



# Dynamic Life Christian School

## Enrollment Documents 2021-2022

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# DYNAMIC LIFE CHRISTIAN SCHOOL

HANDBOOK  
Fall 2021-2022



1600 John Marshall Highway

Front Royal, VA 22630

(540) 636-9595

[www.dlcs1.com](http://www.dlcs1.com)  
[dlcs1@comcast.net](mailto: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 2-2nd grade 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](http://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 begin attending Dynamic Life Christian School once they reach age 2. All other children will be placed in the appropriate class, based on age as of September 30, 2021

### **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 two 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 3:15 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.

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 2-3: 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](http://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.**

## 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 thru 2nd grade students will be considered tardy if they arrive fifteen or more minutes after 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. If a child is not picked up within 30 minutes of initial contact, Dynamic Life Christian School may impose an additional charge to the account to cover the one on one care provided.**

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. Children are not permitted to attend school if they have vomited or had diarrhea within the last 48 hours or may have an illness which is contagious. If your child has a cold, runny nose, fever, flu, cough, sore throat, body aches, congestion, or other flu like symptoms, they cannot be brought to school unless a note is on file from a medical provider that has determined the child is not contagious. A doctor's note can remain on file for a child so long as no additional symptoms occur. If symptoms clear up for 72 hours and restart again, a new doctor's note will be required to ensure the child is not contagious. If there is a fever present, the child must be fever free for a 24 hour period without the aid of a fever reducing medication.

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 child. 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**

Elementary 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 2: End of 1<sup>st</sup> quarter

January 24: End of 2<sup>nd</sup> quarter

March 29: End of 3<sup>rd</sup> quarter

June 9: End of 4<sup>th</sup> quarter

Interim reports: September 30, December 13, February 25, May 9

Report cards: November 12, January 28, April 8, 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 guide students in developing and maintaining peaceful relationships inside and outside the classroom. We model positive conflict resolution through Christ-like communication and problem solving.

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 properly manage their behavior. 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.

### **2021-2022 School Calendar**

#### ***There will be NO school on the following days:***

September 6: Labor Day

October 11: Teacher Workday School Closed

November 22-26: Thanksgiving Break

December 22-31: Christmas Break\*

January 17: Martin Luther King, Jr. Day

February 21: Presidents Day

April 15- 21: Spring Break\*\*

April 22: Parent-Teacher Conferences & Teacher Work Day

May 30: 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 26: Back to School Night (times to be determined)

August 30: 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, 1st grade, 2nd grade

**August 30, 2021-June 9, 2022**

**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/2nd grade ..... | \$290.00 |
| Supply fee.....                  | \$265.00 |

(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                                    | \$47.00  |
| 2 days a week                                   | \$83.00  |
| 3 days a week                                   | \$112.00 |
| 4 days a week                                   | \$130.00 |
| 5 days a week                                   | \$143.00 |
| <u>Elementary (Kindergarten thru 2nd grade)</u> |          |
| 5 days a week, Monday-Friday                    | \$149.00 |

**Additional Charges:**

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

**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.

|                      |                     |                                  |
|----------------------|---------------------|----------------------------------|
| <b>School Hours:</b> | 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](http://www.myprocare.com/account)

2. Enter email you provided to the school

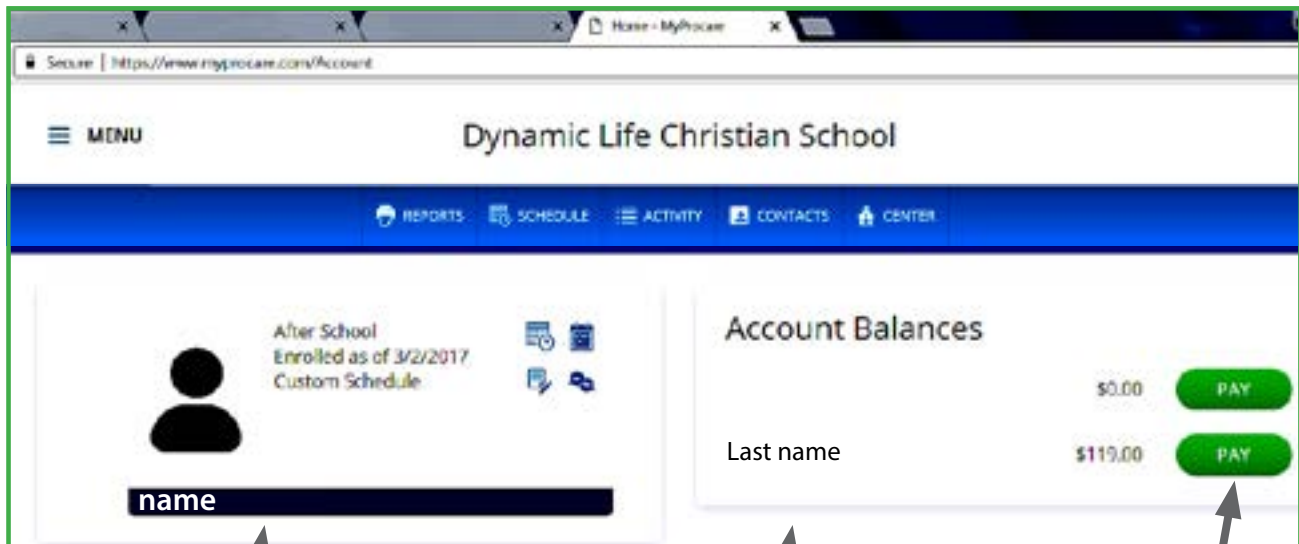
3. Check email for confirmation number

4. Set up account

The screenshot shows a registration form with the following fields and instructions:

- email address**: myname@gmail.com
- Enter your confirmation number below.
- Confirmation Number**: [input field]
- Choose a password and enter it below.
- Password**: [input field]
- To confirm your password, enter it below.
- Confirm Password**: [input field]
- Hint: You may need to check your spam folder.
- SUBMIT** button

4. Once logged in, you can:



**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](http://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](http://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](http://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.



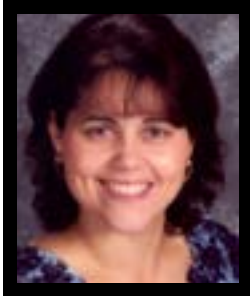
## ☞ **Shop smile.amazon.com for Anything Amazon**

~ [smile.amazon.com](http://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 16 years
- 10 years experience in public schools
- 12 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

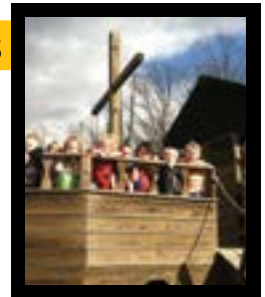


## Our Facility

- 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

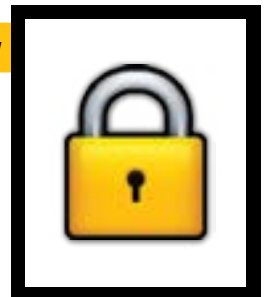


## Our Program

- 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 ( ) \_\_\_\_\_

Father's cell phone service provider: \_\_\_\_\_ Do you wish to receive text messages?  
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 ( ) \_\_\_\_\_

Mother's cell phone service provider: \_\_\_\_\_ Do you wish to receive text messages?  
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  OtherAddress **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.:**  Kindergarten  1st grade  2nd grade **Circle Days:** Mon. Tues. Wed. Thu. Fri.  
**2-4 year olds:**  9:00 a.m.-3:00 p.m. **# of Days Per Week:**  1  2  3  4  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"> <li><input type="checkbox"/> Fees or deferred agreement</li> <li><input type="checkbox"/> Tuition</li> <li><input type="checkbox"/> Health/Immunization Form</li> <li><input type="checkbox"/> Public Disclosure Form</li> <li><input type="checkbox"/> Photo Release Form</li> <li><input type="checkbox"/> Medical Release Form</li> <li><input type="checkbox"/> Tuition Express Forms/My Procure</li> <li><input type="checkbox"/> Custody or Other Legal Forms</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of identity and age<br/>(to be initialed by School Official when seen)</li> <li>_____ <input type="checkbox"/> Certified copy of birth certificate</li> <li>_____ <input type="checkbox"/> Notification of birth (hospital, physician, or midwife)</li> <li>_____ <input type="checkbox"/> Baptismal record</li> <li>_____ <input type="checkbox"/> School record from public school in VA, <b>or</b></li> <li>_____ <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</li> </ul> |
|---|--|

**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 _____               | _____ | \$ _____                         | \$ _____       |
| <b>Start Date</b> _____          |                                 |       | <b>Totals</b> \$ _____           | \$ _____       |

**(Initials) Parent Agreement:**

- 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.
- I hereby agree to pay the weekly tuition amount shown on this contract for the Fall 2021-2022 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.
- 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.
- 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.
- 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.
- 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.
- 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                   | \$ < _____ >    |
| <b>Total Amount Due</b>              | <b>\$ _____</b> |

**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](http://www.myprocare.com). All permissions and releases still apply.

Parent Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

|                                       |                           |
|---------------------------------------|---------------------------|
| <b>TUITION</b>                        | Full Day                  |
| <b>2-4 Year Olds</b>                  | 9:00 a.m.-3:00 p.m.       |
| 1 day a week .....                    | \$47.00                   |
| 2 days a week .....                   | \$83.00                   |
| 3 days a week .....                   | \$112.00                  |
| 4 days a week .....                   | \$130.00                  |
| 5 days a week .....                   | \$143.00                  |
| <b>Elementary</b>                     |                           |
| 5 days a week, Monday-Friday .....    | \$149.00                  |
| <b>ENROLLMENT FEES</b>                |                           |
| Registration Fee                      | \$25.00                   |
| Supply Fee                            | \$265.00                  |
| Book Fees \$125 (2-4)                 | \$145 (K) \$290 (1st/2nd) |
| <b>BEFORE &amp; AFTER SCHOOL CARE</b> |                           |
| 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                   |
| <b>FOOD SERVICE</b>                   |                           |
| Breakfast .....                       | \$2.00                    |
| Lunch .....                           | \$4.00                    |
| Snack .....                           | \$2.00                    |
| <b>POTTY TRAINING</b> - \$5.00/day    |                           |
| <b>LATE PAYMENT FEE</b> .....         |                           |
| \$15.00                               |                           |

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

**ENROLLMENT CONTRACT PG 2**

Family Name \_\_\_\_\_

Primary Emergency Contact (available while child is at school) \_\_\_\_\_

Cell \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Home \_\_\_\_\_

| Name (List eldest student first) | Circle Day(s) of<br>Week Attending | Circle Time of<br>Drop Off                             | Circle Time of<br>Pick Up                            |
|----------------------------------|------------------------------------|--|--|
| Child 1 _____                    | M Tu W Th F                        | 7:30 - 8:45  | 3:00 - 3:15  |
| Child 2 _____                    |                                    | Additional<br>Charge for<br>Drop Off before<br>8:45 am | Additional<br>Charge for<br>Pick Up after<br>3:15 pm |
| Child 3 _____                    |                                    | 8:45 - 9:00  | 3:15 - 4:00  |
|                                  |                                    | 9:00 - 9:30  | 4:00 - 5:00  |
|                                  |                                    |  | 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 center 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. If my child is not picked up within 30 minutes, I understand that I may face additional charges to my account because of staff providing one on one care for my child and that my contract may be terminated for repeated late pick ups.

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 or other school closures.

4. I understand that my child needs to remain home for at least 48 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 regarding class sizes.

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

|   |                                  |              |
|---|----------------------------------|--------------|
| John Sample<br>Mary Sample<br>123 Nice Street<br>Anytown, USA | BANK OF THE WEST<br>555-555-5555 | 00226        |
| Pay to the order of: <b>Attach Voided Check Here</b> \$       |                                  |              |
| Deposit slips not accepted _____ Dollars                      |                                  |              |
| 12345678901   | 10003308                         | 0226         |
| Routing Number  | Account Number                   | Check Number |

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# 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!