

# FIRST FRUITS CHRISTIAN ACADEMY

# FALCONS



## PARENT HANDBOOK

REVISED 8/2025

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# FIRST FRUITS CHRISTIAN ACADEMY

*Of His own will He brought us forth by the word of truth, that we should be a kind of first fruits of His creatures. James 1:18*

First Fruits Christian Academy was organized in July of 2002. Pastor Dennis G. Dunn felt a pull in his spirit to organize a Christian daycare/school. After much prayer and direction from God; First Fruits Christian Academy opened on January 6, 2003. We are committed to providing quality care to our students. We believe every child can be successful with the right direction and guidance. We currently minister to younger children (infants 6 weeks through 24 months) along with our pre-school aged children (K3 to Kindergarten).

## STATEMENT OF PHILOSOPHY

We believe that children are special gifts from God. They deserve a safe emotional, social, intellectual, physical and spiritual environment to grow, learn and explore in as they expand into the person they were created to become. We believe our ministry is to partner with families to help each child to become all they can be, by helping them to develop love and respect for all people, and creating a global community where the socio-economic status of a person does not define them or hinder them from succeeding.

## MISSION STATEMENT

First Fruits Christian Academy teaches academic excellence with Christian values in a Global Community, one child at a time.

## VISION STATEMENT

First Fruits Christian Academy's goal is to produce, passionate lifetime learners who grow up to become productive citizens in this global community, while understanding the need to connect with God in all they do.

# WELCOME

Dear Parent(s)/Guardian,

Giving all honor and praises to our Lord and Savior, Jesus Christ. Welcome to First Fruits Christian Academy. We are pleased and excited you have chosen us for your child's needs.

The general and operating guidelines of the school are in this book. Many of the questions you may have will hopefully be covered in this book. Questions not covered can be addressed during a personal meeting.

Acceptance to First Fruits Christian Academy is on first come, first serve basis, and is open to all children regardless of race, creed or color. Blessings enjoyed by all the children in our school include:

- ❖ small classes for individual attention
- ❖ age-appropriate curriculum
- ❖ learning activities that develop the total person (spiritually, intellectually, socially, emotionally and physically)
- ❖ nurturing care by an experienced, loving Christian staff
- ❖ music and music theory
- ❖ The Arts (plays, musicals)
- ❖ developmental screening
- ❖ standardized testing for all grades including Kindergarten and 4-year-olds
- ❖ parent involvement and parenting conferences

We look forward to working with you and your child/children. If we as a ministry can assist you in any way, please let us know.

## School Administration

Operations Manager  
Executive Center Director  
Assistant Center Director

LaVerne Dunn  
(Ms. Bupeh) Barbara Naranjo  
Ravai Valesquez

# SUGGESTIONS WHEN LEAVING YOUR CHILD

A positive plan of action will help your child in making a secure adjustment to his/her learning environment. These suggestions will help create a good beginning.

1. Ask to meet the child's teacher when he/she is enrolled. Introduce your child. Tell the teacher when he/she will start school. Allow the child to enter the room as he/she wishes to look at toys or watch the other children. If he/she does not want to, respect his/her wishes.
2. Talk positively about your child's school. Mention to others in his/her presence, "George/Sally is going to a new school. His/Her teacher is our friend."
3. Talk to the child about his/her new teacher. Use her name in conversations.
4. On the first day of school, plan a morning that is not rushed for your child. Let him/her arrive at school fresh and without frustration.
5. Allow him/her to bring a special blanket. Later the teacher will show him/her a safe place to leave it while he/she works or plays.
6. Leave him/her with a positive, happy face. Say "I am going now, I will be back". Leave without hesitation, even if he/she cries. Any hesitation from the parent increases the outburst from the child and the guilt from the parent.
7. You may call the center at any time of the day.
8. If this is the first separation for the child, you may expect that he/she will cry for a week or more. The crying usually stops soon after the departure of the parent. If any problem of adjustment arises, the Director will notify you.
9. When you arrive for your child, be positive. Say "I am happy to see you". Avoid asking "Did you miss me?" or "Was he/she good?" or "Did he/she cry?".
10. Expect this to be a positive experience. He/she will quickly pick up your attitude whether positive or negative.

Expect a happy, secure experience for your child. Fill his/her head with positive, happy comments and he/she will be able to stand on his/her own in any new experience or situation.

# Non-Discrimination Policy

We admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship policies, loan programs, or other school-administered programs. We have the right to deny service to anyone who does not comply with our policies and procedures.



# Guideline on Privacy

First Fruits Christian Academy shall protect and secure all access to any personal information given to us pertaining to each student. We will ensure each family their right to privacy, while maintaining compliance with legal requirements established by existing Federal and State statutes pertaining to confidentiality, privacy, accessibility, availability, and integrity. Any information collected and processed will not be disclosed without the permission of the parent/guardian.

# FFCA REGISTRATION AND FEES

Registration is \$100.00 per student. These fees are non-refundable. Children are admitted upon completion of application and parent interview. Procedure for registration:

- a. Complete enrollment application
- b. Parent interview
- c. After acceptance, registration fee is then paid for all applicants (it is waived for children whose parents are active US Military)
- d. Book fees and registration are due at time of admission (registration fees are non-refundable)
- e. **ALL TUITION IS DUE ON THE FIRST OF THE MONTH. ACCOUNTS NOT PAID IN FULL BY THE 3rd OF THE MONTH WILL PAY A LATE FEE OF \$15.00 PER DAY UNTIL FULL BALANCE IS PAID.**
- f. **LATE PICK-UP FEE – Please see page 18**

## BOOK & SAFETY FEES

The following book fees and user fees are due for the school year.

- |           |          |
|-----------|----------|
| a. Pre K3 | \$75.00  |
| b. Pre K4 | \$100.00 |

A one-time Safety/Security Fee of \$100.00 per family is due upon enrollment.

## METHODS OF PAYMENT

We accept all major credit cards including debit cards and ACH payments (electronic payments). We process tuition and fees through SQUAREUP. A fee of \$35.00 will be charged for any declined credit card/debit card payments. We do not accept personal checks or cash. All monthly tuition payments are due on the 1<sup>st</sup> of the month. If the 1<sup>st</sup> falls on a weekend, payment will be due on the next business day. If payment is not received by the 1<sup>st</sup>, you will be charged \$15 per day in late fees until total balance is paid.

When applicable, ECECD copays are due the 1<sup>st</sup> of each month. If the 1<sup>st</sup> falls on a weekend, payment will be due on the next business day. We do not accept personal checks. If copayments are not received, we will notify ECECD, and your child will not be permitted to return to school until balance is paid.

***ALL FEES ARE NON-REFUNDABLE, NO REFUNDS OR PRORATED TUITION FEES WILL BE GIVEN***



## UNIFORMS

We are a uniform school. The uniform polos are to be worn tucked into pants. Uniform polo colors are navy blue, purple, maroon, hunter green, gold and red. Students should wear navy or beige khaki pants (uniform khaki shorts in black, navy or beige may be worn in warm weather months). Jeans can be worn with a polo. NO SKIN TIGHT LEGGINGS ARE EVER TO BE WORN BY STUDENTS DURING SCHOOL YEAR. OPEN TOE SHOES ARE NOT ALLOWED. THIS INCLUDES SANDALS OR FLIP FLOPS. We are a Christian school therefore clothing should be modest and not exposing private areas of the body. Please use good judgment in dressing your student(s). Pants should be worn as intended and not sagging or off the waist.

For K3-Kindergarten, a change of clothing (uniform with undergarments) should be kept in their backpacks in case of an accident. Please do not dress children in clothing they cannot zip, buckle, tie or button themselves. Make sure clothing is clearly marked with their first and last name. We are not responsible for unmarked clothing.



## MEALS

We have a full-service cafeteria and chef who prepares all meal. Breakfast is from 7:45am to 8:15am. Lunch times are scheduled by grade. Menus are posted for the month in the school lobby. If a parent chooses not to have their student eat school meals, they may bring a sack breakfast and/or lunch. **Please note: ANY BREAKFAST OR LUNCH BROUGHT INTO THE SCHOOL SHOULD ALREADY BE PREPARED AND READY FOR CONSUMPTION. WE DO NOT COOK OR WARM UP ANY FOOD BROUGHT INTO THE SCHOOL.**

# ECECD STUDENTS

Any parent receiving state assistance please schedule an appointment with the director, Ms. Bupeh to provide all necessary documentation. **When children on ECECD are school age, the state only pays for the before and after school hours. Parents are responsible for paying the difference. The state does not pay registration, book fees, uniform fees, or any other fees outside of the monthly tuition.**

## CURRICULUM OBJECTIVES

At First Fruits Christian Academy, we use the ABEKA Christian Curriculum. We have chosen this curriculum because we believe school should be a wonderful learning experience for each child. As a Christian school, we know that Christ is very necessary for success. We offer Christ as part of our learning experience so that each child may have a foundation and opportunity for making wise decisions. Children are unique individuals with different learning styles. Our objective is to promote growth in all areas of their being.

### Spiritual Growth

1. Develop an awareness that God and Jesus are special to people
2. Sense God's greatness through God's creation (science)
3. Thank God for all that is seen
4. Use of the Bible to learn more of God and Jesus
5. Identify stories and pictures in the Bible that help us to understand our own experiences
6. Develop an appreciation for praise and worship through music
7. Associating the love of God with everyday people around us in our life
8. Realizing through God's word that each of us can make a positive difference in someone's life by loving and helping them

### Intellectual Growth

1. Develop a positive attitude toward school and learning
2. Explore, observe and make discoveries
3. Develop problem solving abilities
4. Sharpen sensory awareness
5. Increase vocabulary, enunciation, and pronunciation skills and ability to verbally express themselves
6. Increase auditory and visual perception
7. Use of listening center to enjoy stories and poems that relate to the world around them
8. Deciding between alternatives (making wise choices)
9. Relating experiences in sequences
10. Expressing themselves creatively through language arts, music and drama

### Social Growth

1. Build positive relationships with family, peers, and Christian adults outside the home
2. Recognizing their rights as people and respecting the rights of others
3. Learning to lead and follow
4. Sharing experiences
5. Assuming responsibility for their actions
6. Responding to directions
7. Accepting the limits and working within them
8. Appreciating the diversity of other cultures and their contributions to the environment in which we live
9. Caring for their possessions and respecting the property of others

### Emotional Growth

1. Building a positive self-concept
2. Develop confidence in themselves and their abilities
3. Practicing independence
4. Building persistence and confidence
5. Experiencing success
6. Expressing emotions and learning to express them constructively
7. Relating to the feelings and emotions of peers

### Physical Growth

1. Development of fine and gross motor skills
2. Establishing healthy habits
3. Developing wholesome attitudes towards their body and body functions
4. A balanced program of activity, relaxation and rest
5. Accepting physical disabilities in themselves and others
6. Learning about stranger danger

## GUIDANCE 8.16.2.24

1. Guidance for all children shall be consistent and age appropriate
2. Guidance shall be positive and include redirection
  - a. There should be clear limits that encourage the child's ability to be self-disciplined
  - b. There should be no use of physical or mechanical restraints unless due to documented emergencies or medically documented necessity
3. Teachers are not allowed to use the following disciplinary practices
  - a. Physical punishment of any kind is prohibited (this includes shaking, biting, hitting, pinching or putting anything on or in a child's mouth)
  - b. Withdrawal of food, rest, bathroom access or outdoor activities
  - c. Abusive or profane language, including yelling (grounds for termination at First Fruits)
  - d. Any form of private or public humiliation, including threats of physical punishment or unsupervised separation (grounds for termination at First Fruits)

I \_\_\_\_\_ have read, discussed and been explained the policies on Guidance for the state based on the state regulations.

-----  
Parent signature

-----  
Date

-----  
Director's signature

-----  
Date

# REDIRECTION POLICY ADDENDUM

Administrative staff (receptionist, cook, janitor and volunteers) are not authorized to administer any discipline procedures. If any of the above-named individuals is having a challenge with a child, they need to send for the director. There are phones in every room, and they can use the intercom or they can call her (Ms. Bupeh) at extension 110 and/or the Assistant Director (Ms. Ravai) at extension 112. If a teacher is in a situation with a child and he/she cannot handle it, they are to personally call the director and the director is to come and take the child to his/her office.

Most children respond to love. If the child is upset, try to calm him/her down by speaking softer and soothing him/her. Raising your voice to a child who is already upset scares them and many times they get more upset. Once the child is calm, talk to him/her about what happened. Not all situations require punishment; sometimes the child may just require redirection. Children are individuals just as adults are. Learn what works with each child. Have a standard of what is acceptable behavior and what is not but be flexible to work with each situation as needed.

If the child is not comforted, the director needs to find out if the child is not feeling well or if the parent needs to be called. When calling the parent find out if anything has changed in the child's home environment or if the child was up late. When children do not get enough sleep, they can be irritable and cranky. (A short nap will cure this). Check to see if there is a fever or if the child is congested. Be open minded enough to check all possibilities before just assuming it is a discipline problem.

## NEW MEXICO STATE CHILD CARE REGULATIONS

You can download a copy of the New Mexico State Child Care Regulations here:

<https://www.newmexicokids.org/quick-links/new-mexico-state-child-care-regulations/>

# SUSPENSIONS, DISMISSALS AND PLAGIARISM

We believe that God holds us to a high standard. Students who are caught stealing, cheating (as well as plagiarism) will be suspended until a full investigation is done of all allegations. If the allegations are found to be true, the student will be suspended for three days and placed on probation for three months. A second infraction will result in permanent dismissal from the school.

## CHILD ABUSE

If child abuse is suspected, we will not attempt to handle the situation ourselves, but we will notify the proper authorities. If you suspect a child is being abused, please dial #SAFE from a mobile phone or call 1-855-333-7233. You may remain anonymous if you wish.

ABUSE ENCOMPASSES MORE THAN JUST PHYSICAL ABUSE; THERE IS NEGLECT AND ALSO EXPLOITATION.

*"IT SHOULD NOT HURT TO BE A CHILD"*



## REPORTING MISSING CHILDREN

If a child is found missing or lost regardless of the circumstances, it must be reported to CYFD. It is not uncommon while a family is going through a divorce that one of the parents may try to unlawfully take their child. If we are not provided with legal documents stating that one parent has full custody of the child, then we are obligated to allow both parents to pick up the child.

If the child is found missing during a pickup time, establish whether or not the child leaves early or is picked up later. The school goes into lockdown, this means no one leaves or enters the building until it is established whether or not the child is with them.

A complete sweep of the center, playground, gym and outside area will be done. A call is placed to the parents to determine if they sent someone to pick up the child who did not know the procedure for signing children in and out. If the parent has not sent someone new to pick up the child, then 911 is called and the staff continues to search for the child until they are found.

## ABSENCE AND TARDY POLICIES

We take absences and tardiness very seriously. School starts at 8:30am and ends at 3:00pm. You may bring students as early as 7:30am and they must be picked up by 4:00pm. We are a state facility, children who are tardy or absent on a regular basis causes reason for concern. Excessive absences and tardiness will be turned over to the state. Seven absences in a school year (without a doctor's approval) are grounds for concern and for retaining a child because so much learning time has been missed. **Five tardies in one month are equal to an absence.**

## ALLERGIES

There is a sheet in the enrollment packet where you are asked to provide any special needs that your child may have such as allergies, existing illness, previous serious illness, any injuries during the past 12 months, prescribed long-term medications. Please include food allergies or any other conditions that the staff should be aware of.

## SPECIAL NEEDS

We sincerely wish we could accommodate every child that wants to attend FFCA but unfortunately, we cannot. We do not have the necessary staff to accommodate children with certain developmental or behavioral disorders. We refer them to APS Child Find for assessment. They will in turn refer them to local schools and programs that can help them.

# HEALTH POLICY

Within thirty days following admission of a child, a physical assessment report and current immunization record signed by a licensed physician or registered professional nurse must be on file with FFCA.

At the time of enrollment, parents/guardians must notify the center of the child's health history, any current health problems, and any restrictions necessary for the child's care.

Each child will be observed for contagious disease and any other sign of illness upon arrival and throughout the day. A parent/guardian will be contacted, and the child will be sent home if child is or becomes ill while at the facility.

Please do not bring your child to school if he/she is exhibiting any signs of illness before he/she leaves home or if the child gets sick in the vehicle in route to school. It is not fair to the other children. One child cannot only infect the entire class, but the teacher as well.

When a child exhibits any of the following signs of illness, the parent/guardian will be contacted and the child sent home & may not return without a note from a doctor. After 2 days of illness/absence from school, you **must** bring a doctor's note for your child to return to class.

- More than one abnormal loose stool
- Red or blue in the face or makes high pitched Croup or whooping sounds after coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Tears, redness or irritation of eyelid lining followed by swelling or discharge of pus
- Unusual skin spots or rashes
- Sore throat or difficulty swallowing
- An infected skin patch; crusty; bright yellow, dry or gummy areas of the skin
- Temperature of 100.3 or higher
- Headache and stiff neck
- Vomiting more than once

# PARENT INVOLVEMENT

We encourage parent involvement here at First Fruits. We have Parent Teacher Fellowship (PTF) once a month to allow parents and faculty a time to talk, fellowship and share ideas on how we can make things better. It is also a time to meet teachers and find out how their student(s) are doing. Although we encourage parents to set aside time with teachers for actual conferences, they may ask general questions during PTF night.

- a. Parent conferences are held twice a year (more if necessary). We have one conference in the fall to set goals and assess your child's needs. It will be accompanied by developmental screening if necessary. We meet to discuss the growth and development of your child and whether everything is within the normal limits. At these conferences staff and teachers meet one on one to review students' progress including conduct and to determine in cases where children have challenges if an IEP (Individual Educational Plan) is needed, or a BIC (Behavioral Improvement Contract) is warranted.
- b. PTF – Parent Teacher Fellowship will be held once a month. This is a time where staff and parents can come together and meet regarding any new information regarding FFCA. This is an open forum and parents are encouraged to participate.
- c. Birthdays are of paramount importance at First Fruits. Parents are invited to bring in special treats to celebrate their student's birthday. We know you want to take pictures but please limit it to no more than 15 minutes. Unfortunately, when too much time is spent in celebration mode the children have a harder time re-adjusting to their class schedule. You may also bring party or lunch favors. We prefer celebrations be limited to lunch time, but we can work with your schedule. Please do not bring anything that requires preparation. We are not allowed to serve home baked/cooked foods. All foods must be store bought and brought in closed packages. Teachers will provide a list of names. Be sure to talk over what you want to do with your student's teacher.

# FIRST FRUITS EMERGENCY PREPARED PLANS

## FOR SHOOTER SITUATIONS, FIRE EMERGENCIES, BOMB THREATS AND EMERGENCY EVACUATIONS

Keeping our children and staff safe is priority number one here at First Fruits. Because this is important, we ask that all parents please adhere to the policies and procedures laid out in this manual. First and foremost:

PARENTS, PLEASE NOTE THAT DURING A DRILL OR EMERGENCY YOU MAY NOT ENTER THE FACILITY OR TAKE YOUR CHILDREN UNTIL IT (THE DRILL) HAS ENDED OR THE REAL SITUATION IS SAFE. WE WILL NOT RISK ANY CHILDREN.

If you are on travel, please be sure to leave additional numbers for emergency contacts.

Past “shooter” incidents involving schools have been at the hand of someone connected to that particular school. For this reason and for the safety of the students; codes and exact procedures will not be put in this manual.

### **In the event of a SHOOTER, BOMB, FIRE OR ANY LOCKDOWN situation:**

Parents are asked to go to Fellowship Missionary Baptist Church at 8550 Saul Bell Road NW where they will receive a briefing of the situation and be reunited with their children when possible. Parents are instructed to proceed to the northeast door and there the director/or appointee (emergency response personnel) will meet with you and inform parent of the situation. AT NO TIME ARE YOU TO TRY AND ENTER THE SCHOOL DURING THIS EMERGENCY. Please make sure we have all current phone numbers on file (work, cell, home, emergency numbers). During a bomb threat or forced emergency evacuation it may be unsafe to go to the church. Depending on the nature of the threat and what the emergency response team feels is safe parents will be contacted and informed where we will be meeting and where the children will be. No one will be permitted back into the building until after the bomb squad and fire department have thoroughly checked the building.

**\*\*Evacuation plans are posted in all classrooms, office areas, gym/cafeteria and common areas.**

### **DOOR POLICY**

FFCA is a locked facility. It is our policy that only FFCA staff may open the door for ANYONE entering the center. If a parent is exiting the building and there are parents or other people waiting outside to enter the building or there are people walking toward the building entrance, only a staff member can open the door to allow parent to exit. PARENTS ARE NEVER TO OPEN THE DOOR FOR ANYONE...REGARDLESS OF WHO IT IS AT THE DOOR. AS PARENTS ARE EXITING THE BUILDING THEY ARE NEVER TO ALLOW ANYONE TO ENTER THE BUILDING. In the event that parents are waiting to enter the building but staff sees that there is also a stranger at the door, staff member will not open the door to allow you to enter. The staff member will call out the code “purple” to parent at door and this will notify parent to proceed to the north side of the building to enter through the gym doors. It is important that our staff take every precaution to ensure the safety of every child in our center.

ACKNOWLEDGEMENT

I have been informed of the policies and procedures for SHOOTER, FIRE, LOCKDOWN and BOMB THREAT EMERGENCY EVACUATION FOR FFCA. I have been shown where the meeting place is to pick up my student(s). I understand the evacuation plan and I know that I will be refreshed on these procedure and policies whenever there are changes.

PARENT NAME (PRINT): \_\_\_\_\_

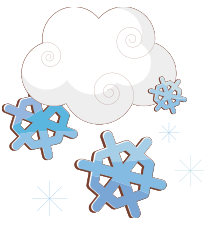
PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

GUARDIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**IT IS OUR POLICY THAT:**

**“ALL STUDENTS REGARDLESS OF GENDER, ETHNIC BELONGING, RELIGIOUS FAITH, DISABILITY, OR AGE WILL BE TREATED EQUALLY AND ACCOMMODATIONS WILL BE MADE FOR STUDENT(S) WITH SPECIAL NEEDS, AS MUCH AS POSSIBLE.”**



## WEATHER AND CLOSURES



FFCA will notify parents of school closure and starting delays through the local media during inclement weather conditions.

KOB Channel 4

KRQE Channel 13

KOAT Channel 7

In the event of severe weather, FFCA will either issue a delay and open at 10:00 am OR we will be closed for the entire day.

# GRIEVANCES POLICY AND PROCEDURE

If you have any concerns regarding FFCA or your child's attendance here please feel free to use the following procedure:

- » If you have a concern with one of our staff members please schedule a meeting with Ms. Bupeh our director.
- » If after meeting with Ms. Bupeh and your concerns are not resolved then please feel free to set up a meeting with Mrs. Dunn and Ms. Bupeh.
- » If your concerns are not met then feel free to set up a meeting with Pastor Dunn and the board of directors.

We will work with you until the concern or issue is resolved.

## Phone Numbers

Mrs. LaVerne Dunn 505-833-0858

Pastor Dunn 505-242-8928 or 505-321-1890

School Phone 505-833-0858; Fax 505-831-5268

# STUDENT WITHDRAWAL

**To** withdraw your student, we request a two week notice. Parent/Guardian is required to complete and submit the Withdrawal Form before removing the student.

**If** the student is being withdrawn because of a discipline related issue or immediate suspension, no notice is required by the parent or the school.

**There** will be no refund in any amount given when a student is suspended from the school. Students withdrawn because of a learning or academic issue will be reviewed on an individual basis.

**ABSOLUTELY NO REFUND WILL BE GIVEN IF STUDENT IS WITHDRAWN, BECAUSE OF PARENTAL DISSATISFACTION.**

**NO TUITION, REGISTRATION AND/OR BOOK FEES ARE REFUNDABLE IN ANY SITUATION. Parents are welcome to take the books purchased home.**

## Student Withdrawal Form

STUDENT: \_\_\_\_\_

When a student is withdrawn from school, either by the parent/guardian or at the request of the school administration, the following policies shall govern that withdrawal.

**ENROLLMENT FEES:** Enrollment fees are charged each year for new and returning students to cover what the school incurs in paperwork, ordering material, staff interviews, record updates, filing, setting up new records, etc. These fees are not refundable even if the student fails to complete enrollment or withdraws before the end of the school year.

**BOOK FEES:** Book fees are not refundable. Book fees are charged to provide textbooks, workbooks and supplies used by students during the school year. These funds are spent when materials are ordered. Many of our workbooks are disassembled and filed in daily folders and cannot be given to the student. These fees are also used to cover the depreciation of textbooks used for several years. Therefore, neither refund nor books can be given.

**TUITION:** Tuition is an annual fee charged on a monthly basis for the Academy. The payment of tuition obligates the school to hold a position in the school for the student. We will refund the tuition for days not attended during the current month only if two weeks' notice is given of intent to withdraw. This notice gives the school the opportunity to place another student in your position. In the case where a child is withdrawn by the request of the school administration, the current week's tuition will be charged and the remainder of the charge for days not used will be refunded.

**Transcripts will not be released until all books and First Fruits Christian Academy property is returned as well as all bills paid (tuition, book charges, etc.).**

Please have each of the following initialed when all materials have been returned and fees paid.

TEACHER/CLASS	BOOKS, CLASS OR FUNDRAISER MATERIALS NOT RETURNED	DATE MATERIALS RETURNED	TEACHER INITIAL

Finance Administrator: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

## ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

The Parent Handbook contains important information about FFCA. I understand that I should consult FFCA Operations Manager or FFCA Director regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Operations Manager of FFCA has the ability to adopt any revisions to the policies in this handbook.

I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I have received a copy of FFCA Parent Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the FFCA representative listed below on the date specified. I understand that this form will be retained in my child's file.

\_\_\_\_\_  
Signature of Parent (Legal Guardian)      Date

\_\_\_\_\_  
Parent (Guardian) Name - Printed

\_\_\_\_\_  
FFCA Representative      Date