

INFORMATION AND ENROLLMENT PACKET



Willowbrook Christian Academy

Daycare • Preschool • Pre-Kindergarten

*We welcome you and your child
to the Willowbrook Christian Academy family!*

Please read and fill out the enclosed forms. If you
need assistance or have any questions, please
contact our office at 257-7323.

We look forward to serving your family!

A Ministry of New Covenant Church
4625 North Keystone Avenue • Indianapolis, IN 46205
www.NewCovenant.org • 317-257-7323



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INFORMATION, TUITION, FEES AND PAYMENT POLICIES

ADMINISTRATION

Rev. Bryan Hudson, Pastor / Overseer

Mrs. Patricia Hudson, Director

GENERAL INFORMATION

- Hours of operation: 6:30 am to 5:30pm, Monday through Friday
- Closed for the following holidays: Thanksgiving, Christmas Eve and Christmas, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day
- Each child will be assigned a storage container ("Cubbie"). We ask parents to provide an extra set of clothes in the event that a child wets his/herself or soils his/her clothes.
- No child may be left in child care for longer than 10 hours per day.
- Your child must be picked up no later than 5:30pm to avoid a \$20.00 late pick up fee.

TUITION AND FEES POLICIES

- Tuition and Fees are payable each week, biweekly or monthly by pre-arrangement
- Payment is due no later than Monday
- Late payments are subject to a \$10 late charge
- Statements will be issued upon request
- If payments fall behind for two weeks, your child will not be able to attend school until tuition and fees are paid in full.
- Tuition and Fees are payable even if school must close for one or two days during the week due to inclement weather.

TUITION COSTS:

\$130.00 for 12 weeks – 12 months old

\$110.00 for 12 months – 2 years old

\$90.00 for first child 23 months – K4

\$80.00 for second and third child

\$70.00 for five 1/2 days or 3 full days

\$50.00 for 3 1/2 days

Half-day children must be picked up at 12:30pm after lunch

ENROLLMENT FEES

Application Fee: \$25.00

Infant Care fee: \$40.00 per six months

Book & supplies fees for preschoolers:

- First Semester \$25.00 due upon enrollment
- Second Semester \$25.00



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MEDICAL AUTHORIZATION AND INFORMATION FORM

I hereby authorize Willowbrook Christian Academy to secure professional medical treatment for my child, _____, in the event I cannot be contacted in an emergency. I request that you attempt to contact the following physician(s):

1) _____
Name Address Phone

2) _____
Name Address Phone

Name of Child's Doctor _____
Address _____ Telephone _____

Hospital preference: _____
Insurance Carrier Policy Number: _____

Health Questions:

- Yes No Is your child taking any routine medications?
- Yes No Does your child have frequent nosebleeds?
- Yes No Does your child have a bed wetting problem?
- Yes No Does your child have any allergies or reactions to certain foods?
If yes, explain _____
- Yes No Does your child have speech or hearing problems?
- Yes No Does your child require any daily treatments or medications?
If yes, explain _____
- Yes No Does your child have trouble with his/her eyes or seeing?

NOTES: Sick children should not be brought to school to avoid spreading sickness to others.

List any allergies or any other important medical information about your child:

Your Signature

Relationship to Child



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DAYCARE MINISTRY NOTICE

I understand that this daycare ministry is not licensed under the laws of Indiana. However, I understand that this daycare ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the daycare ministry.

Signature of Parent or Guardian

Name of Child(ren) Enrolled

IMPORTANT NOTE:

Willowbrook Christian Academy is registered with the State of Indiana as a daycare ministry of New Covenant Church Inc. We are inspected on a regular basis to ensure compliance to State standards of cleanliness and safe operation.



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DISCIPLINE POLICY

It is our intent to approach discipline in the Willowbrook Christian Academy from a positive approach, therefore we have implemented a structured learning environment that will keep our students focused and on task. This teaching format will lessen the need to discipline our children on a regular basis.

We use positive reinforcement for good behavior observed in the classroom to teach good social skills. Children work hard to seek praise and we give it readily because they deserve it. When one of the rules is broken, children are either placed in time-out or must miss out on a fun activity. It is the policy of Willowbrook Academy not to administer corporal punishment (spanking). In the event of a problem that may be more serious in nature, you will be notified of the problem. A written report will be recorded and filed in your child's folder. Since we do not administer corporal punishment, parents may be contacted to correct their own child. In extreme cases, we may have to dismiss a child whose behavior makes it difficult to maintain order or prevents others from learning.

We feel, as your child's care-giver, it is our responsibility to work with you in developing good social skills that will enable your child to interact with others and make a smooth transition into the school environment.

In advance, thank you for your support.
Willowbrook Christian Academy Administration

I have read and agree with the disciplinary policy of the Willowbrook Christian Academy and understand this to be a continual policy.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date