

Wythe Creek Academy

2018-2019 Registration Packet



Growing Hearts for Christ!
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“Train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6

Director's Welcome

Thank you for considering Wythe Creek Academy! We look forward to having you be part of our school family. Wythe Creek Academy is an outreach ministry of Poquoson Baptist Church. It is a Christian school established to train children to develop academically, spiritually and socially. It is our goal that as we teach your child we will share our love of learning and our love of Christ.

The Wythe Creek Academy school day varies but it includes active play, classroom instruction, daily Bible teachings, singing, stories, and crafts. Our Three-Years Old program exposes children to early literacy skills, our Four- and Five-Years Old programs build on that to prepare your child for kindergarten. We consider it an honor to partner with you in your child's education.

Please review our registration packet and let us know if you have any questions. We would love to have you be part of the Wythe Creek Academy family.

Sincerely,

BIBIANA LABORTE
Director Wythe Creek Academy
(757) 868-4183

This page describes our **Code of Virginia Compliance** information. Do not hesitate to ask if you have any questions.

In compliance with the Code of Virginia, Section 63.2-1716, Wythe Creek Academy is religiously exempt from licensure and is classified as a "religiously exempt child day center." As a religiously exempt private school, Wythe Creek Academy has the right to create and set standards.

Wythe Creek Academy is located at 283 Wythe Creek Road in Poquoson, VA. Our preschool uses 14 rooms of Poquoson Baptist Church's total facilities, (approximately 9,000 sq. feet). The church's kitchen facilities are available for use by the Center, snacks are provided, but not meals. The center provides mid-morning and afternoon snacks. We have two outdoor playgrounds as well as indoor toys which are set up in the gym. The maximum number of children that the Center will enroll is 100.

In accordance with Code of Virginia for Religiously Exempt Child Care Centers, Wythe Creek Academy will administer prescription and non-prescription medications in accordance with the physician's or other prescriber's instructions and in accordance with the standards of practice in the required Medication Administration Training.

Our staff members' qualifications include experience, education or training and a desire to work with young children. They must be willing to participate in ongoing professional development and training. The director must have at least a 4 year degree, have experience working with adults and children, and have experience in supervision. All staff members must be born again Christians who faithfully attend and support a local church. All staff must provide identification and have a satisfactory criminal history background check. All staff are certified annually by a practicing physician to be free from any disability which would prevent them from caring for children.

Wythe Creek Academy is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the center as a result of negligence.

Registration and Orientation Information

A complete registration encompasses the below items, your child will only be considered enrolled if all of the following are complete and submitted:

- All applicable forms in the Registration Packet
 - The Non-refundable \$80.00 Registration Fee
 - The Non-refundable \$75.00 Supply Fee for the school program (this replaces the classroom supplies previously provided by the parent/guardian)
 - By law, parents of new students must present the child's original Birth Certificate
-

The following must be presented ***no later than*** Parent Orientation Night:

- Immunization Records –(Documented proof of adequate immunization with the prescribed number of doses of each vaccine as required by Virginia law)
 - First tuition installment for the school program
 - If participating in Extended care: first Extended Care installment and Extended Care supply fee of \$20 (replaces previous supplies provided by parents)
-

Parent Orientation Night:

Parent Orientation Night will be held on Tuesday, August 28, 2018 at 7 p.m. The Director will outline WCA school policies and procedures, you will be able to talk with your child's teacher, visit his/her classroom and turn in the remaining documentation and fees. ***This evening is for parents only, please.***

Meet the Teacher Day:

On Wednesday August 29, 2018, we will have an Open House for our enrolled students from 9:00 am to 11 a.m. This is the time for students to visit their classrooms and meet their teachers prior to the start of school. Please bring your child anytime during the Open House hours.

Please contact us at 868-4183 with any questions.

Registration Form

Student's Name _____
Last First Middle Nickname

Complete Address _____
Street

City State Zip Code Gender

Birth date Birth Place **Social Security Number** _____

Mother's Name Phone Email address

Father's Name Phone Email address

Please circle the class for which you are registering your child:

Pre-K2 (must be 2 ½ yrs old by 9/30/18)

Pre-K3 (must be potty trained: no longer wears diapers or pull-ups, can tell the teacher when they need to use the restroom and can tend to their own hygiene.)

Pre-K4 **Pre-K4/5**

Previous School Experience _____

Has your child been dismissed at any school? _____ If yes, explain: _____

Wythe Creek Academy does not receive state or federal funds to provide services for students with development delays, behavioral challenges or other special needs. Our staff members do not have certificates in special education. Therefore, please understand, we do not have staff or resources with which to offer services to children with development delays, behavioral challenges or other special needs.

Please note any factors in your child's life that would help us to better serve your child's needs: e.g. single parent home, dual custody arrangement, medical conditions or disabilities, etc.:

May we have your permission to include your child's photograph in school pictures, our Facebook page, or any other preschool media? Please indicate **Yes or No** (Please circle one.) and sign below.

Printed Name **and** Signature of parent/guardian Date

For office use only:
Registration/Supply fee paid: _____ Birth Certificate Received: _____ Shot Records Received: _____

Wythe Creek Academy

Emergency Medical Information and Authorization

Student's Name _____
Last First Middle Nickname

Complete Address _____
Street

City State Zip Code Birthdate Gender

Father/Guardian _____ Place of Employment _____

Phone Work _____ Home _____ Cell _____

Mother/Guardian _____ Place of Employment _____

Phone Work _____ Home _____ Cell _____

Allergies or Intolerance to Food, Medication, Etc. and Action to Take in Emergency: _____

Child's Physician _____ Phone _____

Health Insurance Plan and Number _____

Wythe Creek Academy will not release your child to anyone who is not listed on this form or who has not been authorized in writing by a parent. For your child's safety, a picture ID will be required if our staff is unfamiliar with the individual picking up your child, even if they have the carpool number. For this reason, please share this policy with all involved parties, and please let us know if there is a pickup change.

Name, Address, and Phone Number of two people to contact if parents/guardians cannot be reached:

1. _____
2. _____

Person(s) authorized to pick up child (please provide phone number) _____

Person(s) NOT authorized to pick up child _____

In the event I cannot be reached in an emergency, I give permission and/or consent to Wythe Creek Academy Personnel to secure and authorize emergency medical care and/or treatment as may be required while under their supervision or until medical assistance is available. I absolve Wythe Creek Academy and Poquoson Baptist Church of liability to me or my child in case of injury during school or related activities, as all safety precautions will be taken at all times. Every effort will be made to notify parent/guardian or emergency contact in case of emergency.

Parents or Guardians Signatures _____ Date _____

_____ Date _____

**WYTHE CREEK ACADEMY
SCHOOL PROGRAM STUDENT CONTRACT 2018-2019**

I hereby request enrollment of _____, in the

**/ / 5 day school program at a rate of \$240.00 per installment, total of 9 installments.
(Rate Total \$2160.00 for school year).**

I have been given a copy of the 2018-19 Fee Schedule and agree to pay on the stated due dates.
_____ (initial)

I understand that tuition is calculated on an annual basis, therefore, each month's tuition is the same, regardless of the school calendar. There will be no reduction in tuition due to absences/weather-related closings.

I understand that failure to pay could result in my child being suspended from attending class until arrangements are made with the Director to bring the account up to date.

Withdrawal/Dismissal Policy

The Registration Fee reserves a position for my child at Wythe Creek Academy. This fee is non-refundable.

Once the school year has started, I agree to notify the school in writing two weeks prior to withdrawal and I agree that I am responsible for payment for the full time my child is enrolled.

I understand that the school reserves the right to dismiss any student who does not respect the spiritual or behavioral standards of Wythe Creek Academy or fails to cooperate in the educational process.

Signature: _____ Date: _____

(Print Name)

**WYTHE CREEK ACADEMY
EXTENDED CARE CONTRACT 2018-19**

I hereby understand, accept and agree to the following:

Enrollment of _____
in the Extended Care Program of Wythe Creek Academy.

/_/ 5 day a week program (Monday-Friday) at \$325.00 per installment, total of 9 installments. (Rate Total \$2,925.00 for school year). Includes extended care hours of 7:00 a.m. to 9:14 a.m. AND 12:30 p.m. to 5:30 p.m.

/_/ 3 day a week program (Monday, Wednesday, and Friday ONLY) at \$220.00 per installment, total of 9 installments. (Rate Total \$1980.00 for school year). Includes extended care hours of 7:00 a.m. to 9:14 a.m. AND 12:30 p.m. to 5:30 p.m.

I have been given a copy of the 2018-19 Fee Schedule. I understand that it is my responsibility to pay agreed upon fees on or before the due dates. _____(Please initial)

Extended Care activities may include indoor/outdoor play to include games, classroom activities, playground time and age-appropriate movies. I agree that my child may take part in these activities. I agree that Wythe Creek Academy Extended Care has authority to place my child in an appropriate class.

Once the school year has started, I agree to notify the school in writing 2 weeks prior to withdrawal and I agree that I am responsible for payment for the full time my child is enrolled. No refunds will be given.

I understand that Wythe Creek Academy Extended Care has the right to dismiss any student who does not respect its spiritual or behavioral standards.

Signature: _____ Date: _____

(Print Name)

Wythe Creek Academy is a ministry of Poquoson Baptist Church (PBC). As such, WCA's faith-based teachings are in accordance with the following statement of faith.

Statement of Faith

1. We believe the Bible to be inspired, the only authoritative Word of God.
2. We believe that there is one God, eternally in three persons: Father, Son and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His return in power and glory.
4. We believe that the salvation of lost and sinful man by regeneration by the Holy Spirit is absolutely essential.
5. We believe in the spiritual unity of believers in our Lord Jesus Christ.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

It is our deepest desire to minister to your family through our school. If you don't already have a church home, we invite you to worship our Lord and Savior Jesus Christ on Sunday mornings at Poquoson Baptist Church.

Does your child attend Sunday School? Yes_____ No _____

List church currently attending: _____

If your family is not currently attending a church, please share below how we can best minister to you.

- I would like a visit from a member of PBC, please call me at: _____ to schedule a visit.
- I would like written information about PBC's Programs (Bible Studies, Sunday School, Discipleship opportunities) and Worship Service times.
- I do not want any church information or to be contacted by a church member.