

Harp's Crossing Christian Academy



Parent-Student Preschool Handbook 2026-2027 Academic Year

SECTION 1: Mission, Faith, and Identity

- 1.1 Our Charter
- 1.2 Our Vision
- 1.3 Our Mission
- 1.4 Our Goals
- 1.5 Our School Verse
- 1.6 School Governance
- 1.7 Our Strategy
- 1.8 School Personnel
- 1.9 Harp's Crossing Christian Academy Statement of Faith
- 1.10 Lifestyle Statement
- 1.11 Education Philosophy

SECTION 2: Admissions & Daily Operations

- 2.1 Admissions Policy
- 2.2 Being Prepared
- 2.3 Car Line – Drop Off/Dismissal
- 2.4 Signing-In/Signing-Out
- 2.5 Transportation
- 2.6 Curriculum
- 2.7 Inclement Weather
- 2.8 Library
- 2.9 Chapel
- 2.10 Lost and Found
- 2.11 Snacks
- 2.12 Celebrations
- 2.13 Personal Belongings
- 2.14 School Pictures
- 2.15 Special Education

SECTION 3: Preschool Policies

- 3.1 Dress Code
- 3.2 Biting
- 3.3 Discipline Policy for Preschool
- 3.4 Potty Training
- 3.5 Illness
- 3.6 Visitors
- 3.7 Grievances

SECTION 4: Financial Information & Legal Documents

- 4.1 Financial Information
- 4.2 Legal Documents

Section 1: General Information

1.1 Our Charter:

Harp's Crossing Christian Academy (HCCA) is accredited with Association of Christian Schools International (ACSI) and Cognia.

1.2 Our Vision:

To walk alongside families and offer support as they raise the next generation, who will stand boldly for Christ in all aspects of life.

1.3 Our Mission:

To provide quality education in a Christian environment while supporting families in the important task of child rearing.

1.4 Our Goals:

1. To encourage the development of the whole child: mentally, physically, spiritually, emotionally, and socially; and
2. To use everyday life experiences, classroom curriculum, the arts, and Bible lessons to teach each child they are a treasure from God.

1.5 Our School Verse:

Be on your guard; stand firm in the faith; be courageous; be strong. (1 Corinthians 16:13)

1.6 School Governance:

HCCA (the "Academy") was founded in 2020 as an outgrowth of the Harp's Crossing Baptist Church Pre-School, and the expansion was the result of the vision of a group of laymen, pastors, and educators. The Academy is an independent, Bible based educational facility and is a ministry of Harp's Crossing Baptist Church.

A self-perpetuation Board of Trustees (the "Board") governs the Academy. The Board consists of parents, Christian business leaders, and Christian educators responsible for ensuring the mission of the Academy is fulfilled. This Board sets policies for the Academy carried out by qualified administration, faculty, and staff. Additionally, The Board may participate in conflict resolution with respect to unresolved grievances that may arise, when requested.

1.7 Our Strategy:

1. Our educational program nurtures the whole student by facilitating spiritual, intellectual, physical, and social growth.
2. We employ faculty and staff who are Christian role models, as well as qualified professionals in their fields of teaching.
3. Christian values are taught and modeled in our classrooms, and Christian behavior is expected from each student in the classroom.

4. Harmony between the school and the home is encouraged through small student-teacher ratios enabling communication and cooperation between teachers and families.

The Academy continues to disciple and equip students to make a difference in a world that is increasingly secular, even hostile to biblical principles. It is our mission to serve families and work with the church to make quality Christian education a part of the hope we have in our Lord. We thank the Lord for His past blessings, we commit ourselves to current faithfulness through excellence and planning, and we trust Him for future success and growth as we strive to serve the Lord in Christian education and academic excellence.

1.8 School Personnel:

Administration:

Head Of School.....Heather Hager
Director of Academics.....Gabby Fisher
Director of Student Affairs.....Jenny Lyman

Business and Finance:

Director of Business.....Aileen Alcantara
Human Resources ManagerKristen Babb
Fundraising ManagerCindy Disharoon

Office and School Support:

Building & Facilities Manager.....Andrea Piper
Front Office Coordinator.....Brook Gaouette
Accreditation Coordinator.....Jennifer Bentley
Professional Development Coordinator.....Gina Gilmore
College Prep Coordinator.....Matthew Olguin

Preschool Administration:

Preschool Director.....Amanda Weigman
Preschool Coordinator.....Misty Torres

1.9 HARP'S CROSSING CHRISTIAN ACADEMY STATEMENT OF FAITH

Harp's Crossing Christian Academy is a ministry of Harp's Crossing Baptist Church. As such, we will adhere to the Doctrinal Statement of the Church.

God: God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Father: He is all powerful, all knowing, all loving, and all wise. He reigns with providential care over the universe, and the flow of human history goes according to His purposes and plan.

Jesus: Jesus Christ is the Son of God. He is co-equal with the Father. Jesus has eternally existed and became man at His incarnation. He lived a sinless human life and offered himself as the perfect sacrifice for the sins of all people by dying on a cross. He bodily arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return to earth again someday to reign as King of Kings and Lord of Lords.

Holy Spirit: He is the third person of the Trinity. He guides men into all truth, exalts Christ, convicts of sin, righteousness and judgment, cultivates Christian character, comforts believers, bestows spiritual gifts by which believers serve God and seals the believer unto the day of final redemption. His presence in the lives of believers is the assurance of God to bring us into the fullness of the stature of Christ.

Scriptures: The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and Christian living. Because it is inspired by God, it has salvation for its end and is truth without any mixture of error.

Eternal Security: Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" your salvation. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

Eternity: People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separate from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

Baptism by Immersion: We believe scriptural baptism must be: (1) by being completely immersed under the water and (2) after salvation. Jesus was immersed and all baptisms in the New Testament were by immersion. These two facts set the standard for baptism today. Baptism has no saving power but is the first act of obedience symbolizing (1) the believer's faith in the death, burial, and resurrection of Jesus, (2) the believer's death to sin and resurrection to walk anew in Christ, and (3) the Christian's belief that he will die, be buried, and that Jesus will resurrect him from the dead.

Lord's Supper: The Lord's Supper is a symbolic act of obedience whereby believers remember the death of the Lord Jesus and anticipate His second coming. The bread is symbolic of His body and the juice represents His blood.

Statement on the Sanctity of Human Life: We believe all human life is sacred and created by God in His image. We affirm life begins at conception and continues until natural death. Psalm 139:13 states, "For you formed my inward parts; you knitted me together in my mother's womb." We are called to defend, protect, and value human life.

Statement on Marriage, Gender, and Sexuality: We believe God created each person as male and female and the two are not interchangeable. We believe 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 the term "marriage" has only one meaning: the uniting of one man and one woman as husband and wife, in a single, exclusive union, as delineated in Scripture (Gen 2:18-25), and the word "spouse" refers only to a person of the opposite sex who is a husband or a wife.

We believe 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 in order to preserve the function and integrity of Harp's Crossing Christian Academy, and to provide a biblical role model to HCCA students and the community, it is imperative all persons employed by Harp's Crossing Christian Academy in any capacity, or are students of Harp's Crossing Christian Academy, 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 God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe 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 rejected and are not in accord with Scripture nor the beliefs of Harp's Crossing Christian Academy.

It is imperative all persons employed at Harp's Crossing Christian Academy in any capacity agree to abide by all statements of faith set forth in this document.

1.10 Lifestyle Statement:

HCCA requires its employees to be born-again Christians living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12). Employees will conduct themselves in a manner that will not raise questions regarding their Christian testimony. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contented under authority, and a commitment to follow the "Matthew 18 principle" should an issue arise with fellow employees or management. Moral misconduct, including sexual misconduct, whether of a homosexual or heterosexual nature, as defined by Scripture, violates the bona fide occupational requirements of employees being Christian role models. Employees acknowledge the unique role of male and female are clearly defined in Scripture (Romans 1:21-24; 1 Corinthians 6:9-20). Employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from employment at HCCA. There are additional grounds whereby an employee may be dismissed from HCCA. It is the goal of HCCA that each employee will have a lifestyle where "... He might have the supremacy." (Colossians 1:18 NIV).

1.11 Education Philosophy:

HCCA believes in the inerrant, inspired Word of God, the Bible, the only infallible rule of faith and practice. The Academy's mission is to assist parents in fulfilling God's ultimate purpose of preparing children to enter into and mature within His spiritual family and to respond to Him with respect and obedience. The Academy seeks to assist in a student's personal growth and development by providing an education based upon an integrated understanding of biblical principles and academic knowledge. Education with an emphasis on the spiritual, mental, social, and physical aspects of life will lead to the balanced development of the whole person.

It is our goal to follow the scripture in Proverbs 22:6 which says, “Train up a child in the way he should go. And when he is old, he will not depart from it.” We believe that keeping Christ at the center of a child’s education will provide him or her what is necessary to grow educationally and spiritually. Therefore, we at HCCA seek to bring our students into fellowship with God through our integrated Christian education. Our goal is to evangelize, equip, and disciple the students God placed in our Academy. It is our Academy’s desire to equip students to become godly leaders that stand boldly for Christ whether in the community or within the church. We also believe it is our God-given responsibility to equip students academically whether they desire to attend college in a technical or university setting, assisting students in the preparation of living out God’s plan and purpose for their lives.

Section 2: Admissions & Daily Operations

2.1 Admissions Policy:

HCCA admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. Additionally, the Academy will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities.

A student must meet the following criteria to receive official acceptance to HCCA:

1. Submission of an application form and non-refundable payment of \$50 application fee.
2. Payment of Annual Fee (by designated date) based on age/grade level.
3. A student must be in good academic and behavioral standing with his/her previous school. Students with more than 3 behavioral offenses could jeopardize admission to the Academy.
4. Submission of Form #3231 verifying all immunizations are up to date; or the student must have a religious exemption on file.
5. Teacher recommendation: the student may be asked to submit a HCCA Teacher Referral Form.
6. Registration; payment of appropriate tuition and fees.
7. Families are asked to set up a tour before admission is complete.

2.2 Being Prepared

1. Backpack (17”)
2. Each day you will need to send a snack, healthy lunch, and a refillable, no-leak cup with water only. Please do not send in colored drinks.
3. Please place your child’s name on all personal items (backpack, lunch box, cup, jacket, etc.) to avoid confusion.

2.3 Car Line – Drop Off/Dismissal

All students are required to go through the car line for security and safety purposes. Each family will be given car tags that will need to be hung from the rearview mirror. It is expected that everyone will drive through the car line because it is the safest and fastest way for everyone involved. **For the safety of our staff and students, we ask that all parents stay inside your car at drop off and pick up.**

1. Preschool hours are Monday – Thursday from 9:00 a.m. to 1:00 p.m.

2. Doors open at 8:40 a.m. for drop off. After 9:00 a.m., parents will need to come inside the preschool to sign in their student.
3. Pick-up begins at 1:00 p.m. If a child is not picked up by 1:20 p.m., the child will be placed in AfterCare and there will be a charge of \$10/day.

Parents are allowed to walk their child in for the first day of school. However, after that, it is best for the parent to drop the child off in the car line. When the parent walks the child in and remains in the classroom, it makes the period of adjustment more difficult for both the child and teacher. Teachers will be in the car line and in the building ready to assist your child in finding their classroom.

Do not leave your car unattended along the curb where students are dropped off. If there is a need to come into the building, please park in one of the parking spaces closest to the building. **When moving through the car line, please do not go around another vehicle or around safety cones.** This is dangerous to both teachers and other students being loaded or unloaded into surrounding cars.

Please refrain from using cell phones once the car line has begun.

2.4 Signing-In/Signing-Out

When a student comes to school after 9:00 a.m. or must leave school early for any reason, parents must complete the entry on the "Sign-In/Sign-Out" register. Students will only be released to individuals listed as Authorized Pickups unless parental permission has been given. Please send a note with your child in the morning so the teacher will be aware of the early dismissal.

Restrictions on Child Pickup

If parents are divorced or separated and one parent is not allowed to see or pick up the child, **we must have a certified copy of the court order of final judgment on file in the office. All names of individuals not allowed to pick up a student must be in writing and placed in the student's permanent record in the office.** We will not allow a child to leave with anyone not listed in FACTS without a note from his/her parents. If the person who picks up your child is unknown to the staff, identification will be required.

2.5 Transportation

Vehicles should be parked in designated parking areas only. Parking in the school driveway is not allowed. It is vital students be picked up promptly. Parents who are not on time to pick up their students will incur a \$10 late charge. Please follow the designated procedures for drop off and pick up to help traffic run smoothly and avoid unnecessary delays. To maintain a safe environment, we ask that you pick-up and drop-off your student in the car line.

2.6 Curriculum

HCCA provides an educational environment where young minds and lives can grow at age-appropriate levels. Each day brings opportunities to play, but also to investigate and express ideas. We use Bob Jones University (BJU) curriculum along with curriculum appropriate for the age level and Biblical viewpoint. BJU provides a comprehensive, quality curriculum and teaching aids, hands-on activities, challenging exercises, and purposeful repetition all from a Christian perspective. Our Bible lessons and memory verses will be incorporated weekly. All daily activities are developmentally

appropriate and use a life-experience approach to learning. We will also focus on working with children to build on developmentally age-appropriate skills.

2.7 Inclement Weather:

Should the weather become so bad that student transportation and safety is jeopardized, the Academy will be closed or delayed. HCCA will follow guidance from weather channels and actions taken by the Fayette County agencies. Due to students attending HCCA from other counties, consideration will be given to weather conditions in those areas as well when making decisions about closure or delays. HCCA uses the FACTS messaging system to include school-wide text and/or emails. Please ensure the Academy has all current telephone and email information.

2.8 Library

Students in the 3's and PreK will visit the school library at least once per week. Library books can be checked out of the library and must be returned by the scheduled due date. If books are not returned to the library, parents may be asked to replace the book or purchase one that is comparable.

2.9 Chapel

Chapel is a time set aside each week that allows students and teachers to come together corporately to worship God and hear His Word. Chapels will consist of worship through song, prayers, and Biblical based lessons appropriate for their age group. **Chapel takes place every Wednesday at 10:00 a.m.** Families are welcome to attend.

2.10 Lost and Found:

Students are responsible for their personal property. The school does not accept responsibility for lost property. Students are cautioned not to bring valuables or large amounts of money to school. All personal items used at school should be clearly marked with the student's name. Students who find lost items are instructed to take them to the school office to be placed in "Lost and Found". Donations are made to local shelters from "Lost and Found" on a yearly basis.

2.11 Snacks

Students are permitted to bring a snack for the scheduled snack time during class. Students are encouraged to bring healthy snacks. Students are not allowed to bring colored drinks. Students with medical conditions who require snacks should make arrangements with the designated school administrator.

2.12 Celebrations

Classroom parties are held at various times throughout the school year. Celebration of birthdays will also be observed by allowing parents to provide snacks for the class during the time agreed upon by the teacher. We would appreciate advanced notice when bringing food. Being mindful of our school's desire to maintain Christ at the center of all we do, holidays are celebrated with a Christ-centered approach.

2.13 Personal Belongings:

All materials necessary for the students are provided in the classroom. Personal toys, books, and miscellaneous items should not be brought to school unless requested by the teacher. **Toy guns and weapons are never permitted.** The school is not responsible for lost or broken items.

2.14 School Pictures

School pictures are taken in the fall several weeks after the opening of school. These are more traditional style pictures and will be available for purchase. These pictures serve as our yearbook photos.

2.15 Special Education

HCCA, as a non-federally funded program, is neither subject to requirements to provide Individualized Education Plans (IEPs) (pursuant to the Individuals with Disabilities Education Act), nor is it required to provide “504 Plans” (under Section 504 of the Rehabilitation Act). At the sole discretion of the administration and teachers, we may make accommodations in the classroom for students if needed in a particular context, when such accommodations are reasonable and practicable. If at any point, teachers and administration determine we are unable to successfully provide an academic atmosphere that supports student growth, you may be asked to un-enroll your student.

SECTION 3: Preschool Policies

3.1 Dress Code:

We encourage dress that is comfortable and seasonally appropriate. Preschoolers play outside, paint, glue, use markers, and scissors (age-appropriate) so ensure your child is dressed accordingly.

1. Loose and comfortable clothing that can be washed.
2. Clothing appropriate to the season and day.
3. Tennis shoes or shoes with backs for movement and outside play.
4. Extra set of clothing for accidents of various kinds. Please place spare clothes in a Ziplock bag with your child’s name on it. This will stay in their backpack at all times. Don’t forget to update as seasons change or your child grows.
5. Please place your child’s name on all personal items (backpack, lunch box, cup, jacket, etc.) to avoid confusion.

The following items will not be permitted:

1. Hats (unless it is a designated hat day).
2. Sunglasses.
3. Makeup.
4. Fingernail or toenail polish on boys.
5. Fake nails of any kind.
6. Flip flops or slides without a back.

Accidents do happen in preschool! Your child may wet themselves or spill something on them requiring a change of clothing. Your child will need to always have a complete change of season appropriate clothing in their backpack (e.g., shirt, pants, skirt, or shorts, underwear, socks, and shoes).

3.2 Biting

Our response to biting depends on the age of the child. It is not unusual for a child under the age of three to go through a stage of biting others. It is typical for a child in this age group to feel frustration at his/her inability to communicate with others verbally. The only method he/she may have of

communicating is through physical means. The child is not trying to hurt another child but only trying to tell that child what they can't say with words.

Our response to biting in a one or two-year old class:

1. If a biting incident occurs, we will send home a note to all children involved. The staff will comfort the child that was bitten and reinforce the idea that "we don't bite our friends" with the biter. We will also watch the child who bites to try to stop them before they bite again.
2. If biting happens frequently, we may ask the parents of the biter to come in for a conference to try to determine ways to stop the behavior.
3. If the biting continues after a reasonable discipline plan has been implemented, we may ask that the child not return to the school until the biting stage is over.

It is not age appropriate for children three years of age and over to bite. These children will be disciplined, and the parents will receive a note. If it happens again, the parents will be called to pick up their child for the day, and the child will sit in the administration office to wait for the parents. If it continues beyond that, the child may not be able to attend school until they have stopped biting.

3.3 Discipline Policy for Preschool:

HCCA utilizes a progressive yet redemptive discipline approach. Redemptive discipline takes a gospel centered approach. It is designed to focus on the heart of a student's behavior. When combined with progressive discipline, there is a gradual series of consequences. The goal is to focus on restoring positive behavior and addressing the reasoning behind the misconduct. The intent is to help student's correct behavior while seeking to grow in a Christ-like character. This form of discipline is Scripturally based and grace oriented in nature. The intent behind this style of discipline is that students do not conform to a particular behavior but are guided to be conformed to the image of Jesus Christ their Creator. With redemptive discipline, our goal is to lead students to self-discipline where they can recognize, admit, and repent of their sin. Rules that are established based on scripture follow 2 Timothy 3:15-16 which is "profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work". Consequences for negative behaviors must be logical and natural and will be determined by the nature of the behavior. HCCA does not practice the use of corporal punishment. Possible consequences could include but are not limited to: caring conversations, time in the "Thinking Chair", loss of daily reward, visit to the office, or a phone call to parents. It is our desire to nurture the whole child even through age-appropriate discipline.

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

3.4 Potty-Trained Child:

A potty-trained child is considered to be one who is able to tell an adult they have to go BEFORE they have to go. They must be able to pull down their underwear and pants and get them back up without assistance. They must be able to wipe themselves and be able to wash and dry their hands.

All 3-year-olds MUST be potty trained before school begins.

3.5 Illness

A sick child may return to school after being symptom free for 24 hours (without any aid from medicines, which may mask symptoms, such as Tylenol for a fever or Imodium for diarrhea). A child may also return if accompanied by a doctor's note stating that the child is not contagious.

If your child is placed on an antibiotic for treatment of a communicable illness, your child must be on the antibiotic for a full 24 hours before returning to school. If your child has head lice, you must wait a full 48 hours after successful treatment before your child can return to school. Upon returning to school, a physical head check will be performed.

Your understanding and cooperation are necessary to help keep all HCCA children, teachers, and staff as healthy as possible. A child with any of the following symptoms may **NOT** attend school or will be sent home from school:

1. A fever of 100 degrees and above.
2. Diarrhea or vomiting (sent home after vomiting or 2 loose stools).
3. Rashes (other than normal skin irritations) and open sores.
4. Any other contagious symptoms (e.g., green nasal discharge, sore throat, severe coughing).
5. Any symptoms related to a communicable illness (e.g., "pink eye", chicken pox).
6. Head lice and/or nits.

Exposure to Communicable Disease

It is important HCCA is notified if your child has been exposed to a communicable disease. If your child is exposed to a communicable disease, our Academy will notify the appropriate parents and take all necessary precautions.

Exclusion of Children with Communicable Disease

A chart in the HCCA main office includes recommendations and information from the State of Georgia. We follow the communicable disease chart recommendations regarding children's exclusion from and re-admittance to the facility.

Notifiable Communicable Disease

HCCA is required by law to report any suspected case of notifiable communicable disease to the local county health department.

3.6 Visitors

All visitors must sign-in and sign-out through the school office. Visits to the classroom are not allowed during school hours unless a visitor has arranged in advance with a classroom teacher to assist in the classroom. Visits are allowed during lunch, some school parties as determined by the teacher, and special assemblies.

3.7 Grievances:

Grievances should be prayerfully considered before being communicated to the appropriate person including the following questions/concerns:

1. Functioning of the classroom: Teacher.

2. Performance/conduct of a teacher: Teacher and (if necessary) Preschool Director.
3. School buildings or grounds: Head of School.
4. Finances: Director of Business
5. HCCA Curriculum: Head of School and Preschool Director.
6. HCCA Vision: Head of School.
7. HCCA Volunteers: Preschool Director.

If a grievance is communicated to the appropriate person as stated above, and a satisfactory resolution has not occurred, then the grievance is to be taken to the next level of authority. The progression level of authority is:

1. Teacher
2. Preschool Director
3. Head of School
4. Chairman of the HCCA Board of Trustees

Most importantly, please note that HCCA teachers want what is best for your child. Many problems in school result from misunderstandings, which are not readily communicated and resolved. Our goal is to address problems/areas of concern before they become points of friction, and to resolve points of friction before they become points of conflict. Handled quickly and honestly, problems/areas of concern are merely challenges providing teachable moments and opportunities for growth. Christ gives us the basic principles for settling differences in Matthew 18:15-20.

Section 4: Financial Information & Legal Documents

4.1 Financial Information

The tuition fee may be paid in full at the beginning of the school year or paid in monthly installments. For those choosing to pay their tuition in full, there is a 5% discount offered. We do offer a multiple-child discount for our families. The first child will pay a regular monthly tuition rate, then each additional child will receive a 5% discount on the monthly tuition. For those choosing to pay monthly installments, tuition is divided into ten equal payments to be paid each month beginning in August to May.

All tuition is due the first school day of the month, August through May. Failure to make your monthly tuition payment by the end of each month will result in a \$10 late fee which is applied to the following month's tuition. Late fees will incur if the payment is received after the 15th of each month. If there are any issues with tuition or you need to discuss a payment plan, please contact tuition@hccalions.com. All accounts must be settled prior to the last day of school.

Payments may be made by check, cash, money order, or online through the "FACTS" student information system. If you choose to pay by credit card online, there is a convenience fee on each payment. Please make checks payable to HCCA.

Please note tuition will not be refunded or omitted for temporary absences, illness, surgery, family vacations, early withdrawal during a month, or inclement weather days.

In the event of a returned check, you will be responsible for all applicable bank charges. Please

refrain from giving payments to those working the drop off and pick up line. If your teacher or room parent requests money for a class project or party, the money should be sent as cash in an envelope labeled with the student's name to your student's teacher or room parent. If for any reason you choose to withdraw your student prior to the end of the school year, we will require a 30-day written notice along with a tuition payment to cover the 30-day notice.

The application fee, which is due with the application, is used to cover the cost of initially processing a student's application. The application fee is non-refundable. The annual fee is due in full by July 15. The annual fee covers curriculum, resources and building operations. Once the annual fee has been paid, it becomes non-refundable.

All regular financial transactions will be handled directly with the Preschool office. Other terms of payment include:

1. Application fees are to be paid upon completing the online application.
2. All checks returned by the bank to the school due to insufficient funds (as noted above) will be subject to a charge.
3. If payments go delinquent more than 2 consecutive months, a student may be withdrawn.

4.2 Legal Documents

It is necessary that all affected parents provide information pertaining to legal documents involving custody, guardianship, restraining orders, and any other legal documents that would affect a student or students at HCCA. A copy of the legal documents will be kept in the student's folder. When needed, provide photos to the HCCA administration that would help provide safety to both students and staff.

PARENT/GUARDIAN STATEMENT OF SUPPORT

1. We have received and read the Parent-Student Preschool Handbook and are willing to have our children educated in accordance with them.
2. We will regularly and earnestly pray for Harp's Crossing Christian Academy.
3. We will fully cooperate in the educational activities of Harp's Crossing Christian Academy by doing our best to make Christian education effective in the lives of our children. This is to include providing our children with an area and supplies to complete assignments such as homework, projects, etc.
4. We will require our children to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.)
5. We will pay all of our financial obligations to Harp's Crossing Christian Academy on or before the date due. If we are unable to do so, we will notify the Financial Administrator, giving a reasonable explanation for the delay and stating when payment will be made.
6. The school has full discretion in the discipline of our children in accordance with the "dress code policy" and the "discipline policy" as published.
7. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
8. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.
9. We will volunteer for duties and responsibilities for Harp's Crossing Christian Academy as opportunities arise and God provides the time and strength.
10. We will be faithful to attend all parent functions at Harp's Crossing Christian Academy, as best we can. These include open houses, Parent Teacher Fellowship meetings, parent conference requests, information nights, etc.
11. If we become dissatisfied with Harp's Crossing Christian Academy in any we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matt. 18:15-17; 5:23-24)
12. We will seek to support and advance Harp's Crossing Christian Academy in every area possible – spiritually, academically, physically, and financially.

PARENT(S)/GUARDIAN(S) Printed Name(s)

Signature(s)

Date _____