

Renaissance Classical Christian Academy

Required Documents Checklist

All Students:

- Tuition Agreement
- ACH Authorization
- Extended Care Application (optional)
- Emergency Contact & Medical Information
- Children's Medical Report- to be updated by physician every two years
- Current Immunization Records or Religious Exemption
- Nutrition Opt-Out (one per family)
- Student Release Authorization
- Transcript Request (as needed)

Kindergarten Specific: (in addition to the above forms)

- Original Birth Certificate
- Kindergarten Health Assessment completed by physician

RCCA Uniforms



www.landsend.com

Preferred School Number: 900183682

- Sign up for emails and keep your eye out for the 40% off entire purchase code!

Used Uniform Closet

- RCCA maintains a used uniform closet. Each item is \$5. Check back often as families bring in outgrown items regularly.



**Tuition Agreement
2020-2021**

Mother () or Guardian ()
Name: _____
Date of Birth: _____ Social Security # _____ - _____ - _____
Address: _____ - _____
(Street) (City/State) (Zip)
Home Phone #: _____ Cell Phone #: _____
Employer: _____ Work Phone #: _____

Father () or Guardian ()
Name: _____
Date of Birth: _____ Social Security # _____ - _____ - _____
Address: _____ - _____
(Street) (City/State) (Zip)
Home Phone #: _____ Cell Phone #: _____
Employer: _____ Work Phone #: _____

I understand that by signing this form I am required to ensure payment in full of all charges on my student's account by the end of the **2020-2021** school year that my child is enrolled at Renaissance Classical Christian Academy.

Student Name: _____

Registration Fee: \$ _____ Resource/Lab Fee: \$ _____ Tuition: \$ _____

Mother/Guardian Signature

Date

Father/Guardian Signature

Date

Renaissance Classical Christian Academy

6427 Cliffdale Road
Fayetteville, NC 28314
(910) 221-0400

AUTOMATED DRAFT AUTHORIZATION

PLEASE COMPLETE THE FOLLOWING AUTHORIZATION AND RETURN WITH A VOIDED CHECK

I, hereby, authorize Renaissance Classical Christian Academy (RCCA) to draft my bank account, as recorded below, for school fees of the following student(s):

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Bank Name: _____

Name on the Account: _____

Routing Number (ABA#): _____

Account Number: _____

Type of Account: (check one) Checking Savings

YOUR ACCOUNT WILL BE DRAFTED ON THE 5TH OF EVERY MONTH, AUGUST 2020 THROUGH MAY 2021

School Fees to be applied: (please check what applies)

Date

Initials

- | | | |
|---|-------|-------|
| <input type="checkbox"/> First Student Monthly Tuition \$ _____ | _____ | _____ |
| <input type="checkbox"/> Second Student Monthly Tuition (15% Discount) \$ _____ | _____ | _____ |
| <input type="checkbox"/> Third Student Monthly Tuition (15% Discount) \$ _____ | _____ | _____ |
| <input type="checkbox"/> Fourth Student Monthly Tuition (15% Discount) \$ _____ | _____ | _____ |
| <input type="checkbox"/> School Care 1 Child: \$ 180.00 | _____ | _____ |
| <input type="checkbox"/> School Care 2 Children: \$ 330.00 | _____ | _____ |
| <input type="checkbox"/> School Care 3 Children: \$ 450.00 | _____ | _____ |
| <input type="checkbox"/> School Care 4 Children: \$ 540.00 | _____ | _____ |
| <input type="checkbox"/> Other Authorized and Agreed Fee: | _____ | _____ |

Specify: _____

I understand that this authorization will remain in effect until May of 2021.

Signature

Date

Fees & Hours:

Morning (6:00am to 8:00am) & Afternoon (3:00pm to 6:00pm)

Please indicate the session that you want to register your child(ren) for:

_____ \$25.00 per day - Drop-In

_____ \$180.00 per month Morning and/or Afternoon for 1 Child (5 days/week)

_____ \$330.00 per month Morning and/or Afternoon for 2 Children (5 days/week)

_____ \$_____ per month Morning and/or Afternoon for _____ Children (5 days/week)

* *The monthly rate for Extended Care is reduced in \$30 increments for each additional child.*

Late Pick Up Policy:

Our official closing time is 6:00pm. Picking up your child after 6:00 will result in a late charge of ***\$5.00 per minute that you are late***. These fees cover the costs of the caregiver that has to stay late, as their day ends at 6:00pm. Continuous late pick-ups could result in canceling the daycare agreement. If you know that you are going to be late, please try to arrange for someone else to pick up your child. Please send a note with your child or notify the school office to let them know you are going to be late, even if it is only a couple of minutes. (Late charges still apply).

Payment Policy:

Payment will be made by automated drafts with the tuition fee on the fifth of each month starting in August 2020 and ending in May 2021. The month of August and partial months will be prorated.

Parents are required to submit one month written notice to cancel participation in the Extended Care program.

Snacks:

Snacks are not provided. We encourage parents to send healthy snacks such as muffins, fruit, crackers, vegetables, and preferably juice or water to drink. Please do not send candy or sweet snacks.

Child Pick Up Policy:

Your child(ren) will not be released to anyone not listed on the student pick-up authorization form. Caregivers will not under any circumstances release your child(ren) to anyone without your consent. If someone other than the authorized pick-up person(s) listed arrives to pick up your child, we will contact you for proper permission.

If we are unable to contact you, we will not release your child.

Discipline Policy:

Discipline is the parent's responsibility. Therefore any disrespectful, dangerous, disruptive or uncooperative behavior, on the part of students will not be tolerated. It is required that parents support the academy's discipline policy. Adherence to these policies will always remain a condition of acceptance to the school.

I have read and agree to the above procedures and policies.

Parent Signature

Please print Name

Date

The following requirements apply to both centers and homes.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Program Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

Discipline and Behavior Management

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: www.ncchildcare.nc.gov. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (In State Only), or visit our homepage at ncchildcare.nc.gov

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home.

These files can be

- viewed during business hours (8 a.m. -5 p.m.);
- requested via the Division's web site at www.ncchildcare.nc.gov; or
- requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829 -800-859-0829.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829.** Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**



Division of Child Development and Early Education
5 Star Rated License • Prekindergarten • Subsidized Early Education for Kids

Summary of the North Carolina Child Care Law and Rules

Division of Child Development and Early Education

North Carolina Department of
Health and Human Services
820 South Boylan Avenue
Raleigh, NC 27699

Revised March 2016

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines child care as:

- three or more children under 13 years of age
- receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid.

complete an ITS-SIDS training (if caring for infants 0-12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per day, if weather conditions permit.

Child Care Centers

Licensing as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License.

Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

Staff/Child Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age	Teacher: Child Ratio	Max Group Size
0-12 mths	1:5	10
12-24mths	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School-age	1:25	25

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

Centers must have at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.

EMERGENCY CONTACT AND MEDICAL INFORMATION

Child's Name

Date of Birth M F Sex

Parent/Guardian's Name

Parent/Guardian's Name

() Home/Cell Phone () Work Phone

() Home/Cell Phone () Work Phone

Address

Address

City, State, Zip Code

City, State, Zip Code

ALTERNATE EMERGENCY CONTACTS

Primary Emergency Contact

Secondary Emergency Contact

() Home/Cell Phone () Work Phone

() Home/Cell Phone () Work Phone

Address

Address

City, State, Zip Code

City, State, Zip Code

MEDICAL INFORMATION

Physician

Preferred Hospital

Preferred Dentist

() Phone Number

() Phone Number

() Phone Number

Insurance Company

Policy Number

Allergies/Special Health Conditions

EMERGENCY TREATMENT AND EXTRACURRICULAR ACTIVITY AUTHORIZATION

INITIAL I hereby give permission to Renaissance Classical Christian Academy licensed by the Division of Child Development to secure emergency medical, dental, and/or emergency surgical treatment and to provide emergency transportation for my child. I authorize all medical and surgical treatment, laboratory, and other medical and/or hospital procedures, as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver only applies in the event that neither parent/guardian can be reached and in the case of an emergency.

INITIAL I give permission for my child to participate in developmentally appropriate supervised activities outside of the fenced playground. I also give permission for my child to go on field trips. I release Renaissance Classical Christian Academy and individuals from liability in case of an accident related to these activities, as long as normal safety procedures have been implemented.

INITIAL I have received and reviewed a copy of the Division of Child Development and Early Education's Summary of the North Carolina Child Care Laws and Rules.

Parent/Guardian's Signature

Date

Witness' Signature

Date



Children's Medical Report

Student's Name: _____

Date of Birth: _____ Grade: _____

Address: _____

Name of Parent/Guardian : _____

A. Medical History (may be completed by parent)

1. Is child allergic to anything? No _____ Yes _____
If yes, describe - _____

2. Is child currently under a doctor's care? No _____ Yes _____
If yes, describe - _____

3. Is child on any regular medication? No _____ Yes _____
If yes, describe - _____

4. Any previous hospitalizations/surgery? No _____ Yes _____
If yes, describe - _____

5. Any history of significant previous diseases (chronic or acute) or recurrent illness? No _____ Yes _____
If yes, describe - _____

6. Does the child have any physical disabilities? No _____ Yes _____
If yes, describe - _____

7. Does the child have any mental disabilities? No _____ Yes _____
If yes, describe - _____

Signature of Parent or Guardian

Date

B. Physical Examination: This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N.C. Board of Medical Examiners (or a comparable board of bordering states), a certified nurse practitioner, or a public health nurse meeting DEHNR standards for EPSDT program.

Height _____ Weight _____

Head _____ Teeth _____ Chest _____

Eyes _____ Throat _____ Abd/GU _____

Ears _____ Neck _____ Ext _____

Nose _____ Heart _____

Neurological System _____

Results of Tuberculin Test, if given: Type _____ Date _____

Normal _____ Abnormal _____

Should activities be limited? No _____ Yes _____

If yes, explain: _____

Any other recommendations: _____

Signature of Authorized Examiner/Title

Date of Exam

Telephone Number



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development
and Early Education

Nutrition Opt Out Form

Child Care Rules .0901(d) and .1706(c) state:

When children bring their own food for meals and snacks to the program, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the operator must provide the additional food necessary to meet those requirements unless the child's parent or guardian opts out of the supplemental food provided by the operator as set forth in G.S. 110-91(2) h.1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the operator signed by the child's parent or guardian shall be on file at the facility. Opting out means that the operator will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the program's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the program shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program.

I _____ plan to provide all meals, snacks and
(Parent/Guardian Print Name)
drinks for my child and do not want his/her meals, snacks or drinks
supplemented to meet the Meal Patterns for Children in Child Care Programs
from the United States Department of Agriculture (USDA), which are based on
the recommended nutrient intake judged by the National Research Council to be
adequate for maintaining good nutrition.

Since I opted out, if I do not provide all the meals, snacks or drinks for my child, I
understand that the program will provide supplemental food and drink.

Parent/Guardian Signature

Date