

Future Apostle Learning Center & Academy
2023 Summer Camp Student/Parent Handbook
June 20th 2023 - August 25th 2023



Future Apostle Learning Center & Academy
2023 Summer Camp Student/Parent Handbook
Head of School's Welcome

Dear FALC&A Students and Parents,

It is my privilege to welcome you to Summer Camp at F. A. A. Our Mission here at Future Apostle Learning Center & Academy is to create a Christ-centered nurturing environment with biblically based academic excellence and character development, empowering students for life-long service.

While our program is both exceptional, loving, and prepares our children for the next stages of their life, it is also taught from a biblical perspective. This Christian worldview in our program helps students to develop a personal relationship with the Father, Son, and Holy Spirit. Prepares them to see the world from God's perspective and to use their talents and abilities to serve and honor the Lord in their lives, and callings.

While we at Future Apostle Learning Center & Academy are thankful that you have entrusted us with the care of your children, we also are aware that we cannot do it alone and desire to be partners with our community, parents, and local churches in our educational program. So please pray for us, support us, and get involved with us this summer. Let us know when you have questions or need information. We will regularly attempt to communicate with you and ask that you regularly attempt to communicate with us as well.

As a means of informing and communicating, F.A.L.C.& A. provides you with this handbook, which is filled with the school's purpose, procedures, and operational policies. Please be familiar with the types of information that are found in this handbook and refer to it when you have questions or need information. Please note however that the School Board of F.A.L.C.& A., in its sole discretion, reserves the right to change any policy or procedure as needed at any time after reasonable notice. I am excited to begin this new school year. Please let me know when I can help you in any way. Blessings on a great summer camp!

In Christ's Service,
Mrs.Rhen

Future Apostle Learning Center & Academy
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Organization and Philosophy

School Board Membership 2022-2023

Future Apostle Learning Center & Academy is an independent faith based private school accepted as such by the State of Missouri. The school is operated for the glory of Christ and to meet the educational needs of the youth of our community and the surrounding areas.

Future Apostle Learning Center & Academy is governed by a school board appointed by the establisher of FALC&A and operated by the Head of School. The function of Future Apostle Learning Center & Academy Board, is to oversee the continuing operation of FALC&A and oversee its business affairs. The Board is accountable to the Head of School for implementation of operational procedures and for implementation of school policy.

While parents do not govern the school, ideas and suggestions from parents are necessary for the smooth operation of the school. We are very thankful to the men and women who serve as members of our School Board. Please pray for these individuals as they make wise decisions concerning the success of our school.

- President.....Mrs. Tondalier Rhen
- Vice Chairman Ms. Mattie Terry
- Treasure..... Mrs. Maria Usoroh
- Secretary Ms. Jessica Gehm
- Social Worker.....Ms. Stephanie Moore
- Member..... Mrs.Tiara Smith

Mrs. Tondalier Rhen, with the support of her husband Karl Rhen is the Founder and Head of Future Apostle Learning Center & Academy.

“From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked” (Luke 12:48b).

Future Apostle Academy admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

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Future Apostle Learning Center & Academy Mission Statement

The mission of FALC&A is to create a Christ-centered nurturing environment with biblically based academic excellence and character development, empowering students for life-long service.

Future Apostle Learning Center & Academy Vision Statement

Our vision is to create a Christ-centered nurturing environment, empowering students for life-long service as Apostle for Christ in all they do. Future Apostle Learning Center & Academy Statement of Faith Each member of the Board of Managers, Employee's, Parents and Student's of Future Apostle Learning Center&Academy, by enrolling your child you are agreeing to adhere to our policies and beliefs while representing FALC & A.

Future Apostle Learning Center & Academy 2023 Summer Camp Student/Parent Handbook **Statement of Philosophy**

- God is the source of all things and in him is truth, it is because of God that we exist and because of that we glorify our creator when we use our God-given gift creatively in education to better the kingdom of God. In this we believe that the Bible is given by God as our supreme and final authority to use as a guide on living in this world but as this world.
- All aspects of our program will be taught from a Biblical worldview perspective.
- Children are created in the image of God with unique physical, social, emotional, intellectual and spiritual gifts, and therefore are valued individuals, we hope to implement Godly worldview values and development within them at an early stage in life, so that they may use their talents and gifts to glorify God.
- Children will model what they see; therefore, by God's grace, therefore all faculty and staff should use Jesus as our example and strive to be Christian role models.

- Children, when appropriate will be expected to be personally responsible and accountable for their behavior and personal integrity.
- Students learn most effectively in a loving, safe, structured, healthy environment.
- We believe in partnership with families and the community. However, the final responsibility for children's spiritual development is within the home.
- We Commit to continuously improve the essentials for students to become confident, self-directed, and life-long learners.
- Future Apostle Learning Center & Academy emphasizes spiritual development, academic excellence, and extra-curricular activities as a means to glorify God.

Future Apostle Learning Center & Academy 2023 Summer Camp Student/Parent Handbook **Accreditation**

Future Apostle Learning Center & Academy is fully recognized as an Independent Private School in the State of Missouri.
Our School Code on DESE web site is **092630**.

All lead teachers at Future Apostle Learning Center & Academy are required to be trained in CPR/First Aid readiness. Any teachers that work with our childcare center, are required to receive in-person or online training on infant safe sleep based on American Academy of Pediatrics (AAP) safe sleep recommendations.

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Relationship to School Families

We believe that according to the Bible, that parents should train up a child in the way that they should go (Proverbs 22:6). And that parents have the sole responsibility for deciding what educational institutions and other services they will use to fulfill the achievement of the success and stewardship of their child.

FALC&A expects parents to hold us accountable to do what we say we are going to do, it is also expected of the parents of FALC&A to understand that the authority to dictate policy or the operation of the school is solely the decision of the Board.

Our hope is that the services and opportunities we provide at FALC&A can assist parents in fulfilling the needs and success in the education of their children. The staff and faculty of FALC&A, most of whom are parents themselves, understand life and lack of time as a parent.

Knowing this we will be sympathetic and understanding of these responsibilities of raising a child however, our faculty will not assume the role of parent.

We will implement the school disciplinary policy which is as Follows: F.A.L.C. & A.

- will not use any form of corporal punishment
- will redirect mis-behavior by: placing children away from the group activities for no more than 1 min per age of child
- send home written notification.
- dismiss the child from class for pick by parent/guardian.

If mis-behavior continues Future Apostle Learning Center & Academy reserve the right to suspend the child from school indefinitely.

FALC&A can only be responsible for the implementation of policy, not for the child's adherence or disobedience to the policy and rules of the school. We are an educational institution and it is our expectation that the parents do everything in their power to maximize the time a teacher has to teach. We encourage all parents to instruct and guide their children in proper school behavior so that our instructors can spend their time expanding the knowledge of our students.

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Family Standards

Future Apostle Learning Center & Academy is a Christian institution providing an education in a distinct Christian environment, and we believe that our biblical role as stewards of Christ is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to FALC&A essential beliefs, as a private Christian institution, FALC&A reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student due to conflict of interest. This includes, but is not necessarily limited to, living in, condoning, or supporting illegal activities, sexual immorality, homosexual acts or sexual orientation, gender identity different from one's biological gender, promoting such practices, or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

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Application Policies

At the time of enrollment, you will be supplied the necessary forms for each student. These forms will include:

- Application for enrollment
- Certificate of Immunization (signed by a doctor)
- Physical of good health (stating that the child is ok for childcare/school activities, signed by a doctor)
- Signed application indicating that you have received, read and understand all of FALC&A rules and policies
- Signed Statement of Faith
- Signed Financial Commitment
- Signed Parent Commitment
- Signed Summer Camp Activities Waiver

To consider an application to be complete for enrollment, it must be signed and completed in its entirety, all application fees, and enrollment fees must be paid in full.

All fees will be immediately deposited and are non-refundable. The enrollment of any child is determined by the Head of School.

Future Apostle Learning Center & Academy 2023 Summer Camp Student/Parent Handbook **Admission and Enrollment**

• Introduction

Future Apostle Learning Center & Academy follows a “covenant” approach to admissions. This means that the parent or guardian of each child agrees to the teaching of the philosophies, teachings, and essential beliefs of the profession of faith in God through Jesus Christ to their child.

• The Use of the Christian Flag.

Future Apostle Learning Center & Academy honor and appreciate all of those who have served, are serving, and wish to serve our country. However, our highest honor and allegiance as an individual Christian Bible based school is to God. While we submit to our country (Romans 13:1-4) and obey its laws (Titus 3:1) and support our troops and country the Bible instructs us that our allegiance belongs to Christ. Each school day, students will be required to recite the Bible Pledge to the Christian flag. Participation in the daily recitation of the Pledge of Allegiance to the Bible is a must.

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Guidelines Used for Admittance

- Future Apostle Learning Center & Academy prohibits the admission of any student under serious disciplinary action from any school or school district at the time of his/her enrollment.

- Future Apostle Learning Center & Academy does prohibit admission to any student, if the student, parents or other family members historically have not been cooperative with previous educational institutions.

- Future Apostle Learning Center & Academy conducts enrollment year round however admission will only be granted during open enrollment.

Primary acceptance or non-acceptance of a student to Future Apostle Learning Center & Academy is not determined by race, color, sex, national and ethnic origin, it is only prohibited if any student meets any of the disqualifications above. Final decisions are made by the Head of school. Non-acceptance decisions may be appealed to the School Board. The School Board retains the right to deny any appeal based on the individual circumstances of a case.

Note: Any Student enrolling in Preschool - School Age must be able to consistently and independently use the restroom, including the use of automatic flushing toilets.

Future Apostle Learning Center & Academy 2023 Summer Camp Student/Parent Handbook Check In

• HiMama App

Every day upon arrival each child will need to be checked in by their parents into the HiMama App, check in includes:

- Checking in each child to their appropriate class assigned.
- **Completing the health screening for each child.**

If your child has more than one symptom on the screening then they will not be admitted to the center. If the screening is not passed however the child only has one symptom, please provide a note inside the screening.

All payments are made within the Himama App, these include

- Tuition Payments
- All Fees
- Donations

Any tuition and fees not paid with the Himama App will be charged a \$10.00 fee.

• Drop Off and Pick Up

- Drop off: Summer Camp is from 8:45am - 9:00am
- Pick up: 3:00pm - 3:15 pm.
- **Parents of Nursery students and all other students will need to adhere to the drop off and pick up times that you selected during your child's enrollment.**

This will allow us to prepare to receive your child and release your child timely. FALCA will not accept students after 10am for summer camp if the tardy was not previously communicated.

- If your child will be late or absent, please send a message by the HiMama app before this time.

• Breakfast

- Breakfast is served from 9:00am-9:30am (if your child arrives after these times, please give your child breakfast before dropping off.)

• Time

- Summer Camp is from 9am-3pm (June, July, August)
- Before care is from 8am-9am
- After care is from 3pm-4pm
- Children enrolled in summer camp should be picked up and dropped off during these times.

(Your child should be picked up within their scheduled pick up and drop off time)

- Any child dropped off before 9:00 am will be charged for before care.
- Children picked up after 3:15 will be charged for after care.

• Sick Child Procedure

Future Apostles Learning Center & Academy health policies are designed to maximize the number of well days for all children, their parents, and staff by excluding sick children from the classroom..

- Each day staff will visually check each child upon arrival for signs of illness. These guidelines will cover picking up, dropping off and our sick child procedures.
- Staff will be checking for any cold, flu, and repertory symptoms. These symptoms include but no limited to,
- cough, watery eyes, shortness of breath, runny nose, mild fever (99.5 or above), fatigue etc.

If your child physically shows any of these symptoms they will not be admitted.

- If a child becomes ill, during the day or is observed to have any of these symptoms, they will be submitted for dismissal. Once the office has contacted you regarding your child, we will need for someone to pick up your child within 30 minutes of the call.

If your child is refused admittance, or released from school due to any of the above, they will not be able to return without a doctor's notes clearing them of any viral infection. They will need to be free from any temperature 99.5 or above without medication. **There will be no exceptions to any of these guidelines.**

If for any reason these guidelines are violated it will result in the dismissal of your child from FALC&A.

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Financial Policies

Future Apostle Learning Center & Academy is an educational institution that insists on having a high emphasis on outstanding academics and a structured, safe environment with a Christian atmosphere. We are a tuition-based school and do not receive any guaranteed subsidy. As we are a small organization, our financial policies are in place to maintain financial viability, and consistent educational services without any lapse in service. Failure of our parents to keep these policies has the potential of depriving all students of this quality education. Financial decision-making and capital development is the responsibility of the Head of school who works directly under the school board in executing financial policies. We depend on your tuition to keep the childcare and school operating. When one child's tuition is behind it hurts the whole center.

• Fees

- An annual non-refundable registration and activity fee of \$65, will be charged at the time of enrollment for summer camp.
- A \$50.00 fee will be charged for all return checks, declined cards, or a canceled payment due upon receipt.

• Tuition

- Tuition is due monthly on the 1st or semi-monthly on the 1st and on the 15th these payments are charged a 4% fee.
- Payments made semi-monthly are required to have a CC on file and ACH activated.
- Tuition is due rather your child attends or not.

• Late Payments

- There is no grace period for payments.
- Payments received after the due date will be charged a \$50.00 late fee. Each week a payment is late a \$20.00 fee will be assessed to the account due upon receipt.
- After the second missed tuition payment, returned check, canceled payment, or declined payment the student's account will be placed on a "cash only" payment and will accrue a 4% charge.
- All Bi-weekly payments will incur a 4% charge.

- If all fees and tuition are not paid by the last day of the billed month, the student account will be placed on hold and the child will not be able to return to school until the account is paid in full. (if a child's account is put on hold their enrollment can be replaced by another student that is on the waiting list).

• **Late Pickup**

Any child picked up after 15 minutes after their scheduled pickup time will be charged a \$25.00 fee and \$1.00 per min after due upon receipt.

• **Donations**

Future Apostle Learning Center & Academy is a non for-profit organization, and we are continually striving to improve the quality of education offered to our students. Tuition alone cannot pay all the expenses required for school improvement and capital development. In a ministry of our size and the socioeconomic group of our main constituency, we can only make capital improvements and development through funds above and beyond tuition. Therefore, contributions to the school or any part of its program are welcomed and encouraged.

Contributions can be made by:

- Purchasing School Merchandise
- Donating with you Tuition
- Cash Donations
- Pledged Donations
- Sponsorship Donations.

If you are interested in making contributions to Future Apostle Learning Center & Academy please contact our front office, or you may mail a check to our facility, make checks payable to Future Apostle Learning Center & Academy.

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Financial Commitment

Future Apostle Academy asks for a signed financial commitment for those who enroll or re-enroll their children each year. Enrollment or re-enrollment is a commitment from the parents to pay for the duration of summer camp enrollment, even if the child withdraws prior to the last day of summer camp.

The rationale for this is as follows:

- As a Christian school we honor and abide by all commitments and take them very seriously. Commitments are like covenants which bind two parties together. As Christians, we should honor our word just as Christ honors His word to us.

- We commit to the parents to provide a full year of education for the anticipated tuition payments. All staff are committed to be here for the child and plans each year's budget based on the enrollment numbers.

- This school depends on tuition payments to pay expenses. Expenses for the school include salaries for teachers, administrators, secretaries, librarian, guidance counselor, library aide, computer aide, custodians, maintenance person, and coaches. Expenses also include various contracts for copiers, computer maintenance, and software updates, as well as supplies, testing, textbooks and many more items in the school budget. The school budget is based on the commitments of the parents to send their child to the school. Once contractual relationships are made, the school cannot undo these contracts.

- We ask that our parents take this very seriously and understand the commitment that they are making with the signature to enroll their child. We ask that parents wait until they are very sure that their child will attend before they enroll.

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Parent Financial Commitment

- I/We understand that preschool through school age tuition is calculated on a 10 week camp (June 20th- August 25th).
- I/We understand and agree that tuition payments can be made in full (w/a 3% discount) at the time of enrollment.
- In monthly installments, or semi-monthly processed on the 1st and the 15th of each month, which includes a 4% surcharge and must have a credit card on file for ACH debit.
- I/We understand and agree to pay the enrollment and activity fee of \$65.00, and an additional \$25 per child.
- I/We understand there are NO grace periods for payments. Payments made after the due date will be charged a \$50.00 late fee. Each week a payment is late a \$20.00 fee will be assessed to the account due upon receipt.
- I/We understand payments are made through the HiMama App. Any payments not made through the HiMama app will be charged a \$10.00 fee.
- I/We understand and agree that there will be a charge of \$50.00 for any returned checks, declined cards, or canceled payments, and is due upon receipt.
- I/We understand and agree that repeated late payments may be grounds for termination.
- I/We understand if all fees and tuition are not paid by the last day of the billed month, our students account will be placed on hold. And our child will not be able to return until the account is paid in full (if a child's account is placed on hold their enrollment can be replaced by another student that is on the waiting list). This can and will result in the student being "Administratively Withdrawn" for non-payment.

- I/We understand Future Apostle Learning Center & Academy, School Age Summer Camp hours are from 9am.-3pm. Anything before or after this time will be considered before and after care.
- I/We understand and agree that if our child is school age and not enrolled in before or after care there will be a \$25 late fee after 3:00pm and \$1 per minute after 3:15pm, due upon receipt.

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Tuition Chart

Age	Tuition	Schedule	Fee
3-up FALC & A All Year Student	160 wk. 640 mth.	9am-3pm	Enrollment: 65.00 +25.00 per add. Child. Before Care: 25.00 per week After Care: 25.00 per week.
3-up	230 Wk. 997 Mth.	9am-3pm	Enrollment: 65.00 +25.00 per add. Child. Tuition includes 30 min before camp and 30 min after camp.

The enrollment and financial commitment do guarantee that a slot will be held for the child. This is the commitment of the school to the parents. By signing below the parent and student is making a commitment to Future Apostle Learning Center & Academy, that they have received a copy of, Future Apostle Learning Center & Academy parent and student handbook that includes the financial commitment to the school, parent student commitment to the school, photo release of the child, and the statement of faith to the school. I/We agree to abide by all of its policies, and guidelines. FALC&A honors all of their commitments and pray that our families do the same Welcome to Future Apostle Learning Center & Academy!

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2023 Summer Camp Student/Parent Handbook
Signature Page

The enrollment and financial commitment do guarantee that a slot will be held for the child. This is the commitment of the school to the parents. By signing below the parent and or parents are making a commitment to Future Apostle Learning Center & Academy, that they have received a copy of, Future Apostle Learning Center & Academy parent and student handbook that includes the financial commitment to the school, parent student commitment to the school, photo release of the child, and the statement of faith to the school. I/We agree to abide by all of its policies, and guidelines.

FALC&A honors all of their commitments and pray that our families do the same. Please sign and return this page of the student parent handbook.

For Future Apostle Learning Center and Academy to plan accordingly, we will need to know your child's drop off and pick up times. These times must be adhered to.

(Your child should be picked up within their scheduled pick up and drop off time)

- Any child dropped off before 9:00 am will be charged for before care.
- Children picked up after 3:15 will be charged for after care.
- Parents of Nursery students and all other students will need to adhere to the drop off and pick up times that you selected during your child's enrollment.

Drop Off Time: _____

Pick Up Time: _____

Parent Signature _____

Student Signature (Grades 4-12) _____

Date _____

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Activities Waiver

During Summer Camp the students will be taking part in many fun activities. Most of these activities will take place outdoors and include water play and play on inflatables.

I/We allow my student to take part in these activities and to play on the inflatables. I understand that by signing this waiver Future Apostle Learning Center & Academy is not responsible for any injuries.

Student Shirt Size _____

Signature _____

Date _____

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Water Days

Water Days will take place every Friday.

Please send your student to school with their swim suit / swim clothes under their regular clothes.

The students will also need to bring:

- a towel
- sunscreen
- water shoes
- bag to return these items

Summer Camp Supply List

- Water Bottle (\$10 and up)
- Weather Appropriate clothing
- closed toed/strap shoes or tennis shoes
- sunscreen
- hats/sun visor (\$15 and up)
- summer camp shirts (\$10 and up) (must wear daily)

Water bottles, hats and sun visors can be purchased from FALCA with logo.

All campers will receive one camp shirt and the purchase of others will be necessary. (If the camper is without proper gear and supplies one will be provided and added to tuition.)