice, promoting interethnic harmony, and encouraging Biblical hospitality for the “alien” or “stranger.”
- are actively involved in a church community, serving God and others and personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- know how to utilize resources including technology to find, analyze, and evaluate information and have the skill to question, solve problems, and make wise decisions.
- understand the worth of every human being as created in the image of God.
- can articulate and defend their Christian worldview (apologetics) while having a basic understanding of opposing worldviews.
- recognize their bodies as the temple of the Holy Spirit.
- understand, value, and engage in appropriate social (community) and civic (political) activities.
- embrace and practice justice, mercy, and peacemaking in family and society.
- value intellectual inquiry and are engaged in the marketplace of ideas. (open, honest exchange of ideas)
- respect and relate appropriately with integrity to the people with whom they work, play, and live.
- have an appreciation for the natural environment and practice responsible stewardship of God’s creation.
- are prepared to practice the principles of healthy, moral family living.
- are good stewards of their finances, time (including discretionary time), and all other resources.
- understand that work has dignity as an expression of the nature of God.

School Affiliations

Family Life Academy is a ministry of Christ Community Church and a member of the Association of Christian Schools International (ACSI).



Admissions & Academics

Admissions Philosophy

Family Life Academy is open to anyone interested in securing a Christian education, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Family Life Academy rules, expectations, policies, and procedures. It must always be understood that attendance at Family Life Academy is a privilege and not a right. This privilege may be forfeited by any student or parent who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend Family Life Academy and agree to honestly and wholeheartedly apply themselves to "present yourself to God as one approved" (2 Tim 2:15, NIV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Students will be considered for admission in the order in which their applications are received, with preference given to those with siblings already attending Family Life Academy.

Twenty students will constitute a full elementary or middle school class and a waiting list will be established at that time. Early Education class ratios will not exceed the following:

Age Group	Staff: Children
1-year old children	1:6 or 2:13
2-year old children	1:8 or 2:16
3-year old children	1:13 or 2:26
4-year old children	1:15 or 2:30
5-year old children	1:20 or 2:40
School age children	1:20 or 2:40

Family Life Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Family Life Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Family Life Academy administration and to abide by its policies.

Programs

Toddlers (1 year old and walking – 2 years old): Our one and two-year-old classes participate in Bible lessons, arts and crafts, learning activities, circle time, and outside play time. Parents can choose from a full-day program or a half-day program.

Preschoolers (3 and potty trained – 5 years): During your child's time in class he/she will participate in a variety of activities such as Chapel, Bible lessons, academic lessons with an emphasis on Kindergarten readiness, arts and crafts, music, outside play, and social interaction. Parents can choose from a full-day program or a half-day program.

Elementary Before & After-School (Kindergarten – age 14): From August through May, the before & after-school program offers time for children to work on homework, have Bible study time, playground time, snack, and participate in activities. This program is offered for FLA students on FLA early release days and certain K8 school closure days when the Early Ed program is open by making arrangements with the Administrator.

Summer Day Camp (Kindergarten – age 14): This school-aged summer program is an extension of our before & after-school program. It runs from the end of May through the end of July. Children participate in field trips, water fun, weekly Bible lessons, arts and crafts, VBS, and much more!

Drop – In Care: Drop-in care is offered for currently enrolled students when there is availability in the classroom and upon Administrator’s approval. Parents must pre-arrange for Drop-in Care by calling the Administrator’s office at least 24 hours in advance. Drop-in Care is only offered for enrolled students of Family Life Academy, at the rate of \$6.50 per hour.

Schedule Changes

All schedule changes must be submitted in writing to the school office.

Unenrolled Children

Children that are not enrolled in early education classes are not allowed to be in the classrooms due to state laws. Please keep them on the other side of the counter while checking in/out your enrolled children. This is especially important for our yellow building children as they are not allowed to be around older children due to compromised immune systems. We thank you in advance for your cooperation.

Parent Code of Conduct

Our staff strive to be respectful of parents and students, and we have that same hope for parents. If you have an issue with a teacher or student, here is our procedure, based on Matthew 18:15-17. First, share your issue/concern with the teacher/staff member directly. If that does not resolve the issue, then share with an administrator who will go with you to speak with the teacher/staff member. If that does not resolve the issue, then the administrator will deal with the issue.

Admissions Process

The procedures for admission to Family Life Academy are:

- Schedule a meeting with the Administrator or her designee and visit the campus.
- The Parent and Student Handbook must be read, and the Parent and Student Handbook Agreement must be signed and returned with the enrollment packet.
- The enrollment/re-enrollment packet must be filled out completely and all fees paid at the time of registration. The application fee is nonrefundable.
- The Blue Emergency and Medical Card and the Medical Consent to Treat Form must be completed and returned with the enrollment packet.
- A copy of the student's birth certificate and complete immunization record must be submitted with the enrollment packet.
- Students must have the ability to meet the academic requirements of the Academy.
- Students must possess good emotional and physical health.
- Students must be capable of understanding and adhering to the Academy's citizenship standards.
- Family Life Academy reserves the right to refuse admission and/or terminate enrollment for any child, for any reason.

Kindergarten Age Admissions Philosophy

Children entering Kindergarten must be five years old before September 1 of the enrollment year. Some children who meet the age criteria might benefit from another year of maturity before entering kindergarten. You are invited to consult with us if you have a question about whether your five-year-old is sufficiently mature to succeed in Kindergarten this school year.

Early Education Rates and Tuition

Tuition is calculated on an annual basis, and then divided into monthly rates and billed as such. We do not prorate or provide sick or holiday credits.

Childcare tuition may be paid weekly or monthly. If you choose to pay weekly, your balance is due each Monday before attending. If you choose to pay monthly, your balance is due in full the first of the month. Tuition is considered late after the 15th of each month.

Payments

FLA utilizes FACTS Financial Management for account management and online payments. Families will have the option to choose either automatic monthly payments or to receive invoices. Automatic payments will be withdrawn on set days each month. Invoices will be sent 20 days prior to the due date and payments can be made on a date of your choosing, on or before the due date.

Unpaid Tuition

If an automatic payment is returned, FACTS will charge a \$30 returned payment fee. They will re-attempt the payment two additional times. The \$30 returned payment fee will only be charged at the first unsuccessful attempt.

All childcare tuition must be paid by the 15th of the month. Unless other arrangements have been made, the total amount due must be paid before the student will be accepted back into class. If no arrangements or payments have been made, the child's name will be removed from the class roster. That child's slot will be filled by one from the waiting list. All payments will be applied to the outstanding balance first.

Thirty Day Notice for Withdrawal

FLA requires 30 days written notice when children are being withdrawn from early education classes. FLA will refund any rates paid in advance, beyond the 30-day notice, when a written, 30-day notice of intent to withdraw is given to the school.

Early Education Discounts

Members of Christ Community Church receive 5% off provider rates. FLA offers a sibling discount of 10% when two or more children from the same family are enrolled. The 10% discount is taken off the younger child(ren)'s tuition. Discounts do not apply to accounts that are past due.

Registration Fees:

All registration fees are non-refundable.

Registration fee is waived for active military families.

One Child.....	\$75.00
Two or More Children.....	\$100.00

FACTS Family Portal Fee:

Annual fee per family.....	\$55.00
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Toddler Childcare (1 and walking — 2 years old)

Care begins at 7:30a.m. and ends at 5:30p.m.

Full-day care is any time from open to close; individual schedule must be given to the office at time of enrollment.

Half-day care consists of drop-off at 8:30a.m. and pick-up 12:30p.m.

2 Day Program (Full-Day).....	\$419 monthly
(Half-Day w/ Preschool).....	\$255 monthly
3 Day Program (Full-Day).....	\$607 monthly
(Half-Day w/ Preschool).....	\$353 monthly
5 Day Program (Full-Day).....	\$846 monthly
(Half-Day w/ Preschool).....	\$484 monthly

Kid Care (3 and potty trained — 5 years old)

Care begins at 7:30a.m. and ends at 5:30p.m.

Full-day care is any time from open to close; individual schedule must be given to the office at time of enrollment.

Half-day care consists of drop-off at 8:30a.m. and pick-up at 12:30p.m.

2 Day Program (Full-Day).....	\$401 monthly
(Half-Day w/ Preschool).....	\$227 monthly
3 Day Program (Full-Day).....	\$602 monthly
(Half-Day w/ Preschool).....	\$348 monthly
5 Day Program (Full-Day).....	\$783 monthly
(Half-Day w/ Preschool).....	\$445 monthly

Kids' Camp Childcare (K-14 years of age)

These programs only apply to children attending Family Life Academy for Kinder-8th grade.

Before School Program

Hours are from 7:30 a.m. to 8:15 a.m.

After School Program

Care is offered from 2:45p.m. until 5:30p.m.

Before/After School Rates are charged on a monthly basis.

2 Day Program	Before \$20	Before/After \$130	After \$120
3 Day Program	Before \$30	Before/After \$195	After \$180
5 Day Program	Before \$50	Before/After \$325	After \$300

Childcare is available for early dismissal days and some holidays at the rate of \$6.50/hour.

Summer Camp Childcare (K-14 years of age)

Summer Camp is offered from 7:30 a.m. until 5:30 p.m. The 2023 camp session begins May 24 and ends on July 27.

Summer Camp rates are charged on a weekly basis.

5 days per week: \$175

4 days per week: \$140

3 days per week: \$105

2 days per week: \$70

Extended Care/Drop- In Days (all ages)

Drop-in care is offered for currently enrolled FLA students when there is availability in the classroom and upon Administrator's approval. Parents must pre-arrange for Drop-in care by calling the Administrator's office at least 24 hours in advance. Drop-in days are \$6.50 per hour and will be billed at the beginning of the following month.

Families of children who are not picked up by 6:00 p.m. may be billed \$1 a minute for each minute they are late.

Schedule Changes

A form is available in the FLA office if you would like to request any sort of schedule change.

Vacation Credits

We do give one week (maximum) vacation credit per calendar year if the child will be absent a full week (Monday through Friday). To receive this credit, 30 days written notice is requested to be given to the Administrator. If the child has been in attendance for any part of the week, the vacation credit will not be applied.

Elementary & Middle School Tuition

Annual tuition for the 2023-2024 school year is \$6,460.00. This is divided into ten equal installments of \$646.00, due on the first of the month beginning August 1 and concluding on May 1. Tuition is considered late on the 15th of the month. We understand that if a family is waiting for scholarships or ESA funding, the scholarships are disbursed according to the Scholarship Tuition Organization's award schedule or ESA's funding timelines. Families are responsible for any tuition costs that are not covered by scholarships or ESA.

Elementary & Middle School Sibling Discounts

Discounts are available for families with two or more children enrolled in FLA. The sibling discount is 10% off each additional student after the first enrolled student.

Elementary and Middle School Academics

Students must demonstrate an appropriate degree of success in the classroom to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below.

Academic Probation and Dismissal

All situations will be handled on a case-by-case basis.

Report Cards, Progress Reports, and Parent Conferences

Report Cards are provided quarterly, and progress reports are provided as needed. Parent conferences are encouraged and planned as needed.

Homework

The primary purpose of homework is to reinforce the material and objectives covered in class. Its secondary purpose is to help students develop responsibility, self-discipline, and good study habits. In addition, homework is assigned to supplement regular class work, prepare for the next day, and complete unfinished work.

Make-up and Late Work

Students will have one day for each day they are absent to make up work if the absence was excused. Extended illness and prior notice to the teacher may receive special consideration. Any work assigned and due before the absence is to be turned in the day the student returns. Work not completed within the days allowed will be docked 10% for each day it is late. Late work is any assignment that is turned in after the due date that is not due to an excused absence.

Plagiarism

All students are required to do their own work. Students are allowed and encouraged to receive help from their teachers and peers when needed but copying is strictly prohibited and counts as plagiarism. Students are expected to cite outside resources they use for any projects and papers. Plagiarism will result in the student receiving a failing grade for the assignment. Repeated offenses may result in expulsion for academic dishonesty.

Participation in Student Athletics

General Eligibility

Students in fifth through eighth grades may participate after they turn in a completed permission form for each sport they will play, pay the required athletic fees for that sport, and turn in a signed copy of the eligibility agreement.

Academic Eligibility for Participation

Students must have passed all their classes with a “C” or above during the previous academic quarter to be eligible to participate on a team for the athletic season. If, during the season, a student begins to fail a class or content area they will go on athletic probation. The first week they will not be permitted to play in games but may continue to practice with the team. If, after that first week of academic probation, they do not bring their grades back up to “C” or higher they will be ineligible to practice or participate in games for that week. At the end of each week the teacher will fill out an eligibility progress report; once the grades are all back to “C” or higher they will resume eligibility for games and practices. Exceptions to this policy may be granted by the school Administrator under extraordinary circumstances.

Cell Phone Policy

Since many cell phones have internet access, and FLA has no control over cell phone safeguards, cell phones may not be used by students during school hours. If a student brings one to school, the teacher must be notified so he/she can lock it up until dismissal. This goes for before/after care as well.

Attendance

Early Education

When you have chosen the set schedule that your child will be attending, be sure to bring/pick up no earlier or later than five minutes before and after his/her class schedule, as you will be charged for the extra time. It affects our staffing when your child comes during unscheduled times. If you need to extend your time, be sure to contact the office for changes you would like to make.

If your child is ill or will be absent for any other reason, please call 296-8989 or e-mail lvaldez@ccctucson.org or maguilar@ccctucson.org or prior to 8:30a.m. each day to report an absence for your child.

Please see page 15 for more information about a vacation credit for a planned absence of at least one week.

Elementary and Middle School

Your child's attendance patterns often have a direct link with achievement. Frequent absences hurt academic performance.

If your child is ill, please call 296-8989 or e-mail lvaldez@ccctucson.org or maguilar@ccctucson.org prior to 8:45a.m. each day to report an absence for your child.

- Proper arrangements must be made for the absence and responsibility taken for appropriate reentry into school.
- School begins promptly at 8:15a.m. and students are dismissed at 2:45p.m. Students will be supervised for 15 minutes prior to the start of school and 15 minutes after dismissal. We cannot guarantee adult supervision before 8:00a.m. and after 3:00p.m.
- If the student must regularly arrive at school earlier than 8:00 or remain later than 3:00, before and after school programs are available at an additional cost, but your student must be registered ahead of time. Please see page 14 for rate information and contact the school office at 520-296-8989 for the registration forms.

Truant, unverified, unexcused, excessive excused absences, and tardies affect your child's education and increase the chances for failure. We cannot be successful if your child is not in school. Please help us to ensure that your child receives a quality education by getting your child to school healthy and on time.

Tardiness

School begins promptly at 8:15a.m. If your children are tardy, drop your child off in class, then please come to the office to have them removed from the absence list. Remember, when children are tardy, it prevents them from attending one of the most important parts of a school day, when the day's work is outlined. Tardiness is a serious distraction for the teacher and students who are punctual because it detracts from the progress of the class. We ask that you help your child learn the valuable lesson of personal responsibility by setting the example for punctuality.

Absences in the following categories will be handled as indicated:

Attendance is taken daily at the beginning of the school day and after lunch break. Absences are recorded in half-day increments. If a child is more than thirty minutes late or misses more than thirty minutes of the school day, they are considered absent for that half-day time period.

Excused Absences

Regular attendance is essential for your child's academic success.

- Excused absences include illness of the child, medical appointments, or a family emergency.
- Please inform the school as soon as possible if an absence is unavoidable due to medical appointments or family emergencies.
- See Health & Wellness section on page 27 for more details on symptoms that require a child to stay home.

Unexcused Absences

- Unexcused absences include anything not listed in the excused absences section.

Excessive Absences

- Six or more absent days in a quarter is considered excessive.
- Excessive absences require a meeting with the administrator to develop a plan to reduce or eliminate absences for the following quarter.
 - Scholarship recommendations/awards will be affected by excessive absences.
 - Please be aware that Family Life Academy will abide by the Act Now Truancy Program which provides truancy enforcement and early intervention with the mission to return the habitually truant student to school.

Early Pickup: If a child needs to be taken out of school before the regular dismissal:

- Come to the office to sign out the student.
- Please do not go to the classroom to get your child. The office will send for your child.

Make-Up Assignments as Result of an Absence

Students will be required to turn in assignments they miss because of an absence in the same number of days as they were absent. (Example - if a student is absent two days, they have two days to turn in assignments they missed during their absence.) It is in the child's best interest to complete assignments as quickly as possible due to the cumulative nature of some quizzes and exams.

Transportation/Field Trips

We do not provide transportation for students to school or home. The only transportation provided is for field trips. Our desire is to provide children with a variety of experiences. In accordance with this, some of our classes will have the opportunity to leave campus for one or more field trips. Permission slips signed by parents are required for each field trip. If you prefer your child not attend field trips, we will make arrangements for your child to remain on campus.

Student Expectations

Early Childhood

Family Life Academy focuses on acceptable behavior and corrects unacceptable behavior with consistency and kindness. Our classroom rules and discipline policy are as follows:

Classroom Rules

Use walking feet so I may be safe. (Exodus 2:5b)

Use inside voices so that I may hear. (Ecclesiastes 3:7b)

Respect others and their belongings. (Romans 12:10)

Use nice words, hands and feet because we are children of God and we should not hurt His children's body or feelings. (Philippians 1:27a)

Obey and Listen to the teachers at all times because they care for us and show us new things. (Hebrews 13:17)

I know God loves and cares for me and just as He does so should I show the love of God to others in all that I say and all that I do. (Proverbs 17:17)

Discipline Steps

Remove child from situation and re-direct with other choices.

Discuss with child what the rules are and how to improve the negative behavior.

Child will have a "Cool Down" time; cool down time equals approximately 1 minute or max 3 minutes of controlled behavior.

Visit to the Administrator's office, parents may be called.

The 5th warning will result in a call to parents, and the child will be sent home for the day. A child is sent home as a last resort and all other attempts to remedy the problem have failed. If this happens, we require the parent to pick up the child in a timely manner. If the parent cannot be reached, we reserve the right to call other friends or family members authorized on the blue Emergency Card to pick up the child.

Aggressive Behavior

If a child exhibits violent behavior such as hitting and kicking of teachers or any adult of authority, FLA reserves the right to send the child home for the day. A parent conference will be called if incidents of biting, hitting, tantrums, etc. are negatively impacting other children. We are happy to help with suggestions and will work with parents in a constructive way. If the problem is not resolved, parents will be given notice to find other care for their child.

Family Life Academy reserves the right to suspend or expel any child due to behavior of the child or their parent at any time, with or without prior notice. If FLA finds it necessary to expel a child from our program, we will refund any pre-paid tuition.

Nap time

Nap time is scheduled during the extended afternoon hours. They are not required to fall asleep, but they must rest quietly on their mat. Soothing music is played during nap time and the children's backs are rubbed to help them rest and relax. We ask that a child bring a small travel sized pillow

and blanket that can fit in a gallon sized Ziploc bag. For the 1's and 2's they can bring something of comfort for them to help them rest with their blanket and small pillow. All sleeping mats are sanitized and sheets washed daily.

Clothing

Children should wear sturdy, washable clothing, and closed toe shoes. We will be exploring many "hands on" experiences with your child, including but not limited to water, sand, mud, gardening, and painting. Smocks will be used when feasible but may not always be appropriate for the activity. Please do not send your child to school in dress clothes, as we cannot guarantee they will be kept clean. A change of clothing is required to be kept in the classroom. Please put a change of clothing into a large Ziploc bag and label the outside of the bag with your child's full name. All articles of clothing must be labeled with child's name as well. When wearing a skirt, girls must wear play shorts that fall no more than 6" above the knee or leggings underneath the skirt. Hair must be natural colors, including decorative extended hair pieces.

Toys and Items of Value

We ask that children leave all personal items at home unless requested by a teacher for "Show and Tell." We are not responsible for lost or stolen items. Please do not bring anything of monetary or sentimental value which also includes clothing and blankets/quilts.

Elementary and Middle School

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

Student Discipline

Students are expected to demonstrate a submissive attitude toward those in authority and respect for fellow students and property.

The classroom teacher will initially deal with conduct that is disrespectful, harmful to self or others or interferes with the learning process. Parents may be asked to assist in this initial process. Continued unacceptable behavior will result in a referral to the school administrator.

Serious/dangerous behavior will promptly be referred to the school administrator for immediate action. The purpose of the discipline policy at Family Life Academy is to provide a safe environment for students and staff, to teach ethical and moral behavior, and to maintain the best learning environment possible. Students who are unwilling or unable to respect and respond to the rules will face logical consequences.

Teachers will inform the students of the basic rules for classroom management and let the students know in advance the consequences for misbehavior. Examples of violations would include but are not limited to talking while the teacher is instructing, dress code violations, or not staying in your

assigned seat. Consequences might include, but are not limited to, such things as withdrawal of privileges, time out, and some type of work assignment in the classroom or on the property (i.e., sweeping floor, picking up playground area).

The students will be reported to the administrator if students do not respond to normal classroom discipline or become involved in more serious acting-out behavior including, but not limited to, such things as fighting, talking back, property damage or verbal abuse of others. The administrator may set up a parent conference, assign a certain amount of time in detention, assign additional physical on-campus work activities or other such consequences appropriate to the situation.

Daily parental in-class supervision, behavior contracts, suspension, or expulsion will be required for students who do not respond to the already listed discipline methods, engage in behavior which severely endangers another's safety, cause property damage, bring weapons or illegal substances on campus or simply defy school rules or authority.

The school administration is the sole determiner of what the level of offense is and what level of consequence will be assigned. There is no implied requirement to give chances at each level. At every level students will be given the opportunity to explain their behavior and respond to questions. Parents will have a right to a full explanation of the situation and are then expected to support the school authorities' consequence decisions.

Playground Rules

General

- All food and drink are eaten at the tables.
- Eat your lunch, clean up your lunch area and then ask a playground supervisor to be excused.
- No running around the picnic tables.
- Obey directions given by all playground supervisors.
- Stay on grass or playground and away from structures such as fences, trees, bushes, or other things not intended as playground equipment.
- Follow play equipment and game rules.
- Use school equipment; do not bring toys and equipment from home.
- No balls, jump ropes, toys, or outside play equipment in the playground area.
- Keep your hands and feet to yourself. No tackling, pushing or rough play
"IF IT LOOKS LIKE A FIGHT, IT IS NOT ALL RIGHT!"
- No throwing dirt, stones, sticks, or rocks.
- Speak respectfully to each other.
- Stop playing immediately when the signal is given.
- No climbing in trees or bushes.
- No electronics or cell phones may be used

Monkey Bars

- * Start at one end of the apparatus and move in one direction
- * Stay well behind the person in front and watch out for swinging feet.
- * Do not hang by legs.
- * Do not stand on the top bar.

* No flipping from the bar to the top.

Slides

- * Only one person at a time on the sliding surface.
- * Do not go up the sliding surface or the frame.
- * Slide down feet first, one at a time.
- * Avoid pushing or shoving.

Elementary and Middle School Student Dress and Grooming

Dress at Family Life Academy must be consistent with Christian standards of modesty and good taste. Dress and appearance are a reflection of values and attitudes in students and staff alike.

Dress is the primary responsibility of parents who should assure that their child is compliant with the dress code when they leave home in the morning. However, the Academy office will be the final authority on appropriateness and reserves the right to ask any student to return home and change, or wear something we have on hand, if clothed inappropriately.

Subsequent years may involve a change in the Code as we choose school colors and logo, learn from experience, and hear input from parents, students, Academy staff and other church staff members.

General rules for both girls and boys:

- Casual Fridays and Spirit Days will not occur weekly. They will occur as announced via fliers and email announcements.
- Students must wear school polo shirts on chapel day. The first polo will be provided by FLA.
- All shirts must have a collar - no t-shirts except FLA t-shirts. Collared shirts may be any solid color.
- Shirts and tops must cover the midriff.
- Hoodies must be a Family Life Academy hoodie or a solid colored hoodie, no logos or pictures, and worn over a dress-code approved shirt.
- Clothing must not have logos, pictures, printed letters, or words that cannot be covered with a quarter.
- Jeans of solid colors may be worn, but there cannot be any rips in them.
- Leggings and jeggings may only be worn beneath a skirt or skort.
- Shorts must not be any shorter than 6" above mid knee and be a solid color. Sweat material is not allowed, but solid-colored athletic shorts with no logo are. A solid side stripe is acceptable.
- In addition to jeans and shorts, girls may wear a skirt, jumper or skort. Appropriate length shorts, leggings or jeggings must be worn beneath them.
- The only permitted footwear is a closed-toe shoe - no flip-flops or sandals.
- Hats must be removed upon entering a building.
- Hair must be natural colors, including decorative extended hair pieces.
- Earrings may be worn in pierced ears. All other piercings must be covered or have no jewelry in them. All other jewelry is discouraged.

“Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything is worthy of praise, let your mind dwell on these things.” Philippians 4:8

Parents – please help us maintain appropriate standards of dress by dressing appropriately yourself when coming onto campus.

Public Displays of Affection

Students involved in relationships should maintain a Godly example in speech, conduct and purity at all times. Students are to refrain from public displays of affection on campus or at school-sponsored activities. Kissing, hugging, handholding, and other forms of personal affection are not permitted on campus or at any school-related activity. It is important to remember the influence that middle school behavior (positive and negative) can have on the younger students.

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student’s involvement in school activities. Opportunities for students to participate in extra activities include:

Service - Classroom job assignments

Leadership - Classroom responsibility assignments

Music - Weekly music education

Drama - Classroom plays and productions

Athletics – Interscholastic sports opportunities for 5th through 8th graders. Physical Education for all elementary and middle school grades.

Fine Arts – Bi-weekly art classes

Opportunities for Parent Volunteer Involvement

Parent involvement is critical to Family Life Academy’s overall effectiveness. Additionally, students oftentimes do better when their parents are involved in their school. Some ways parents can volunteer include:

- Fundraising: Chick-Fil-A night, Box Tops for Education, etc.
- Playground Lunch Monitor
- Athletic Coach/Assistant
- Office/Clerical Assistance
- Yearbook Sponsor
- Parent Prayer Group
- Book Fair Assistant
- Helping on Picture Day
- Assisting with various class trips and outings.
- Special Events Team

Parents must complete volunteer screening requirements to work directly with students. Please contact the office staff for assistance. Your involvement is greatly appreciated!

Health and Wellness

Parents are required to provide emergency information for their child at the beginning of each school year. If changes in information occur during the school year, parents must notify the school immediately.

Immunizations

Children must have up-to-date immunizations on record with the office prior to enrollment. Please keep these forms updated by bringing in your child's immunization records as soon as they receive each series of immunizations. We may also send home notices throughout the year if your child needs an immunization. Additionally, we have exemption forms available in the FLA office if requested.

Documentation from parent or physician of any unusual marks needs to be on file in the Director's office.

Illness

It is a major commitment of ours to maintain a healthy environment for all our students. The following policy has been created for the protection of your child. If your child is visibly ill, a parent or authorized person designated on your *Blue Medical Form* will be contacted. Your child will be removed from the classroom and isolated to wait for transportation home. A fever will be dictated by 100.1 degrees and will be recognized as a fever. We use standard thermometers purchased from a local pharmacy and will be recognized as an accurate reading. The child will be sent home and **must be removed from the facility within one hour of your notification** and may not return until fever free from 100.1 or more degrees for 24 hours (without use of fever reducers such as Tylenol or Motrin) per State Licensing regulations. Please contact the office by 8:30 AM for EE and 8:45 AM for K8 to let us know when your child is out ill.

Children with the following symptoms should remain at home until they have recovered with no symptoms for 24 hours:

1. Fever of 100.1 or higher; children must be free of fever without medication 24 hours before returning to school. According to the Center for Disease Control (CDC), different illnesses have different restrictions on when a child may return to school. Please check with the office when reporting the illness to us.
2. Vomiting, diarrhea, or severe abdominal pain.
3. A cold, sore throat, or persistent cough.
4. Nasal congestion or runny nose, not diagnosed by a doctor as allergies.
5. Any open sores or open wounds.
6. Any undiagnosed rash.
7. Red or swollen eyes with drainage/pink eye.
8. Earache.
9. Swollen glands around the jaws, ears, or neck.
10. Any other symptoms suggestive of acute illness.

Notification of Communicable Diseases

You will receive a written notice of any communicable diseases that have been reported to the FLA office. Please notify us immediately if your child has contracted a communicable disease.

Medications

A designated staff member will administer medications to all students. Medication will only be administered if the required Medication Request Form has been filled out properly and is on file in the Medication Logbook in the FLA office.

When medication is brought in it must be in the original bottle and have your child's first and last name on it, the name of the drug, and the instructions for dispensing; doctor's name and prescription number must be clearly stated on the label. If medication is liquid, it must be accompanied by a calibrated spoon or dispenser. Over the counter medication must be in an unopened container and must be accompanied by a letter from your doctor.

Medications should not be moved in and out of the facility. Please have pharmacist prepare a separate bottle for school and one for home.

All medications will be kept in a locked medication box. All medications need to be picked up on the last day that we have been authorized to distribute it. **DO NOT STORE MEDICATION IN YOUR CHILD'S LUNCH BOX OR THEIR DIAPER BAG.**

Children with severe allergies that require an EPI PEN in an emergency, or children with asthma, must have an ACTION PLAN FORM filled out by the parent and the child's doctor prior to attending.

WE ARE NOT A PEANUT FREE SCHOOL.

Parents are required to notify the school of any unique medical problems their child may have. The school must be informed of food allergies; however, it is expected that school-age students will be responsible for not selecting or eating prohibited items.

Laws Regulating Child Safety

School teachers and administrators are "mandated reporters" of suspected child abuse. This means we have no choice but to report any observation or verbal report from a child of suspected abuse to the Arizona Department of Child Safety.

SAFETY POLICIES AND PROCEDURES

Medical Emergencies

In the unlikely event that your child needs medical treatment, the office will try to contact you or a designated person on your blue Emergency Card. If contact cannot be made, then your child's physician or dentist will be called, and we will follow their instructions to the best of our ability.

The school will maintain a signed consent form agreeing to this provision. It is to your child's benefit to keep the school up to date on all current phone numbers, emergency numbers, and any other pertinent information.

Accident / Incident Procedures

Basic first aid will be administered by staff with first aid training. An "Ouch Report" will be provided to the parents at pick up. Parents will be notified if the injury requires treatment beyond basic first aid. A "Hurt Report" will be sent home when a child intentionally hurts another child, so the parent is aware of the incident and that we are working on appropriate care of one another at school.

Fire Drills

Unannounced fire drills will be held once a month in accordance with Arizona State law.

Emergency Drills

Unannounced emergency drills to include lockdown will be held periodically.

Insurance

FLA is covered with liability insurance for each child and the buildings under the umbrella of Christ Community Church; it is available to view onsite.

Pesticides

Parents will be notified 72 hours before the application of pesticides on the school grounds via a sign posted on each applicable door.

Parent and Visitor Procedures

For the safety of our students, parent participants and all visitors must sign in on the Guest Registration Book located in the FLA office before entering the classroom. This policy does not apply to parents that are dropping off or picking up their child.

Early Education classes have an open-door policy that allows the parent to enter their child's classroom directly at any time. We just ask that parents are not present in classrooms for long periods of time at regular intervals due to state regulations. Parents/volunteers cannot discipline children other than their own.

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) requires that at the beginning of each school year parents be informed of their right to review their child's cumulative record. This handbook statement serves as that notification. Please speak to the school administrator if you have any questions.

General Information

Campus Hours

Early Education

Classes are in session from 7:30a.m. to 5:30p.m.
The school office is open M-F from 7:30a.m. to 5:30p.m.

Elementary and Middle School

Classes are in session from 8:15a.m. to 2:45p.m.
The school office is open M-F from 7:30a.m. to 5:30p.m.

Holiday Closures

The FLA calendar provides detailed information on all school closures including holidays.

Campus Visitors

All visitors to the school grounds, including parents, must follow proper check-in procedures. Please make arrangements for a visitor to come on campus at least a day prior to the visit by informing the teacher of who is coming, the purpose of the visit, and how long the person will be here.

Change of Contact Information

When you get new contact information (home address, email address, or phone numbers) during the course of a school year, it is critical that you notify the school office of this change in writing so the school can maintain necessary and appropriate contact with your family.

Drop-off and Pick-up of Students

Early Education

Please be sure to bring/pick up no earlier or later than five minutes before and after their class schedule, as you will be charged for the extra time. It affects our staffing schedule when your child comes for unscheduled times. We are licensed to operate from 7:30am-5:30pm.

You are required to legibly sign your child in and out of class each day, noting the time. Only authorized persons that are listed on the blue Emergency Card (must be 16 years of age or older) can sign enrolled children out of class. Anyone picking up should have identification with them.

The late fee for picking children up after 5:30p.m. is \$1.00 for every minute. If attempts to notify parents and emergency contacts are unsuccessful by 6:30p.m., the office will contact law enforcement through 911.

Elementary and Middle School

Students may be dropped off no earlier than 8:00a.m. and must report directly to their teacher. Students are to be picked up between 2:45p.m. and 3:00p.m at their classrooms. When an emergency arises, and a child's ride is delayed, he/she will be brought to the office to wait. We will only be allowed to put your child in the before/after school program if he/she is already registered.

Lost and Found Items

Items that are lost or found can be turned in or looked for at your child's classroom or the main school office.

Lunches

Early Childhood

Refrigerators are provided for students to store their lunches. Lunches may be heated in microwave ovens if necessary.

Elementary and Middle School

Refrigerators are provided for students to store their lunches. When packing lunches, please keep in mind we will not be able to provide a microwave or other means to heat lunches. Hot lunches will be offered on Monday, Wednesday, and Friday for an additional cost. Hot lunch must be purchased for the entire time a specific menu is being offered, usually approximately nine weeks. Milk is also available for an additional charge and may be ordered independently of the hot lunches each time.

Who to Call

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.



Question:

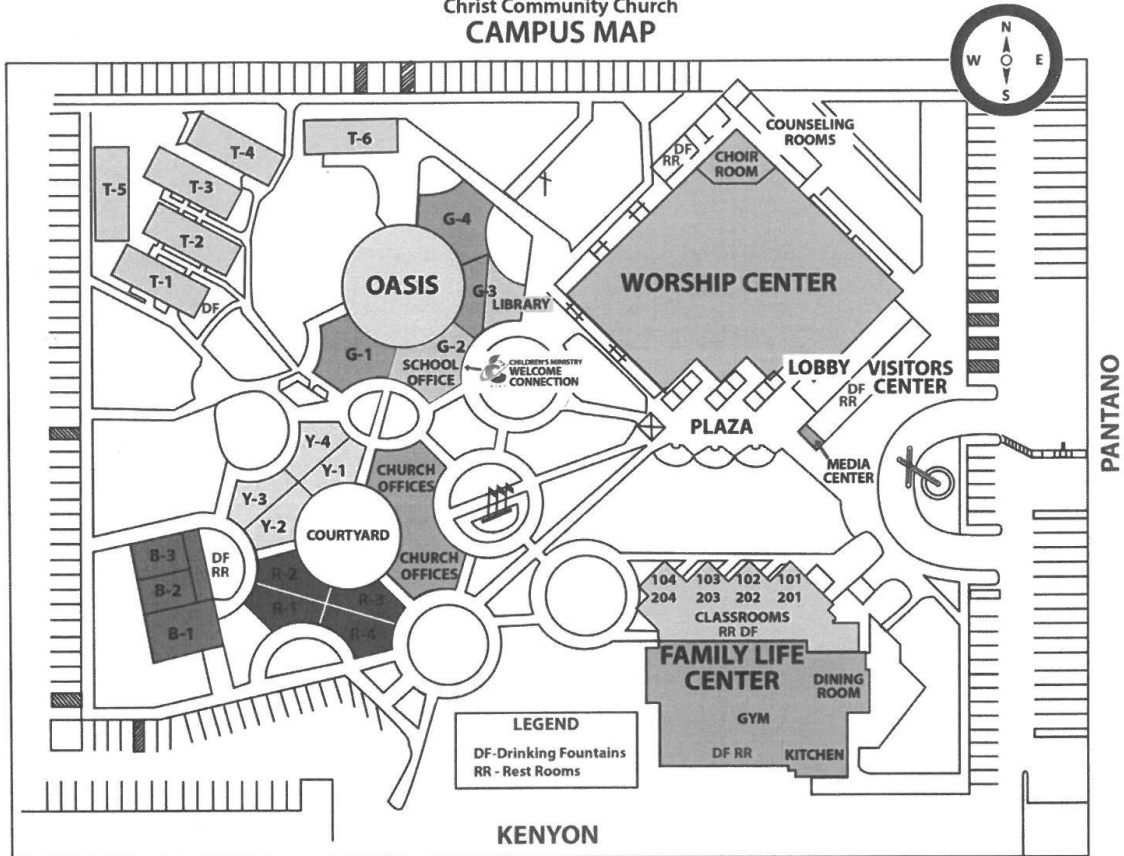
Attendance issues
Homework concern
Calendar question

Call:

School office
Student's teacher
School office

Family Life Academy, a ministry of Christ Community Church
530 S. Pantano Rd., Tucson, AZ 85710
Tel: (520) 296-8989
Fax: (520) 792-7073
familylifeacademy.org or cctucson.org

Christ Community Church
CAMPUS MAP



LEGEND
DF-Drinking Fountains
RR - Rest Rooms

KENYON

PANTANO

MAP KEY

SUNDAY

Children & Youth Programs

9:00a.m. Service

10:45a.m. Service

- Y-1** Birth-1 Year
- Y-2** 1 Year & walking-2 Years
- Y-4** 2-3 Years
- 3 Years (potty trained)
- 4-5 Years (not in Kindergarten)
- FLC 104** Kindergarten
- FLC 103** 1st Grade
- FLC 102** 2nd Grade
- FLC 101** 3rd Grade
- B-2** 4th Grade
- B-3** 5th Grade
- G-4** Middle School
- T-6** High School

- Y-1** Birth-1 Year
- Y-2** 1 Year & Walking-2 Years
- Y-4** 2-3 Years
- 3 Years (potty trained)
- 4-5 Years (not in Kindergarten)
- Choir Room** **Kidz Church: K-2nd Grade** go to Worship Service, then dismissed before sermon to the Choir Room.*
- Oasis** **Kidz Church: 3rd-5th Grade** go to Worship Service, then dismissed before sermon to the Oasis.*

*All children will return to the Worship Center after the service.

Adult Programs

9:00a.m. and 10:45 Service

Family Life Center *Adult Sunday School (CCC University) Classes

*For a list of current Sunday School Classes, go to www.ccctucson.org under Ministries/Bible Study Classes or check with the information desk.

TUESDAY

Adult Programs

- Dining Room** Men in Action
- FLC** Women of the Word
- T-6** College Bible Study

WEDNESDAY
Adult Programs

- Dining Room** Men of Mercy
- FLC 201** All Church Bible Study
- Choir Room** Adult Choir
- FLC 203** Man to Man
- Worship Center** Orchestra
- Oasis** Women of the Word

WEDNESDAY

Children & Youth Programs

- FLC 101** 3 Years to Kindergarten Sweet Beginnings Choir
- Choir Room** 1st - 6th Grade Joyful Noise Choir
- 3 Years - Awana Cubbies
- 4 Years - Awana Cubbies
- Kindergarten - Awana Sparks
- Gym** 1st-2nd Grades - Awana Sparks
- Gym** 3rd-5th Grades - Awana TNT
- G-4** Middle School - Core Groups
- T-6** High School - Small Groups

THURSDAY

- Adult Library** Women's Prayer Group
- Gym** Sojourners' Bible Study Senior Adults (50+)
- FLC 202** Sojourners' Fun & Fellowship

SATURDAY

- Adult Library** Men's Bible Study

**Family Life Academy 2023-2024
Parents and Student Handbook Agreement**

Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Parent and Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to God or His Word the Bible, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Family Life Academy or Christ Community Church and is subject to change without notice by decision of the Christ Community Church Elder Board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

Signature of Enrolling Parent

Date

Signature of Enrolling Parent

Date