

Summit Baptist Christian Academy Enrollment Agreement

I acknowledge that I have been informed that this program is not a licensed childcare facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Summit Baptist Christian Academy generally follows the Cobb County calendar and weather schedule throughout the school year. The first day of school is August 14, 2023 and the last day is May 10, 2024.

School hours are from 9am to 12pm for our Wee Ones and Toddlers. Our 2's, 3's, Pre-K 4's and Kindergarten are 9am to 1pm.

Students (2's and above) must bring lunch daily and will eat lunch as part of their day. *We will not have lunch the first week of school, the week prior to Christmas break, or the last week of school.

REGISTRATION REQUIREMENTS:

1. Application/Re-Enrollment Form
 2. Enrollment Agreement
 3. Registration Fee: **Non-Refundable** (must be paid to secure enrollment by using BRIGHTWHEEL online payment system, check or cash) Enrollment is not complete until payment is received.
 4. Current Immunization Form GA 3231 (New students only)
 5. Birth Certificate/Passport. (New students only)
- *Kindergarten must also submit Eye/Vision/Hearing screening.

Please Note:

- *Children must be the age of the class registered for ON or BEFORE September 1st.
- *Children enrolled in 3 & 4 year old classes must be completely potty trained.
- *Each new student will be admitted on a probationary basis for 30 school days. SBCA reserves the right to unenroll students with a 30 day notice should we not be the best fit for the child.
- *Kindergarten students may be asked to complete an assessment for placement purposes.

I agree to the following: In the event of a medical emergency involving my child, I understand that SBCA will make every effort to contact me. If the school cannot reach me, I give my permission for the school to seek medical attention for my child. Any medical fees incurred will be my responsibility. I agree to hold harmless SBCA for their actions on my behalf.

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POLICIES for 2023-2024 Academic Year

- **Registration fee** is paid annually and is non-refundable. SBCA will **not** accept registration for the following year from students that are behind in their tuition payments or have unpaid charges.
- **Documentation** including the child's birth certificate or passport and current Georgia 3231 Immunization record must be provided for enrollment or new students.
- **Tuition** is a yearly rate. For your convenience, you may pay over 9 consecutive installments beginning August 1st. All tuition must be paid in full by April 10th. There is a separate, non-refundable registration fee that must be paid to secure your child's spot at SBCA.
- **Withdrawal:** any student needing to withdraw must provide a 30 day paid, written notice to the Director and clear the account. The next payment will be expected if a 30 day notice is not provided. Any pre-paid tuition will be refunded within 60 days. Withdrawing after January 1st will require the remainder of the year to be paid in full.
- **Special Needs:** SBCA makes every effort to serve all children, however, we may lack the necessary resources to accommodate all special needs children.

Your child's application for admission is **NOT** complete until registration payment has been received by SBCA.

By electronically signing my first and last name, I understand and agree to the above detailed 2023/2024 Policies, Registration Requirements, & Tuition/Fees.