

# *Inman Christian Academy - Daycare*

*Dear Parents:*

Greetings and welcome to Inman Christian Academy Daycare Center. As you have registered your child, you have also registered yourself. You are going to get an education that we are sure you will enjoy. We at ICA strive to give your child a loving and joyful learning environment. We feel that playschool & pre-school should be the friendliest and happiest place a child has ever visited. It should make the bridge between home and school easy for your child to cross.

We are excited to have your child at daycare and we will do our best to meet the needs of each child and to see that he is happy. Please feel free to call us at any time to discuss any problems here or at home.

To make our relationship more pleasant, there are some policies we must ask you to follow. These policies are listed on the following pages.

*Sincerely,*

*Tracie Ruppe, Director  
Inman Christian Academy Daycare*

*Rev. Sean Fortner, Pastor  
First Free Will Baptist Church, Inman*

*Patty Newton, Secretary  
Inman Christian Academy Daycare*

# *Payments and Fees*

## Registration Fees

Daycare Registration - \$100.00

## Book Fees

2 Yr. Old Kindergarten \$ 60.00

3 Yr. Old Kindergarten \$ 85.00

4 Yr. Old Kindergarten \$125.00

## Academy Tuition

Baby Room: \$140.00 per week

Toddler's & Two's \$130.00 per week

Three's & Four's \$120.00

2 - 4 Yr. Old Kindergarten Only \$250.00/month (8:30-12:30 ONLY)

After School Pick Up \$60.00/week

Summer Day Camp \$105.00/week

## Multiple Child Discounts

\$10.00 discount for second child

(Not applicable with summer day camp)

Each additional child receives a \$10.00 discount.

**IMPORTANT NOTICE!!!** – All weekly fees are payable in advance on Monday of each week. Please do not ask us to wait. Problems occur when payments are late arriving. We will not keep children whose accounts are not kept up-to-date. **A charge of \$5.00 will be added to each account that is not paid up-to-date by Friday of the week it is due. No information will be released on children whose balance is outstanding.**

# *Attendance and Fees Policies*

Daycare is closed the following days:

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day & The Day After

Christmas Eve & Christmas Day

You will pay the weekly rate as usual for these days. If there are any additional days the daycare will be closed, you will be notified. **If the daycare happens to be closed due to snow or inclement weather, an announcement on the local channels (WYFF 4 & WSPA 7) will be broadcasted and listed under Daycare Closings not school closings.**

In addition to the above holidays, children will receive the following benefits:

1. After a child has been at ICA for one year, a week of your choice may be taken as a vacation week. There is no charge for this week. However, the child must be out for the full week, Monday through Friday. If the child is out any additional weeks after the vacation week, the child will be charged one half of the regular fee. It is the parent's responsibility to notify the office of the vacation week.
2. Your child may take one full week for illness and still maintain a place in the daycare. A charge of one half of the regular fee will be charged for this week. The child must be out for the full week, Monday through Friday. If your child comes one day of the week, you will still be charged for the whole week. No exceptions.
3. Children must be all day students to receive the benefits above.  
Please notify the office when taking a vacation week or when your child will be out for the full week so the appropriate charges will be charged.

4. Daycare hours are from 6:30am until 6:00pm. If you pay for a full week of daycare, you may choose any **10-hour** period between these hours. If you require more than 10 hours, please clear it through the office. Parents will be charged **\$2.00 per hour, for hours more than allowed per day unless it is cleared through the office.**
5. We close promptly at 6:00 pm. There will be a **\$1.00** per minute charge for any child remaining after 6:00pm. This means for any reason. Our workers are not paid after 6:00 pm and if you are late, payment should be made directly to the daycare worker. There are **no exceptions**! **Any child remaining any time after 6:00 pm will be charged \$1.00 per minute you are late.** The daycare worker will have permission to ask for the charge. If the parent does not pay the workers, it will be added to the account.
6. We enroll only the number of children to whom we can give adequate care and as allowed by the state. Please give us one week's notice before withdrawing your child.
7. We will not be responsible for lost or damaged toys brought by children. Toys should be left at home, as the facility does provide many items for your child's enjoyment.
8. The Daycare furnishes a nutritional afternoon snack and a hot lunch everyday.
9. **You may bring breakfast for your child in the morning. Please drop off your child at the appropriate place for him/her to eat breakfast. Children must be here no later than 7:45 to eat breakfast.**
10. Each child is required to take a rest period in the afternoons.
11. Along with your Child's application, we will need a copy of their *Immunization Record* (DHEC FORM 1148 is the only acceptable document), a copy of his/her Birth Certificate and Social Security Card. (All information **excluding the application** which is due at the time of enrollment must be in the office no later than 10 days following admission.)

**Registration is non-refundable.**

A **\$35.00** insufficient funds fee will be charged to any account in which a check has been returned. **No exceptions will be made.**

**If a child's account becomes delinquent to the extent that legal counsel is sought to obtain money due, the parent/guardian will be responsible for court costs, attorney fees, and other costs incurred for such action.**

### **Other Requirements**

1. Each child must have a mat, blanket, and small pillow (such as a travel pillow) for naptime. These items should be marked with the child's name with a permanent marker.
2. Extra set of clothes (marked with the child's name) should be here in case of an emergency. Mark all articles of clothing!
3. In the event of a medical emergency, the director will call 911 and then call the parent. The child will be taken to the nearest hospital by ambulance and a staff member will stay with your child until your arrival.
4. **Sick children must be kept at home. We will call you if your child becomes ill. Please make plans to pick up the child quickly. Children with a fever must not be in the classroom with other children. Children with contagious illness such as pink eye or stomach viruses should also be kept at home until completely well. We do not want other children to be infected. If your child has any symptoms of sickness, they will be removed from the area with healthy children waiting on your arrival.**
5. **Medications will not be given to any child unless a medication slip is filled out with the child's name, medication name, amount, time to be administered, as well as parent's signature and date on it. Medicine must be in the original container.**

## ***Special Infant Care Information***

1. All formula must be pre-mixed and in the bottle when it is brought to daycare.
2. Babies need two sets of clothes for emergencies.
3. No cloth diapers, please! Please bring sufficient number of disposable diapers.
4. Please bring baby wipes and bibs.
5. **A medication slip must be filled out with your baby's name, medication name, amount, time to be administered, as well as parent's signature and date on it. Medicine must be in the original container from the pharmacy.**
6. All possessions must be clearly marked with baby's name. This means bottles especially.
7. A schedule of baby's feeding times must be written down and signed by the parents.
8. Babies cannot be "table-fed" until parents submit a written permission.
9. Any specific requests must be made in writing. This is to make sure that communication is documented and clarified.

You may bring a pack of diapers, baby wipes, or several jars of food to store at the daycare. The workers will notify you when supply is low.

## ***ABEKA Course Description***

The Kindergarten ages 2-3 curriculum includes, Bible Stories and Bible Verses, learning the alphabet, counting to 30, health, manners, safety, science, music, art, play acting, outdoor activities, and nursery rhymes. Your child will be intrigued by the variety of delightful activities and learning areas. Children in K-2 through K-3 will not be given grades. The Kindergarten 4 curriculum includes Bible stories, reciting bible verses, learning the alphabet, through phonics, counting to 100, cursive handwriting, art, nursery rhymes and poems, manners, safety, science, music, art, reading, outdoor activities and many other exciting activities. Children who are in K-4 will be given progress reports.

### **Emergency Phone Numbers**

Daycare Office – 472-2863  
Tracie Ruppe, Director – 472-2863