

Higher Calling Christian Academy

Policies and Procedures



Contact Information

Address: 2901 Wesley Chapel Road, Decatur, GA 30034

Phone Number: 404-288-2494

Email: hellohcca@hcfinc.org

Hours of Operation

Monday-Friday, 6:00 a.m. until 6:30 p.m.**

The center will be closed on the following holidays* during 2021:

Holiday/Observance	Date*
New Year's Day	January 1 st
Martin Luther King Day	January 18 th
Good Friday	April 2 nd
Memorial Day	May 31 st
Fourth of July	July 2 nd & July 5
Labor Day	September 6 th
Thanksgiving	November 22 rd – November 26 th
Christmas	December 23 rd through December 30 th
New Year's Eve	December 31 st

*When a holiday falls on a weekend, the center will be closed the Friday before and the Monday after.

Drop off/Pick-Up**

Drop-off: We require that all children be in their classroom by 9:00am daily during school year and 10:00am during summer instruction, unless prior arrangements have been made with a HCCA administrators or there is a doctor's note presented.

Drop-In: For children that are drop- in only, parents are required to notify center the day prior to the child attending to determine availability.

Sign-in/Sign-out: Parents must sign child/children in and out daily. The center has to keep an account of all children that are present each day. All parents will receive a personal code to sign their child/children in and out. Parents/Guardians who violate this policy may jeopardize their student's enrollment at HCCA.

Pick-up: Children will not be able to leave the center with anyone except the parent/guardian or persons designated by the parents/guardians to pick up them up. Please provide the center with the names and the addresses of anyone that you may wish to pick up your child. **HCCA will not release your child to anyone that is not on your list AND who cannot show proof of identification.**

Late Pick-up: There will be a charge of \$1.00 per minute per child, when your child is left at the center after 6:30pm. NO EXCEPTIONS WILL BE MADE. The late fee must be paid before your child can return to the center.

**Please note that hours of operations may be modified due to the COVID-19 Pandemic.

Transportation (Before & After School Only): In the event that your child/children will not be transported to the center, you agree to notify HCCA at 404-288-2494.

Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Tuition Payments

Higher Calling Christian Academy makes every effort to provide an affordable, quality, Christ - centered education to our students. The cost to educate and feed each student exceeds the total tuition and fees that are assessed to each student's account. This means every student is granted a discounted tuition.

The majority of the center's income comes from student tuition and fees. The Higher Calling Christian Academy cannot fulfill our mission or provide fundamental center operations unless the obligations of every student are met in a timely manner. Therefore, it is imperative that each family pays all tuition and fees per the terms agreed upon by the parent/guardian during the enrollment process.

Tuition Rate: A full weekly tuition rate will be charged for any child attending HCCA two or more days per week. If your child only attends (1) day and then is absent for the remainder of the week, there will be a rate for half tuition charged.

Late Tuition Fees: The weekly fee is due on Friday and as of Tuesday morning, it is considered late. Please review the "HIGHER CALLING CHRISTIAN ACADEMY COLLECTION POLICY" for the full details on the fees associate with late tuition and on our tuition collection process.

Delinquent Accounts: Recognizing various circumstances may impact a family's ability to pay tuition in a timely manner, all families receiving a "Past Due" letter that cannot bring the account current are encouraged to contact the center's director, Mrs. Linda McDonald, to request a "PAYMENT AGREEMENT" to satisfy their financial obligations.

Return Check Fees: There will be a \$25.00 fee for any returned checks. After 2 returned checks, you will no longer be able to write checks to the center. (Money orders, cash, or credit cards will be accepted only)

Withdrawal: Two weeks notification is required.

Please refer to the Parent Handbook for the full details on our tuition collection process.

Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Attire

Higher Calling Christian Academy Dress for Success: HCCA students ages 2-5 (1 year old optional) are required to wear uniforms. Each child should wear uniforms Monday-Friday- NO EXCEPTIONS! HCCA uniform colors are as follows:

- Top: Red or Light Blue Polo Style
- Bottom/Dresses: Khaki or Navy Blue
- Closed toe shoes should be worn at all times- open toe shoes are not permitted

Change of Clothing: Since children are prone to having accidents, we ask that you keep at least (2) pairs of additional clothing in your child's cubby space. We ask that you label all items including diapers, pull-ups, clothing, sippy cups, bottles, jackets etc.

Discipline

The Higher Calling Christian Academy staff is committed to providing a safe, positive, and structured environment for all children enrolled at our center. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats against other students and/or staff, does not promote a favorable learning environment, and will not be tolerated. In order to maintain a safe environment, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies, and procedures of HCCA
2. General misconduct, including loud or rowdy behavior that tends to disturb other students, and includes running in the classroom/halls, minor destruction of property, and pushing or shoving others.
3. A student's persistent refusal to follow the instructions of center staff, center administrators, or any center employee.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or center employee.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of any tobacco or drug related items or 'look alike' items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a 'drug'.
7. A behavior that may result in physical or mental abuse to one's self.
8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or center employee.

Consequences:

First Offense: Verbal Warning

Second Offense: Visit to administrator's office & letter sent home to guardians

Third Offense: Temporary suspension from Higher Calling Christian Academy

Fourth Offense: Permanent dismissal from Higher Calling Christian Academy

Please review "Policy No. 20- Discipline" in the Parent Handbook for the full details

Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Medical Care

Form 3231: Immunization records signed by a doctor must be on file at the center within 30 days of the child's first day of attendance.

Children will not be kept at the center with a temperature of 100.4 or any contagious symptoms such as rashes, vomiting, and diarrhea. Parents will be notified if a child is ill/injured and requires professional medical attention or if the child seems to be in discomfort. At this time, the center will follow parent's instructions for caring for the child if necessary, the child will be removed from normal classroom activities to a quiet area supervised by our staff and the necessary attention will be provided until the parent arrives. Children must be symptom free for 48 hours before returning to HCCA

Exposure: if your child has been exposed to any communicable disease, please notify the center. The center follows the Department of Human Resources current communicable disease chart recommendations for exclusion and readmission of a sick/ill child

Medication: HCCA will not dispense medicine unless mandated by a medical physician via written documentation

Please review "Policy No. 24- Health & Safety" in the Parent Handbook for the full details

Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Miscellaneous

Field Trips: Parents must sign and date a consent form for you child/children to participate on field trips. Any charges for field trips must be paid in advance by parents before the child is allowed to go on a trip.

Evacuation: In the event of a fire, the children will be evacuated from the center immediately. Fire plans are also posted in each classroom. The parents will be notified if necessary, to remove the children from the center. In the event of any physical plan problems or structural damage, the parents will be notified and asked to pick up their child as soon as possible. The center will not release information of any child to anyone other than the parents during an emergency. If your child is relocated during the day, for any reason, the parent will be notified.

Food Program Form: Parents are required to fill out a food program form annually.

HCCA doesn't not permit children to bring toys and outside food to the center unless mandated by a medical physician via written documentation.

Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____