



Dynamic Life Christian School

Enrollment Documents 2020-2021

	# of pages
<input type="checkbox"/> Handbook.....	11
<input type="checkbox"/> Charges & Entrance Requirements.....	1
<input type="checkbox"/> Your Procure Account	1
<input type="checkbox"/> Fundraising Flier	1
<input type="checkbox"/> <i>Why Families</i> Flier	1
<input type="checkbox"/> Enrollment Form	2
<input type="checkbox"/> Enrollment Contract.....	2
<input type="checkbox"/> Emergency Medical Release	1
<input type="checkbox"/> Photo Video Release	1
<input type="checkbox"/> Public Disclosure Statement	2
<input type="checkbox"/> Tuition Express Authorization	1
<input type="checkbox"/> Schedule Change Request.....	1
<input type="checkbox"/> Shutterfly Agreement.....	1
<input type="checkbox"/> Kid Reports Flier	1

DYNAMIC LIFE CHRISTIAN SCHOOL

HANDBOOK
Fall 2020-2021



1600 John Marshall Highway

Front Royal, VA 22630

(540) 636-9595

www.dlcs1.com

dlcs1@comcast.net

Vision

Dynamic Life Christian School will teach students to love God, to love one another, and recognize we are all unique and special in the eyes of God.

Mission Statement

Dynamic Life Christian School will provide affordable, high quality early childhood education in a Christ-centered environment. Our program is designed to meet the needs of children ages 2-Kindergarten through a cooperative partnership between parents and staff. Our focus is to provide a stimulating early care and educational experience which promotes social, emotional, physical, academic, and spiritual development.

School Colors

Black and Gold

School Mascot

Eagle

Church Attendance

Faithful church attendance is important for your child. If a person continually misses church, we believe a void will exist that is not being filled. Therefore, we would like to see that all of our students go to church regularly at the place where God has directed your family to attend.

If your family is not currently attending a local church regularly, we invite you to visit us at ***Dynamic Life Praise and Worship Center***. We are a family oriented ministry who places just as much emphasis on children as we do our adults. We offer two services on Sunday mornings one at 9:00 a.m. and one at 11:00 a.m. Childcare is available at the 11:00 a.m. service. For more information about our church, you can visit us at www.dynamiclifeministries.com or call 540-636-9595.

Admissions

Admission to DLCS is a privilege and is based on availability of space in the given class. In order to secure a place for your child at DLCS, all fees and paperwork must be submitted to our registration staff. Once classes have reached their limit, your name will be placed on a waiting list and you will be notified if there is an opening.

Your child may apply at DLCS on their 2nd birthday. All other children will be placed in the appropriate class, based on age as of September 30, 2020.

Fees and Tuition

Fees for enrollment (registration fee, book fee, and supply fee) are non-refundable. First week's tuition and registration are expected at the time of enrollment.

Tuition is due each Friday for the week to come. If payment is made after 12:00 noon Monday, a late fee of \$15.00 will be placed on your account.

Due to fixed costs averaged over the entire year, there is no reduction in tuition for sick days, family vacations, personal days off, weather closings, or other days off as listed in the school calendar. Weekly tuition charges are based on our total operating costs for the school year divided by the number of weeks in

that school year. Consequently, there will be **NO** reduction in contracted weekly tuition amounts due; the full tuition will be charged. **This applies even when there are fewer than five days of classes or students are absent on scheduled days.**

If an account balance is more than one week past due, students **will not be permitted to attend school** until the account is settled. The balance may be from meals, before or aftercare or potty charges, not just tuition.

All payments will be made through Tuition Express. If more than three payments are declined, a penalty will be charged and immediate arrangements will be made by parent for keeping the account current.

DLCS provides multiple ways in which payments can be made using Tuition Express:

- Make payments online from home on your computer
- Set up automatic drafting
- Access Tuition Express website through your phone to make a payment
- Call in a credit card payment to the school office in case of online technical errors

LATE FEES will be billed if payment is not posted in the system no later than Monday by 12:00 p.m. Because DLCS provides a number of convenient ways to make your payments, late fees will not be waived.

Students enrolled on a less-than-five-day-a-week contract can “make up” lost days on a space- available basis. Make up days must be pre-arranged and used either **one week before** or **one week after** the lost day(s).

Schedule Change Policy

To request a schedule change, fill out the Schedule Change Form and submit it to the office **72 hours in advance**. Because we follow the state ratios, we will not be able to accommodate changes requested less than 72 hours or for unscheduled walk-ins.

Forms **MUST** be turned into the office and not sent in backpacks or given to your child’s teacher.

Once the form has been received and the schedule has been reviewed, a staff member will contact the parent within 24 business hours to inform them if we are able/unable to accommodate the request. This policy applies to most schedule changes including but not limited to vacations, family emergencies, scheduled school closings (except for extended holidays such as Thanksgiving, Christmas, and Spring break), sick days, weather delays and closings, etc. In the event of an illness, a form can be turned in on the day your child returns to school.

Re-Enrollment

In the spring, you will have the opportunity to re-enroll your child at Dynamic Life Christian School for the following school year before enrollment opens to the general public.

Withdrawal/Dismissal

Our enrollment agreement is a **CONTRACT** between parents/guardians and DLCS. DLCS commits to operating expenses for the school year based on enrollment. Therefore, students may not be withdrawn before the final session day unless released by the Director.

Withdrawal from the school must be made in writing, through the Director's Office, at least one week prior to withdrawal. The request for withdrawal will be documented in the student's permanent record. All accounts must be paid in full before transcripts, report cards, and/or books can be released.

Students who withdraw voluntarily or through expulsion, are responsible to pay a \$500 withdrawal fee per student. Application, registration, and curriculum fees are non-refundable.

Arrival and Departure Information

All persons entering our grounds are asked to drive slowly and watch for children coming or going. This includes attentiveness to children playing or those being picked up/dropped off. Handicapped parking spots are located in the front of both the upper and lower level entrances available only to those with valid and visible handicapped placards. All others are asked to use unmarked parking spots.

Our doors will open at 7:30 a.m. for drop off.

Parents are not permitted to drop off children inside the building at this time. Parents will pull up to the front doors of our building and a staff member will greet them there for drop off. All persons entering the building, including students, will have temperature checks and a daily health assessment completed prior to entering the building. Parents will wait with their child until they are cleared to enter our building.

NO ONE WITH A TEMPERATURE ABOVE 100.0 DEGREES, A TEMPERATURE ELEVATED HIGHER THAN THEIR NORMAL TEMPERATURE, OR SHOWING ANY SIGNS OF COUGH, NASAL CONGESTION, DIARRHEA, SHORTNESS OF BREATH, VISIBLY ILL, NAUSEA, or VOMITING WILL BE PERMITTED ACCESS TO THE BUILDING.

After school care is provided until 5:30 p.m. Late fees begin at 5:40 p.m. at a rate of \$5.00 per child for each ten minute increment. (Note: Every ten minutes you are late, you will be charged a \$5.00 per-child late fee.) Excessive late arrivals may result in your child(ren) being dismissed from our school program.

Dismissal begins at 3:00 p.m. and a staff member will be present at the doors for dismissal until 3:30 p.m.. When you arrive to pick up your child, you will pull to the front of the building with your pick up number in the window, and a staff member will greet you there to call for your child. If you plan to pick up your child after 3:30 p.m., you will need to park your car and press the buzzer located to the right of the main entrance of our building. The office staff will call for your child to be brought to you for dismissal.

In the event that you would like to pick up your child early during the day, you can arrive and press the buzzer located to the right of the main entrance of our building and the office will get your child ready for dismissal. To expedite the process of early dismissal, you can contact the office and they will have your child ready for you when you arrive.

Food Service

Dynamic Life Christian School offers hot breakfast, hot lunches, snacks, and drinks. Our spacious, commercial kitchen has been inspected and approved by the Department of Health. Our staff follows strict cooking and serving guidelines. We offer a well-balanced, nutritious plan to our students.

Upon arrival in the morning, you will need to indicate to the drop off staff member whether your child will be eating breakfast, lunch, and/or snack.

All meals and snacks will be billed to your account at the end of the week. If your child does not bring lunch or snack, one will be provided and your account will be charged.

Your child is allowed to bring snacks to share when celebrating special occasions, however these must be store bought with ingredients printed on label.

Supply List

You will need to send the following items to school with your child to begin the year:

- All ages: One change of clothes (placed in a labeled bag)
- Full-sized backpack
- Ages 2-4: Three-fold resting mat if napping (small blanket and/or pillow is permitted)
- Play shoes (must have shoes appropriate for outdoor play)
- Paint smock/shirt
- Two year olds who are not potty trained will need one pack of diapers and wipes per week

Please label all of your child's belongings. All other school supplies are covered in the supply fee which is paid at registration.

Snow Days and Emergency Closings

For emergency announcements regarding snow days and late openings, visit our web site at www.dlcs1.com or [www.facebook.com\dynamiclifechristianschool](http://www.facebook.com/dynamiclifechristianschool). We will also send out emails and text messages to all families who have an email and phone service provider on file. If you do not have an email address or access to the internet, you can call 636-9595 for a recorded message. **Reminder: There is no adjustment to weekly tuition for snow days, weather delays, or emergency closings. Missed snow days can be made up within one week of days missed.**

Delays

On days that school experiences an emergency delay, classroom doors will not be opened until a specified time. Early arriving parents may remain with students in their car until staff is ready to begin classes. Kindergarten and 1st grade students will be considered tardy if they arrive fifteen or more minutes after delayed opening begins.

Field Trips

Fields trips are designed to encourage learning through fostering a "hands on" approach. Students must return signed permission slips to the office by the designated due date in order to participate. During field trips, students must be on their best behavior. Additional field trip fees may apply.

Transportation will be provided by an approved, appropriately licensed driver. Parents are welcome to accompany their child on field trips. Parents of two year olds are strongly encouraged to attend. In order to ensure the safety of all students and staff, as well as provide a fun, enjoyable trip, all students are expected to be well-behaved while on field trips. If a student demonstrates they will be unable to behave on a trip, the parents will be contacted to make other arrangements.

Health Information

Illness spreads from child to child very quickly. Students with fevers, contagious or infectious diseases or symptoms will be sent home promptly and excluded from school activities. **DLCS does not provide child care for students with fevers or other symptoms. It is the parents' /guardians' responsibility to arrange for PROMPT PICKUP, within 30 minutes, of a student deemed too sick to remain in school.**

Children should not come to school if they have had a fever of 100 degrees or above. Once the child is confirmed to return to school by a healthcare provider or does not have a fever of 100 degrees or above without the use of fever-reducing medicine, they are able to return to school. They should not come if they have vomited or had diarrhea within the last 24 hours or have an illness which is contagious. If your child has a cold, runny nose, fever, flu, or other symptoms, they cannot be brought to school. A child with a cold or the flu should be kept home for 2-3 days during the contagious period. If there is a fever present, the child should be fever free for a 24 hour period.

Children with bacterial/viral pink eye are not permitted to attend school until the condition has been treated. Please contact the school if your child has either of these. They must have a doctor's note stating that they have been treated before they can return to school. Children with head lice nits are not permitted to attend school until three days after treatment has begun. Upon returning to school after treatment, school staff will perform a head check to determine if the child can return to class.

Daily Health checks are conducted by trained staff throughout the day to ensure the health and safety of our staff and students. If a child becomes sick while at school, they will be isolated and a parent will be notified to pick up the child. This will be done automatically if your child has a fever or if there is pain that has resulted from an injury. If both parents are unavailable, please have a relative, neighbor, or friend to care for your child. The name of this designated person must be written on your child's emergency information form. Teachers and office staff cannot take the responsibility of caring for a sick child.

Immunizations

At the time of admission, your child must provide up to date and accurate immunization records. The following Department of Health required immunizations and dates of administration must be met prior to the student entering Kindergarten:

- *Series of 5 DPT doses
- *4 doses of Polio (OPV)
- *2 doses of Measles, Mumps, Rubella (MMR)
- *Series of Hepatitis B

If a family chooses to not immunize their child because of religious, personal, or medical reasons, the family must submit a Commonwealth of Virginia Exemption Certificate in lieu of the immunization record.

Medication

All prescription and over the counter medication must be brought to the office and can be administered only by trained staff once the proper forms have been completed. Medication cannot be administered without correctly completing the proper forms. Once forms are completed, bring medication in its original package, labeled with the child's name, to the office to be stored. **DO NOT put medication in a backpack, lunch bag, or leave with child.**

Physicals

Physical exams are required for entrance into Kindergarten.

Prevention of Child Abuse

Parents and guardians have the primary responsibility for the health and well-being of their student. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the School Administrator. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (section 63.2-1518) *Authority To Talk to a Child or Sibling*, "Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside presence of his or her parent, guardian, legal custody, other person standing in, or school personnel."

Dress and Grooming Codes

We do not require uniforms, however we ask that all students be well groomed and dress neatly and modestly. Clothes are to be wrinkle free, neat, and clean. Items should not be frayed, tattered, or have holes in them. Girls are not to wear clothes designed for boys and boys are not to wear clothes designed for girls. We ask that students do not wear clothing that may be scary (i.e. skulls, zombies) and upset young children. Girls should wear shorts under skirts/dresses. Boys are not permitted to wear earrings. Children must have a pair of gym shoes in their classroom that they can change into in order to participate in our daily recess.

Hair must be neatly trimmed and groomed. For boys, conservative, traditional, and neat haircuts are acceptable. Boys, ages 5 and up, hair length on the sides may not be any longer than half way down the ear, the back of the hair is not permitted to surpass the top of the collar, and the front of the hair is not to be below the top of the eyebrows. Except on designated dress-up days, such as Crazy Hair Day or Hallelujah Night, only natural hair coloring is allowed. We do not permit extreme hair styles or colors such as pink, blue, green, unnatural red, etc.

Report Cards

Kindergarten and 1st grade students will receive a report card every nine weeks. Interim reports will precede the report card halfway through the quarter. **All accounts must be up to date in order for students to receive their report card.**

November 3: End of 1st quarter

January 22: End of 2nd quarter

April 6: End of 3rd quarter

June 9: End of 4th quarter

Interim reports: October 1, December 10, February 25, May 10

Report cards: November 13, January 29, April 16, June 9

Parent-Teacher Communication

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. Parent-Teacher conferences are recommended certain times of the year, but can also be scheduled throughout the year if necessary. Dynamic Life Christian School uses a service called KIDREPORTS for daily communication with parents regarding classroom activities, behaviors, and upcoming events. This app can also be used to communicate with the teachers directly as well as to share pictures or student information. Parents/guardians are expected to keep contact information updated in the office.

Parents must provide the school with at least one form of emergency contact which the parent or emergency contact person can be reached during school hours in the event of illness or emergency.

Harmony and Unity

God is pleased when we dwell together in harmony. Therefore, Dynamic Life Christian School adheres to the principles set forth in Matthew 18 regarding relationships and communication. The Matthew 18 principle states that if one has been offended or has a concern of any kind, he should go immediately to the person involved and discuss the matter in love. The goal is to have relationships restored and strengthened for the honor of God.

DLCS is in partnership with parents as an extension of the Christian home. It is the desire of DLCS to apply Christian based education to help students live for God with all their heart, soul, and strength.

We have a strict policy at Dynamic Life Praise and Worship Center that we adhere to at DLCS: ***“No division, no dissension, and no discord will ever rule in this house.”***

Student Conduct

We believe our students have the ability to know God, walk with Him, make good choices, and demonstrate Christian character. Our students can and do make a positive impact on their world. Children are a blessing from the Lord and deserve our best efforts for their nurture and their education.

Students have a responsibility as well. We expect that the students, while remaining “children,” will demonstrate good behavior. Our teachers will encourage students to “get along” with each other and will work with them to resolve conflicts according to Biblical standards.

If a student is diagnosed with a learning disability that cannot be managed in a regular classroom or setting, by the advice of a physician or a licensed clinical psychiatrist, parent/guardian will be given the option of canceling the contract, or fully providing all necessary funds to educate the child (i.e. tutor, classroom aide, materials, etc.). This amount will be determined on an individual need and presented by school administration to the contract holder.

DLCS staff, faculty, and administration have partnered with parents to provide an environment that is conducive to Christ-centered education. We pledge to our parents to do our very best to provide an atmosphere of learning and one that promotes strong Christian character and development.

Discipline

Discipline at DLCS is a reflection of our love for our students and our goal is to see them grow in the Lord. We view discipline as a genuine act of love. Our goal is for students to be guided and governed by Biblical precepts that they have learned at home, church, and school.

The primary objective of any disciplinary action is for the student to learn self-control and self-discipline. Each child is treated on an individual basis. In general, discipline will be handled by the classroom teacher based on the standards that have been clearly defined to each student.

We see in Isaiah 1:19 that God rewards us for being willing and obedient. Therefore, at DLCS, we emphasize positive reinforcement and encouragement as our main form of discipline. If that method is ineffective, other methods may be used such as time out or missing a fun activity. We carefully select a disciplinary method that will not lead to resentment but rather a change in behavior.

Security

We currently have a security monitoring system which includes cameras throughout our building and grounds. We have Fire Marshall-approved fire alarm and emergency evacuation plans. We routinely drill according to the specifications in the evacuation plans recommended by the Fire Marshall. We permit access into our building through only one location, the upstairs foyer area.

The teachers and staff at Dynamic Life Christian School are committed to providing safety and security of all students. We pray regularly for the safety of our school. We recognize that having God's hand of protection on our school is the greatest asset in our safety plan.

One outstanding quality of our teachers and staff is alertness. Our teachers and staff maintain a constant state of alertness while in the classroom and as they move throughout our facility. They care very much about the well-being of each student. Their attentiveness is valuable and essential while caring for young children.

To provide maximum security to our students and staff, we limit access of our building to **staff and students only**. The door at the top of the stairwell remains locked. All visitors are screened at the front entrance before being permitted access to our building.

Safety and security are a major priority at Dynamic Life Christian School. The systems, practices, and plans

mentioned above provide an excellent foundation for safety in our building. We routinely consult with experts in order to obtain their advice and suggestions on enhancing security in our building.

Student Records

In cases that involve custody or other court orders, parent or guardian is solely responsible to provide appropriate documentation and update us with any changes.

DLCS reserves the right to change its policies at any time, with or without notice.

2020-2021 School Calendar

There will be NO school on the following days:

September 7: Labor Day

October 12: Teacher Workday School Closed

November 25-27: Thanksgiving Break

December 24-January 1: Christmas Break*

January 4: Parent-Teacher Conferences & Teacher Work Day

January 18: Martin Luther King, Jr. Day

February 15: Teacher Workday School Closed

March 29-April 5: Spring Break**

April 30: Parent-Teacher Conferences & Teacher Work Day

May 31: Memorial Day

Notes:

*DLCS will be closed but day care will be available for parents who require child care on selected days during Christmas and Spring breaks. See office for details.

**In the event of multiple missed days due to inclement weather, school may be open on these days.

Other Important Dates

August 27: Back to School Night

August 31: First day of School

June 9: Last day of School

June 9: PreSchool & Kindergarten Graduation/Reception

DYNAMIC LIFE CHRISTIAN SCHOOL
1600 John Marshall Highway
Front Royal, VA 22630

Preschool: 2, 3, 4, Kindergarten, and 1st grade

August 31, 2020-June 9, 2021

Charges & Entrance Requirements

Non-refundable fees due upon registration:

Registration fee	\$25.00
Book fee for ages 2-4.....	\$125.00
Book fee for Kindergarten	\$145.00
Book fee for 1st grade.....	\$290.00
Supply fee.....	\$150.00

(Above stated fees are non-refundable)

Tuition:

2, 3, and 4 year olds

**Full Day
9:00 a.m.-3:00 p.m.**

1 day a week	\$44.00
2 days a week	\$79.00
3 days a week	\$107.00
4 days a week	\$124.00
5 days a week	\$136.00
<u>Kindergarten and 1st grade</u>	
5 days a week, Monday-Friday	\$142.00

Additional Charges:

Potty Training Fee (<i>if not completely potty trained</i>)	\$5.00/day
Fee for part-time child to stay full day	(occasional) \$5.00/hour

Before and After School Care:

1 day a week.....	\$20.00
2 days a week.....	\$36.00
3 days a week.....	\$48.00
4 days a week.....	\$56.00
5 days a week.....	\$64.00
After school care transportation fee.....	\$15.00/week

Late charges will apply if children are not picked up at their scheduled time. The charge is \$5.00 for every ten minute increment. A grace period of 15 minutes **TOTAL** per day is available before and after scheduled check-in and check-out times for those students enrolled in DLCS preschool or Kindergarten program.

Tuition is due each Friday for the week to come. If payment is made after 12:00 pm Monday, a late fee of \$15.00 will be placed on your account. Due to fixed costs averaged over the entire year, there is no reduction in tuition for sick days, family vacations, or other days off as listed in the school calendar.

Optional Meal Plan:

Breakfast	\$2.00
Lunch.....	\$4.00
Snack.....	\$2.00

Breakfast Hours: All students 8:30-8:45 a.m.

School Hours: 7:30-9:00 a.m.....	Before School Care
9:00 a.m.-noon.....	Half-Day Preschool (PreK 4 Only)
9:00-3:00 p.m.	Full-Day PreSchool/Kindergarten
3:00-5:30 p.m.	After School Care

YOUR MYPROCARE ACCOUNT

Access your account from computer or phone

1. Go to www.myprocare.com/account

2. Enter email you provided to the school

3. Check email for confirmation number

4. Set up account

The screenshot shows a web form for account setup. At the top, it says "email address" and has a text input field containing "myname@gmail.com". Below this is a section titled "Enter your confirmation number below." with a text input field labeled "Confirmation Number". The next section is "Choose a password and enter it below." with a text input field labeled "Password". Below that is "To confirm your password, enter it below." with a text input field labeled "Confirm Password". At the bottom, there is a green "SUBMIT" button. A hint at the bottom reads "Hint: You may need to check your spam folder." Arrows from the numbered steps point to these fields: step 2 to the email field, step 3 to the confirmation number field, and step 4 to both the password and confirm password fields.

4. Once logged in, you can:

The screenshot shows the user dashboard for "Dynamic Life Christian School". The top navigation bar includes "MENU", "REPORTS", "SCHEDULE", "ACTIVITY", "CONTACTS", and "CENTER". The main content area is divided into two sections. On the left, there is a user profile card with a silhouette icon, the text "After School Enrolled as of 3/2/2017 Custom Schedule", and a name field labeled "name". On the right, there is an "Account Balances" section with two rows: "\$0.00" with a green "PAY" button, and "Last name" with "\$119.00" and a green "PAY" button. Arrows from the text below point to the "name" field and the two "PAY" buttons.

update information

Click on your child's name to access other **personal information** such as who is allowed to pick up your child or your attendance as logged in through Procure.

view statement

Click on name to view **statement** or **print** statement for employer or tax deduction.

pay

Click Pay to easily make a **payment**.

Free Ways to Help Raise Money For Dynamic Life Christian School



Dear Parents,

The **Box Tops for Education**, **Martin's A+ School Rewards**, and **Scholastic** bonus programs have been a great help to our school and we appreciate your participation.



☞ **Register Your Rewards Card**

~ martinsAplus.com

If you shop at Martin's, please link your bonus card with A+ Rewards **on or after August 15**.

A new registration is required for each school term.



☞ **Bring in Labels to the School Office Any Time**

~ boxtops4education.com

We collect Box Tops for Education labels all year. Please bring them in at any time. We earn 10 cents per label. You can track our school's earnings online and learn which products participate.



☞ **Shop Scholastic for Books & Educational Materials**

~ scholastic.com

Another "painless" way to benefit our school is to purchase books and educational materials from Scholastic. We receive points to purchase classroom items when you shop Scholastic catalog. Be sure to enter the catalog code **GPPJB** when you order online.



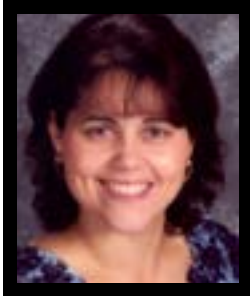
☞ **Shop smile.amazon.com for Anything Amazon**

~ smile.amazon.com

At no cost to you, if you select Dynamic Life Christian School when prompted, we will receive donations from AmazonSmile Foundation for any and all purchases you make.

Please encourage family and friends to get on board, too! Thanks for all your support.

Why Families are Choosing **DYNAMIC LIFE CHRISTIAN SCHOOL** for Their Child's Preschool and Kindergarten....



Our Director, Mrs. Elvi Rogers

- Graduate of George Mason University
- Degree in Early Education
- Licensed with the state of VA for 15 years
- 10 years experience in public schools
- 11 years experience as Preschool Director/Elementary School Principal

Our Staff

- Professional, Trained
- Friendly and love working with children
- Complete Criminal Background Check/Health Screening
- Ongoing staff training
- Regular formal & informal teacher evaluations

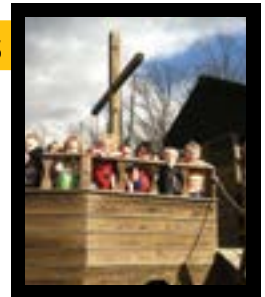


Our Facility

- Spacious Classrooms
- Clean and Sanitary
- Commercial Kitchen and Large Cafeteria; Serve meals daily
- Indoor Playground with Moon Bounces, slide, hula hoops and more

Our Grounds

- Large Pavilion
- Large Playground and Outdoor Fields
- Outdoor Play Equipment (parachutes, oversized balls, scooters, etc.)
- Fleet (4 Vans, 1 Shuttle Bus)
- Trackless Train

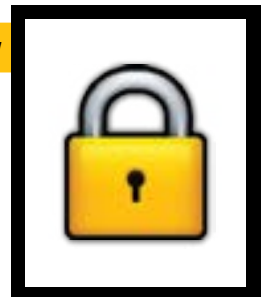


Our Program

- Abeka Curriculum
- Before and After School Care available
- Flexible scheduling (you choose the days AND full or half day)
- Small class sizes
- 1 (preschool) teacher per 10 students

Our Safety

- Only one entrance into facility, all other doors locked
- Surveillance cameras monitor entire grounds
- Computerized Check In/Out (allows you to monitor your own account balance)
- Key code doors on all classrooms



ENROLLMENT APPLICATION

Dynamic Life Christian School

Start Date _____

End Date _____

For School Year _____ - _____

New Enrollment

Student's Name _____

Last First Middle Called by

Mailing Address _____

Street City State ZIP

Home Phone () _____ Sex _____ Birthdate _____ Race: White African-American Asian

Hispanic Native American Other

Potty Trained?

yes no

Does your child nap?

yes no

Father's Name _____ **Mother's Name** _____

4 digit pin

4 digit pin

Father's Physical Address _____

Street City State ZIP

Mother's Physical Address _____

Street City State ZIP

Father's Work Phone () _____ Father's Cell Phone () _____

Do you wish to receive text messages?

Father's cell phone service provider: _____ yes no

Father's Employer (Company Name) _____

Father's Work Address _____

Street City State ZIP

E-mail Address _____

Mother's Work Phone () _____ Mother's Cell Phone () _____

Do you wish to receive text messages?

Mother's cell phone service provider: _____ yes no

Mother's Employer (Company Name) _____

Mother's Work Address _____

Street City State ZIP

E-mail Address _____

If parents are separated or divorced, with whom does the student live? _____

Please indicate who is responsible for your student's tuition payments: Mother Father
 Grandparent/Guardian Other

Address **if different** from student _____

Child's Physician _____ Phone () _____

Physical problems/allergies, if any _____

Has your child attended a Previous Day Care or Pre-school: yes no If yes, please list name & location.

Name of Facility _____ City _____ State _____

Has your child ever been rejected or dismissed from a Day Care or Pre-school? yes no If yes, please state reason.

Indicate class and days attending

5 days a week, Mon.-Fri.: <input type="checkbox"/> Kindergarten <input type="checkbox"/> 1st grade <input type="checkbox"/> After Care	Circle Days: Mon. Tues. Wed. Thu. Fri.
2-4 year olds: <input type="checkbox"/> 9:00 a.m.-3:00 p.m.	# of Days Per Week: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Circle Days: Mon. Tues. Wed. Thu. Fri.	

(over, please)

Emergency Contacts - DLCS will contact in order listed below for illness or emergency

Name _____ Relationship _____ 4-digit pin _____ Phone (____) _____

Address _____
Street City State ZIP

Name _____ Relationship _____ 4-digit pin _____ Phone (____) _____

Address _____
Street City State ZIP

Name _____ Relationship _____ 4-digit pin _____ Phone (____) _____

Address _____
Street City State ZIP

Name _____ Relationship _____ 4-digit pin _____ Phone (____) _____

Address _____
Street City State ZIP

Reason for selecting Dynamic Life Christian School _____

Dynamic Life Christian School was recommended by _____

Has your child ever been a student at Dynamic Life Christian School? Yes No

STATEMENT OF COOPERATION

In making application for my child, I desire to have him/her complete the _____ - _____ school year at Dynamic Life Christian School. It is also my understanding that the policy of the school is to make no refunds or transfers on registration, book, or supply fees. I understand that Dynamic Life Christian School is a private institution; DLCS reserves the right to set and maintain its own standards for student conduct, dress code, and tuition assistance. These standards include conduct while on school and off school premises. I further agree to indemnify and hold Dynamic Life Christian School harmless for any and all liability that may result from my child attending or participating in all activities of Dynamic Life Christian School.

Date _____ Parent's Signature _____

Note: *If your child does not start school on the scheduled start date and you have **not** notified Dynamic Life Christian School, we will assume that your child will not be attending and your child's space will be made available for another child. All fees paid will be forfeited.*

Items to be submitted with this form:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Fees or deferred agreement <input type="checkbox"/> Tuition <input type="checkbox"/> Health/Immunization Form <input type="checkbox"/> Public Disclosure Form <input type="checkbox"/> Photo Release Form <input type="checkbox"/> Medical Release Form <input type="checkbox"/> Tuition Express Forms/My Procure <input type="checkbox"/> Custody or Other Legal Forms | <ul style="list-style-type: none"> <input type="checkbox"/> Proof of identity and age
(to be initialed by School Official when seen) _____ <input type="checkbox"/> Certified copy of birth certificate _____ <input type="checkbox"/> Notification of birth (hospital, physician, or midwife) _____ <input type="checkbox"/> Baptismal record _____ <input type="checkbox"/> School record from public school in VA, or _____ <input type="checkbox"/> Certification by principal, or his designee, of a public school in the U.S., that a certified copy of the child's birth record was previously presented |
|---|--|

DYNAMIC LIFE CHRISTIAN SCHOOL
 1600 John Marshall Highway, Front Royal, VA 22630
 (540) 636-9595
ENROLLMENT CONTRACT

Parent Name _____

Billing Address _____

City _____ State _____ Zip _____

Email _____ Home Phone _____

Name (List eldest student first)	Circle Day(s) of Week Attending	Age	Registration, Books and Supplies	Weekly Tuition
Child 1 _____	M Tu W Th F _____	_____	\$ _____	\$ _____
Child 2 _____	M Tu W Th F _____	_____	\$ _____	\$ _____
Child 3 _____	M Tu W Th F _____	_____	\$ _____	\$ _____

Start Date _____ Totals \$ _____ \$ _____

- (Initials) **Parent Agreement:**
1. In order to secure enrollment, I, as the parent/guardian, agree to pay and deliver with this Enrollment Contract the non-refundable registration, book, supply fees, and the first week's tuition.
 2. I hereby agree to pay the weekly tuition amount shown on this contract for the Fall 2020-2021 program. DLCS reserves the right to deny admission if payments are not made by Monday at 12 noon. I understand that any additional fees such as meals, before/after care, or other miscellaneous charges will be billed to my account. School records, tax reports, and final report cards will not be released until all outstanding balances have been rectified.
 3. Due to fixed costs averaged over the entire year, **there is no reduction in tuition for days missed for any reason**, such as sick days, family vacations, school holidays, etc.
 4. If DLCS attempts to process an automatic tuition payment or deposit a check payment and the account has Non-Sufficient Funds, a NSF charge of \$15 and a late charge of \$15 will be added to said account.
 5. If a student is diagnosed with a learning disability that can not be managed in a regular classroom or setting without additional staff, by the advice of a physician or a licensed clinical professional, parent/guardian will be given the option to cancel the contract or to fully provide all necessary funds to educate the child (i.e. tutor, classroom aide, materials, etc.) This amount will be determined on an individual need & presented by school administration to the contract holder.
 6. Early withdrawal policy: This is a **CONTRACT** between students' parents/guardians and DLCS. DLCS commits to operating expenses for the school year based on enrollment. Therefore, students may not be withdrawn before the final session day unless released by the Director. Withdrawal from the school must be made in writing through the Director's Office and will result in a \$500 early termination fee.
 7. I have read and will abide by school policies as stated in the DLCS Student Handbook.

Parent Signature: _____

Tuition & Fees Worksheet:

Registration/Supply Total from above	\$ _____
Tuition Total from above	\$ _____
Potty Fee	\$ _____
Discount or Coupon	\$ < _____ >
Total Amount Due	\$ _____

If Previously Enrolled:
 I have reviewed my contact information and no changes need to be made at this time. I know my information can be updated any time at www.myprocare.com. All permissions and releases still apply.

Parent Signature: _____

Date of Signature: _____

TUITION	Full Day
2-4 Year Olds	9:00 a.m.-3:00 p.m.
1 day a week	\$44.00
2 days a week	\$79.00
3 days a week	\$107.00
4 days a week	\$124.00
5 days a week	\$136.00
Kindergarten or 1st Grade	
5 days a week, Monday-Friday	\$142.00

ENROLLMENT FEES

Registration Fee	\$25.00	Supply Fee	\$150.00
Book Fees	\$125 (2-4)		\$145 (K) \$290 (1st)

BEFORE & AFTER SCHOOL CARE

1 day a week	\$20.00
2 days a week	\$36.00
3 days a week	\$48.00
4 days a week	\$56.00
5 days a week	\$64.00

FOOD SERVICE	POTTY TRAINING - \$5.00/day
Breakfast	\$2.00
Lunch	\$4.00
Snack	\$2.00
	LATE PAYMENT FEE
	\$15.00

DYNAMIC LIFE CHRISTIAN SCHOOL
 1600 John Marshall Highway, Front Royal, VA 22630
 (540) 636-9595
ENROLLMENT CONTRACT PG 2
2020

Family Name _____

Primary Emergency Contact (available while child is at school) _____

Cell _____ Work _____

Email _____ Home _____

Name (List eldest student first)	Circle Day(s) of Week Attending	Circle Time of Drop Off	Circle Time of Pick Up
Child 1 _____	M Tu W Th F	7:30 - 8:00	3:00 - 3:30
Child 2 _____		8:00 - 8:45	3:30 - 4:00
Child 3 _____		8:45 - 9:00	4:00 - 5:00
		9:00 - 9:30	5:00 - 5:30

SICK POLICY:

We know that managing the demands of work can be challenging when your child is ill. We strive to limit the spread of communicable disease in our centers and are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances. Dynamic Life Christian School understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the center is sometimes necessary either to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child.

(Initials)

- 1. I acknowledge that my child's temperature will be taken daily upon arrival to Dynamic Life Christian School and they will not be permitted to attend if they have a temperature of 100 degrees or higher or exhibit any symptoms of illness.
- 2. I understand that I need to have arrangements in place for my child to be picked up within 30 minutes of Dynamic Life Christian School contacting me to pick up my child due to illness or other reason.
- 3. I understand that I will not be eligible for reduction in tuition for days my child is sent home or unable to attend due to illness.
- 4. I understand that my child needs to remain home for at least 24 hours without symptoms or symptom relieving medication before returning to DLCS, unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider will be required before the child can return.
- 5. I acknowledge that the final decision on whether to exclude a child from the program due to illness will be made by the child care center.
- 6. I agree to notify DLCS of any changes to my child's schedule in advance whenever possible, understanding that this will help with scheduling staff to provide care for my child while adhering to mandatory guidelines.
- 7. I have read and will abide by school policies as stated in the DLCS Handbook.

Parent Signature: _____



Dynamic Life Christian School

Emergency Medical Release

This form will be on file in the school office for the current school year.

In case of accident or other emergency involving my child _____, whose birthday is _____, I/we request that the school contact me/us. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible thereafter.

I/we authorize and consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care, which in the best judgment of a licensed physician or dentist is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for emergency medical transportation.

Father/Guardian Signature

Mother/Guardian Signature

Father/Guardian Printed

Mother/Guardian Printed

Date

Date

Both parents of the student must sign. If parents with joint custody of the child live in separate homes, both parents are required to sign the form.

Please notify the school office of any changes during the school year.

Dynamic Life Christian School

1600 John Marshall Highway

Front Royal, VA 22630

(540) 636-9595

Photo/Video Release Form

I hereby give permission for images of my child, captured during regular and special school activities through video, photo and digital camera, to be used solely for the purposes of Dynamic Life Christian School promotional materials and publication and waive any rights of compensation or ownership thereto.

Name of participant (*please print*) _____

Name of parent/guardian (*please print*) _____

Parent/guardian's signature _____

Date _____

Dynamic Life Christian School
1600 John Marshall Highway
Front Royal, VA 22630
(540) 636-9595

PUBLIC DISCLOSURE STATEMENT

Exempt Child Day Centers

The code of Virginia, Section 63.2-1716 allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the exemption law.

Religious Exemption

In compliance with the Code of Virginia, Section 63.2-1716, this school is religiously exempt from licensure and is classified as a “religiously exempt” child day center.

Qualifications of Personnel

Criminal background check
Health assessment
TB test
First aid and CPR training
Staff training

Description of Facilities

The name of the school is called Dynamic Life Christian School.
The school is located at 1600 John Marshall Highway, Front Royal, VA 22630.
The size of the building is 18,000 square feet.
The number of rooms used for the school is seven classrooms, main hall, teen center, and computer lab.
The kitchen facilities are available for use by the school.

The play equipment consists of indoor and outdoor sports equipment, commercial moon bounces, sit-n-spin toys, hula hoops, and more.

Other Significant Features of the Facilities

Trackless train

Enrollment Capacity

The maximum number of children that the school will enroll is 150. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 300+.

Food Service

The school intends to provide food service. We will prepare combination (hot/cold) breakfast, mid-morning snack, hot lunch, and afternoon snack for purchase.

Health Requirements for Staff

Staff employed at the school MUST be certified by a practicing physician to be free from any disability that would prevent them from caring for children. Documentation is on file at the School.

Public Liability Insurance

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

Christian School

Dynamic Life Christian School is a Christian school that teaches Christian principles and standards to its staff and clientele. These principles and standards are biblically based, using both Old and New Testaments. The Dynamic Life Christian School is a ministry of the church universal; however, Dynamic Life Praise and Worship Center is our sponsoring church. Our doctrinal statements and positions on theological topics can be found with them.

I _____ have read the above information
(Print name of parent)

Signature of parent _____ Date _____

Name of student _____



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) Dynamic Life Christian School to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name		Phone #	
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name		Phone #	
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

Authorized Signature	Date
----------------------	------

For Official Use Only

Date Received

Employee Signature



A service of



procure
SOFTWARE®



Dynamic Life Christian School

Schedule Change Policy

To request a schedule change, fill out the form below and submit it to the office **72 hours in advance**. Because we follow the state ratio of 10:1 (ten students per one teacher), we will not be able to accommodate changes requested less than 72 hours or for unscheduled walk-ins.

Forms **MUST** be turned into the office and not sent in backpacks or given to your child's teacher.

Once the form has been received and the schedule has been reviewed, a staff member will contact the parent within 24 business hours to inform them if we are able/unable to accommodate the request. This policy applies to any and all schedule changes including but not limited to vacations, family emergencies, scheduled school closings, sick days, weather delays and closings, etc. In the event of an illness, a form can be turned in on the day your child returns to school. Missed days **MUST BE MADE UP WITHIN ONE WEEK OF THE MISSED DAY.**

Complete the below form and return to the church office

Student's Name: _____

Teacher's Name: _____

Contracted Date(s): _____

Dates Absent: _____

Make-up date(s) requested: _____

Additional day requested: _____

Drop off time(s): _____

Pick up time(s): _____

By signing below, I understand that a make-up date can only be granted based on class and staffing availability and, if care is NOT available on the date(s) requested, I will be responsible for arranging care for my child.

Parent/guardian signature: _____

Date: _____

Office Use:

Approved Not approved Responded to request in Pro Care

Parent contacted: Email phone call In person Date: _____ Time: _____

Other notes: _____



KidReports is an online service designed and developed with the help of child care center owners and teachers to increase and optimize the communication between child care providers and parents. Teachers love how simple KidReports is to use, and parents love the real time updates on their children!

HOW DOES KIDREPORTS WORK?

- KidReports replaces the daily paper report sheets that are currently used by child care providers and instead provides real time updates to parents.
- Updates are sent throughout the day via email, text message, iOS (iPhone/iPad/iPod Touch) app or Android app.
- The child care provider, through KidReports, enters a child's activities as they occur electronically instead of on paper, allowing greater accuracy and more detailed information.
- Then, once saved, the information is immediately saved to the child's profile and sent to the parent.
- At the end of each day, a summary report is sent electronically to the parents!
- To ensure the utmost privacy for your information, all data is stored on secure servers.

WHAT FEATURES DOES KIDREPORTS OFFER CHILD CARE PROVIDERS?

We incorporated child care owners and teachers suggestions to create a unique reporting system that is faster, easier and more efficient. Teachers love how simple KidReports is to use. Features include the following:



- Create one centralized online account for your whole facility. Once created, changes are easily made.
- Import child data from your child care management software for quick setup.
- Customize reporting to your facility needs.
- Send messages, photos and videos.
- Record activities for one child or the whole classroom.
- Cut costs and reduce the need for paper all while being more environmentally friendly!
- Access historical records anytime. All your information is securely stored on our servers.
- Provide peace of mind to your parent clientele!