

BODY OF CHRIST CHURCH



Track-Out Program

2009 - 2010

Body of Christ Church Track-Out Program

So Glad You Chose Us

For your child we offer a change of pace...

Body of Christ Church is delighted to assist you in the care of your child. We understand that as parents you need a place where you can have peace of mind that your child will be looked after.

For you we offer peace of mind...

Your child will be cared for, instructed, guided, and allowed to grow in a place that is safe with age appropriate activities, arts & crafts, and a caring, competent staff. We strive to address the physical, social, and spiritual aspects of your child's growing years.

So glad you chose us, we are here to assist you in caring for your child!



www.bodyofchristchurch.org

Body of Christ Church Track-Out Program is a ministry of Body of Christ Church

BODY OF CHRIST CHURCH

Track-Out 2009/2010 Registration Form

Please print in pen or type (signatures are required)

Date entering program _____

Personal Information

Child's name: _____ Social Security #: _____
Last /first /middle preferred name

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Current age: _____ Male/Female: _____ Grade (as of Aug. 2009): _____

Information about Your Child (please attach additional sheet if necessary)

AD/HD Allergies (type): _____ Medication (type and schedule): _____
Other special needs (please give details) _____

Parental Information

Father/Guardian's Name: _____ Employer: _____

Home address: _____ City: _____ Zip: _____

Home #: _____ Work #: _____ Mobile #: _____ Pager #: _____

Mother/Guardian's Name: _____ Employer: _____

Home address: _____ City: _____ Zip: _____

Home #: _____ Work #: _____ Mobile #: _____ Pager #: _____

Emergency and Medical Information

Emergency Contact: _____ Phone #: _____

Relation to child: Parent Relative Friend Guardian Other: _____

Child's Doctor: _____ Phone #: _____

Hospital Preference: _____ Phone #: _____

Insurance Company: _____ Insurance Policy #: _____

I permit The Body of Christ Church Track-Out Staff to seek emergency medical attention for my child in my absence if it becomes necessary. Please initial _____

In addition to the above, please give the names and relationships to whom the child can be released (ID will be required)

Name Relationship

Name Relationship

Body of Christ Church Track-out Program Fees

Non-Refundable Registration fee per child	- \$40.00	
Per session	- \$300.00	-
Each additional child	-\$180.00	

Payment Times:

All fees are pre-paid on the first day of every session. **Rate increases \$35.00 weekly for fees paid on weekly basis** and are due on the first day of the week.

Late pick up fee - Parents must pick up their children by 6:00 P.M. The Fees for late pick up are \$10.00 for the first 15-minute period per student. After 6:15 P.M. the fee increases to \$1.00 per minute per student. **Late fees are due at time of pickup.**

Late payment fee - All fees are due on the first day of every session. A late fee of \$10.00 will be added to the account if payment is not received before the third day of the month. After the fifth of the month the child can not attend until the account is current.

Body of Christ Church Track-Out Program General Policy Statement

(Please read carefully and sign below)

Body of Christ Church Track-Out Program requires that we have documentation that each child's parent(s) understand and accept our policies on the following issues. Please read the policies listed and sign your name below to indicate your understanding and acceptance of these policies.

1. Discipline Policy – Parents are required to read and sign the Behavior and Discipline Policy as a part of the registration process.

2. Field Trips - A parent's signature on this form permits the child to leave the school on authorized trips under the supervision of the Body of Christ Church Track-Out staff. Parents will be informed of any scheduled field trips in advance.

3. Medical Treatment – In the event of an emergency in which the parent cannot be contacted, emergency medical staff and the Body of Christ Church Track-Out staff may take appropriate action in the best interest of the child.

4. Payment Policy – By signing this form, parents indicate that they understand policies concerning payment, cancellation and refunds.

Participants may not continue the program if any outstanding balances remain. No refunds are given for days missed due to vacation, sickness or inclement weather. Payment is remuneration for a weekly space in the program and cannot be prorated or divided into a per day cost.

5. Cancellation – A written notice of cancellation or discontinuance of the program is required two weeks in advance. The registration fee is non refundable.

6. Refunds – Refunds are not granted for illness, vacation or when the program is canceled due to inclement weather.

7. Lost Items – Body of Christ Church Track-Out Program is not responsible for any personal items lost or stolen at our programs.

I have read the above statement of policy and agree to abide by all the stated policies.

Parent/Guardian Signature _____ Date _____

"See what love the Father has given us,



that we should be called children of God."

1 John 3:1

Body of Christ Church Track-Out Program

Track 4

July 7th – July 24th
Sept 28th - Oct16th
Jan. 4th - Jan 20th
Mar. 29th - Apr.23rd

Track 3

July 27th –Aug. 14th
Oct. 19th - Nov. 6th
Jan 21st - Feb. 10th
Apr. 26th - May 14th

Track 2

Aug 17th - Sept. 4th
Nov. 9th - Nov. 25th
Feb. 11th –Feb. Mar. 5th
May 17th- June 8th

Track 1

Sept. 8th – Sept. 25th
Nov. 30th – Dec.18th
Mar. 8th – Mar. 26th
Jun. 9th – Jun 30th

The Body of Christ Church Track-Out Program activities include:

- Story time
- Movies
- Trips to the park
- Morals & Values
- Music and singing
- Gym activities
- Arts & Crafts
- Field Trips

Body of Christ Church payment policy:

• Payment due in full at time of registration

- All monthly fees are due by 6:00 pm on the first day of each month. Fees increases \$35.00 weekly when paid on a weekly basis.

The Body of Christ Church Track-Out Program hours:

Monday - Friday 7:30am - 6:00pm



The Body of Christ Church Track-Out Program

BEHAVIOR AND DISCIPLINE POLICY

Students will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. Factors that will be considered include the seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude. Parents and or guardians will be notified of all necessary disciplinary procedures through notes sent home or phone calls and conferences called by faculty or administration.

Body of Christ Church Track-Out program does not condone and will not permit:

1. Ridiculing, threatening, using an inappropriate loud voice
2. Leaving children unsupervised.
3. Use of profanity.

We expect the children to:

1. Use appropriate language at all times.
2. Cooperate with staff and follow instructions.
3. Respect other children and staff, themselves, equipment and facilities.
4. Maintain a positive attitude.
5. Stay in assigned program areas.

Behaviors which may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff.
2. Fighting.
3. Possession of a weapon of any kind.
4. Vandalism or destruction of school property or property of others.
5. Possession of or use of alcohol or illegal or unauthorized drugs.
6. Leaving the premises without authorization.

It is of utmost importance that the staff maintains good order and discipline. Safety and a positive atmosphere can be promoted by following the prescribed policies. These policies also apply during transportation of children.

I have read the above statement of policy and agree to abide by the stated policies.

Parent/Guardian signature _____ Date _____

THE BODY OF CHURCH TRACK-OUT PROGRAM REGISTRATION INFORMATION.

Your completed registration packet should include:

Registration Form	Emergency Medical Permission Statement (initial)
Emergency Information Contact Form	Behavior & Discipline Policy Form (signed)
First Payment and Registration Fee	General Policy statement (signed)

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Track-Out Program
BODY OF CHRIST CHURCH
4501 Spring Forest Rd.
Raleigh, NC 27616
(919) 872-7712

The Body of Christ Church Track-Out Program

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1 John 3:1