

For office use: Date received \_\_\_\_\_

Deposit \$: \_\_\_\_\_ (non-refundable)

Check #: \_\_\_\_\_

Smart Tuition Form: \_\_\_\_\_

Cash: \_\_\_\_\_

# Word of Life Christian Academy

## 2011/2012 Preschool Enrollment Form

### Enrollment Information

**Please print neatly in ink and sign all forms. A \$150.00 Registration Fee MUST ACCOMPANY this application.**

<b>Child's Name</b>	Last	First	Middle	Sex	Social Security Number	Birthdate	Ethnic Origin
<b>Father's Name</b>	Last	First	Middle				Home Telephone ( )
Home Address	Number	Street	City	State	Zip	Cell Phone ( )	

**Father's Email: Required** (Used to notify parents of weather closings and emergency announcements)

Employer	Occupation	Business Telephone ( )
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<b>Mother's Name</b>	Last	First	Middle				Home Telephone ( )
Home Address	Number	Street	City	State	Zip	Cell Phone ( )	

**Mother's Email: Required** (Used to notify parents of weather closings and emergency announcements)

Employer	Occupation	Business Telephone ( )
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Child Lives With: (Check All That Apply)	Mother	Father	Stepfather	Stepmother	Other (Please List)	E-Mail Address
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Siblings' Names and Grades	Do they attend this school?
1.	
2.	
3.	

Church Affiliation	How did you hear about Word of Life Christian Academy?
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Name of Last School Attended:	Address and Phone Number
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Has student ever had any disciplinary problems? Please Circle: Yes No If yes, please explain.

Reason for Leaving:	School has permission to contact previous school? Please Circle: Yes No
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Why do you wish to enroll your student at Word of Life Christian Academy?

**NAMES OF PERSONS (Including Parents) AUTHORIZED TO TAKE CHILD FROM THE FACILITY**  
 (Child will not be allowed to leave with any other person without written authorization from parent or guardian)  
 (If a parent is restricted from picking up the child, we must have a copy of the court order in our files.)

Name	Relationship

**MUST PROVIDE TWO ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY**

Name	Relationship	Home Phone	Cell Phone	Work Phone

**Please Check Program for which you are applying:**

**Preschool 2½ yr. old program:**      5 Days         3 Days         2 Days    (      Full Days or      Half Days )

**Preschool 3 yr. old program:**      5 Days         3 Days         2 Days    (      Full Days or      Half Days )

**Pre-kindergarten Program:**      5 Full Days         5 Half Days (Must turn 4 yrs. old on or before Sept. 30<sup>th</sup> to enroll in Pre-K4.)

**Medical Information**

**Does your child have any allergies?** **Any special dietary needs?**

Is the child presently under a doctor's care? If yes, Name of Doctor:  
 Please Circle:      Yes      No

Does the child take prescribed medications? Please Circle:      Yes      No  
 If yes, What kind and any side effects:

Is there any history of vision or hearing impairment, eye or ear infections or speech problems? (Please explain)

Does the child have any special medical problems, any fears or special needs? (Please Explain)

Has child ever been tested or treated for Attention Deficit Disorder, Developmental Delays, or Learning Disabilities? If yes, please explain.

**PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY**

Physician	Address	Telephone (    )
Dentist	Address	Telephone (    )

**Medical Release:** Your signature below authorizes Word of Life Academy to contact (at your expense) a physician to render necessary emergency treatment for serious injury or accident if neither parent/guardian can be reached. This further authorizes Word of Life Academy to take your child to a local physician of the school's choice if your physician is not available. In the event that emergency treatment is necessary, Word of Life Academy will be held harmless in all decisions. In case of disaster, your child will only be released to those persons listed in the emergency information section.

The parent agrees to notify the school immediately when their child has been diagnosed with a contagious illness. Upon having a contagious disease the child must have written consent from either a physician or the Health Dept. to return to school.

The parent also agrees to keep their child at home if the child is sick. The school agrees to notify the parent/guardian whenever the child becomes ill at school, and parent/guardian agrees to pick up the child as soon as possible thereafter. In the event a child is sent home with a temperature of 100 degrees or higher, the parent agrees to keep the child home until a normal temperature has been maintained without medication for 24 hrs.

All medication must be brought to the preschool office accompanied by a separate Medication Permission Form before any medication will be administered. In the event of fever or illness I authorize school staff who are certified in Medication Administration Training to administer one dose of children's Tylenol until the child can be picked up.

I also agree to abide by all policies and procedures as stated in the Preschool Parent/Student Handbook.

**Marketing Materials Release:** I grant Word of Life Christian Academy the right and authority to use and publish in advertising (yearbook, website, and brochures) my child's (*please circle as many of the following as are appropriate*). No monetary endorsements will be given to parents or students.

Name    yes    no                      Picture    yes    no                      Written Testimonials    yes    no

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

\_\_\_\_\_  
Date

# Word of Life Christian Academy

## 2011/2012 Preschool Financial Policy/Parental Agreement

**Registration Fee Required:** A registration fee is required to enroll a child (please see current rates enclosed). The registration fee will be refunded only if a child is not accepted by the Academy, otherwise it is considered *non-refundable*.

**Activity Fee:** All students are required to pay an activity fee (see current rates enclosed) to cover Field trips and other student supplies.

**Tuition:** Tuition rates are based on a twelve month school term. However, this term may be delegated into one of the five (5) payment plans which will cover the twelve month term. No refunds will be given in the case of illness, absence, holidays, scheduled school breaks, weather, family vacations, suspension, or expulsion. Tuition will be prorated for students who enroll after the school term begins.

**Payments:** Payments for tuition and other fees are listed on the tuition rate sheet and will be paid through SMART Tuition, a tuition/fee billing and management service.

**Monthly Statements:** All fees and charges will be itemized for you on a monthly statement. Monthly statements are generated by SMART Tuition.

**Mailing Payments:** Please allow seven days for your payment to arrive in the SMART Tuition office before the due date (this only applies if that is the option you choose). Mailed payments not received by the due date will be subject to the late payment fee as outlined in the SMART Tuition form.

**Late Fees:** All accounts are subject to a late fee of \$30.00 if payment is not received on time.

**Returned Checks:** As a result of a returned check your account will be assessed a charge for the amount of the returned check, as well as a \$25.00 returned check fee.

**Withdrawals:** Intent to withdraw a student must be made to the Preschool Director in writing and at least two weeks in advance. Failure to do so will result in an additional two weeks of charges reflected on the bill. No exceptions will be made. A student withdrawn during the school year will receive a prorated refund for tuition only.

**Dismissal:** If a student is permanently dismissed for any reason, parents remain responsible for ensuring payment is made for services rendered while their child was still in attendance.

**Collections:** If your account balance should become delinquent and remain delinquent for a period of forty-five (45) days, the administration reserves the right to refer the account to a collection agency. In the event an account is referred to a collections agency, collection fees in an amount not less than 33% of the delinquent balance shall be added to the account.

**Records:** All student records, including health records, will not be released until the account is paid in full and only after final payment clears the bank if made in the form of a check. All requests must be made in writing and allow a minimum of two full business days for processing.

**Program Changes:** Changes requested in program scheduling must be submitted in writing to the Preschool Director for approval before any changes can be made with the Accountant and SMART Tuition.

**Late Pick Up:** If a child is picked up past 6:00 p.m. (12:00 p.m. for half day students) a late fee of \$15.00 will be applied every 10 minutes or fraction thereof. Late fees will be added to the statement at the end of the month.

**Sick Policy:** Any child with a fever, vomiting, or other serious condition must be picked up by a parent or other authorized individual in a maximum of one and a half hours (1½) from the time the parent is contacted.

**Legal Fees:** All legal fees, collection fees, attorneys' fees, collection costs and any additional fees incurred by the school in an effort to settle disputes connected to this account shall be the sole responsibility of the parent or guardian for which this agreement is made.

**Continual Conflict:** In the event a child, or the parent of a child, continually causes disagreements, conflicts, strife, or arguments, the child shall be dismissed from the school without legal recourse.

**Arbitration:** If a legal issue, disagreement, conflict, problem, injury, injustice, or any other legal dispute should arise between the school, or one of its agents and a child, or parent of a child, we agree, in accordance with the Christian Conciliation Manual, to binding arbitration with a non-partial arbitration party (party to be named in each individual case) for the settling of all issues.

**Parent/Student Handbook:** I agree to abide by all policies outlined in the Preschool Parent/Student Handbook.

I have read the above financial policy/parental agreement and fully agree to abide by the policy as set forth in its entirety. I understand that this financial policy/parental agreement will be strictly enforced. I agree to pay all financial obligations to Word of Life Christian Academy. I understand that I will have the late fees added to my account if the payment is not made by the due date determined by my SMART Tuition form. I agree to uphold the rules and regulations of Word of Life Christian Academy as set forth in the Parent/Student Handbook. I will support the school's discipline by administering discipline in the home as needed. Also, in signing this agreement, I give consent for my child to participate in all field trips and school programs unless I notify the administration in writing otherwise. I understand the school will keep me informed of field trips and school activities well in advance. I also agree not to bring my child to school if full payment of my balance has not been made by the 25th day of the month.

### TWO SIGNATURES REQUIRED:

Parent/Guardian #1    Signature	Print Name	Date
Parent/Guardian #2    Signature	Print Name	Date

# Preschool Discipline Policy

Word of Life Christian Academy believes in discipline that is firm, yet loving. Our objective of discipline is to help your child learn both self-control and expression of their feelings in socially acceptable ways. Students are expected to act in a manner which is conducive to learning and to the smooth functioning of school activities. Word of Life Christian Academy students are expected to respect the rights of their fellow students, to learn to live in a safe and pleasant environment while at school and at school sponsored activities and to respect members of the school staff. Limitations are clearly defined and consistently maintained. If a child does not follow teacher direction or the rules of the school, then disciplinary action will be taken. It is our expectation that the parent will support the school's discipline by administering discipline in the home as needed.

Word of Life Academy does not exercise any form of corporal punishment. Teachers use positive reinforcement—recognition for good behavior, as a means of classroom control. Consequences of inappropriate behavior for preschool students may include the following:

- **Re-direction**—directing the child's attention to other areas of interest to avoid behavior problems.
- **Quiet time**—the child is removed to another area of the classroom away from the other children to refocus on appropriate behavior. Quiet time will be appropriate to the child's age (1 minute per year, i.e. age three, 3 min.).
- **Loss of privileges**—loss of computer time, center time, daily job, etc.
- **Removal from the classroom**—Children who are disruptive during rest time will be brought to the office or to another classroom to complete their rest period. Children are not required to go to sleep but they do have to remain quiet so that others are not disturbed.
- **Office visit**—persistent or severe misbehavior will result in a visit to the office to discuss the problem with the Director.
- **Parent conference**—when the child refuses to change his/her behavior after reasonable attempts have taken place, the teacher or director will request a conference with the parents to discuss the problem and how the parent and teacher can work together to solve the problem. The student may be placed on probation. Progress reports will be sent home to keep the parents informed of the child's progress.

## Behavior and Consequences

Following are examples of offenses and consequences defined by our discipline policy. Using these as a guide, and after considering such factors as the seriousness of the offense, the surrounding circumstances, prior conduct and performance, and teacher recommendations, the Director will determine the appropriate action to be taken.

Offenses: Unacceptable / Inappropriate Behavior
Ignoring a teacher's instructions or redirections.
Disrupting the class (Shouting, Screaming, Throwing tantrums, refusal to be quiet during rest time)
Defiant Behavior. (Refusing to Follow Class Rules or Activities.)
Being unsafe and endangering others. (Throwing toys, blocks or furniture, running away from the teacher)
Aggressive Behavior. (Pushing, Shoving, Kicking, Punching, Pinching, Etc.) Biting— <b>parent notified on 1<sup>st</sup> offense</b>
Destruction of school or student property
Frequent potty-accidents.

Consequences of Offenses in a Given Day	Consequences of Offenses for Extended Time (2-3 weeks)	Consequence of Continual Offenses (3+ weeks)	After 3 weeks of Continual Offenses and/or 2 week probation
<b>1st Offense:</b> Guidance on correct behavior, reminding child that we are to be kind to everyone. (Oral reprimand) and being safe.	May include: Re-direction to another activity, Quiet time, loss of privileges, removal from classroom, office visit.	Parent-teacher-director conference.	Parent-Director conference.
<b>2nd Offense:</b> Removal from activity or learning center and reinforce correct behavior. Loss of privileges (incident notation on file)	Parent Notification/Conference Behavior Chart Implemented	Two-week probation to monitor improvement of behavior and or/offenses	Child may be suspended or withdrawn.
<b>3rd Offense</b> in same day: Office Visit. Parent notified and child may be sent home for the day.	Conference scheduled for review of behavior	Continue tracking on behavior chart	

## Termination

A student may be terminated from school for a serious breach of conduct, and/or repeated problems with behavior. In the case of such an offense, the matter will be referred to the administrator who will then make a decision as to expulsion. The administrator has the authority to terminate any student for non-compliance with the rules and regulations of the school. Children may also be terminated if they suffer severe separation anxiety or are not fully potty trained.

**I have read, understand, and agree to abide by the preschool discipline policy at Word of Life Christian Academy.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Field Trip Release/Emergency Medical Form

## WORD OF LIFE CHRISTIAN ACADEMY

5225 Backlick Road Springfield, VA 22151 Phone: (703) 354-4222

This form will be on file at the school office for the duration of the school year and will be effective for all field trips. School Year: 2011/2012

I give permission for \_\_\_\_\_, Grade \_\_\_\_\_, to participate in all sports and school sponsored trips away from the school premises throughout the duration of the school year. Students will be accompanied by a teacher and will be under adequate supervision. I understand that I will be given at least 48 hours notice of all trips away from the school premises. I further understand that I may revoke permission for a specific field trip by written notice hand-delivered to the director more than one day prior to the trip.

Although the school desires to provide a safe and enjoyable time for all students, accidents can still happen. I/we understand that there are risks/dangers involved with participation in off-campus trips and their associated activities. In consideration of my child being allowed to participate in this event, I/we agree to assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I/we agree to hold harmless Word of Life Christian Academy, its affiliated organizations, employees, agents, and representatives, including volunteer and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness, or other emergency, I/we request that the school contact me. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible thereafter.

**I/we authorize and consent to any X-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which, in the best judgment of a licensed physician or dentist, is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for emergency medical transportation.**

\_\_\_\_\_  
*Father/Guardian's Signature*                      *Date*                      *Mother/Guardian's Signature*                      *Date*

Name Printed: \_\_\_\_\_ Name Printed: \_\_\_\_\_  
*If the child lives with both parents, the release must be signed by both parents/guardians.*

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Under the Name of: \_\_\_\_\_ Relationship: \_\_\_\_\_

Allergies (including reactions to medication): \_\_\_\_\_

Medication being taken: \_\_\_\_\_

Preferred hospital: \_\_\_\_\_ Date of last Tetanus shot: \_\_\_\_\_

Are there any physical or medical conditions we should know about not already stated? \_\_\_\_\_

Student's home phone: \_\_\_\_\_ Student's address: \_\_\_\_\_

Father's work phone: \_\_\_\_\_ Father's cell phone: \_\_\_\_\_

Mother's work phone: \_\_\_\_\_ Mother's cell phone: \_\_\_\_\_

***In case of emergency, who is your nearest relative or neighbor we should contact if we are unable to contact you?***

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

# Word of Life Christian Academy

## Philosophy

Word of Life Christian Academy (WLCA) is a ministry of Word of Life Assembly of God Church. As a ministry of the church, WLCA will support the vision, goals, and objectives of the Church. This means that WLCA, its employees, faculty, staff, and student body will operate in full harmony with the ministry and programs of the Church. Facilities will be shared equitably between the Church and all its affiliated ministries. This includes the principle of shared usage and accountability for all Word of Life Church assets and property. All assets, to include property and supplies are owned and administered by Word of Life Assembly of God Church. This philosophy of shared values between WLCA and the Church and the philosophy that WLCA is a ministry of the Church is the guiding principle, which shall direct and influence all business and academic decisions relating to the operation of WLCA. The educational philosophy of WLCA is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and infallible authoritative Word of God, which contains this truth. Our aim is to provide a Christian perspective on the total worldview. The philosophy ensures a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship, all grounded in Christian principles.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of their choosing, whether in college, university or in vocational training areas.

The Academy's responsibility to the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. Therefore, our aim is to teach spiritual values in all areas of curriculum. Spiritual values are woven throughout the total curriculum. All activities we employ or permit in the classroom or school program will either facilitate or reinforce this Christian education philosophy. The spiritual must permeate all areas, lest we become textbook oriented rather than student oriented.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purpose of WLCA.

Certain objectives are established in order to implement this philosophy.

To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20-21).

To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).

To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23).

To teach the students how to develop the mind of Christ towards godliness (Philippians. 2:5; I Timothy. 4:7)

To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).

To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).

To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).

To teach the student to hide God's Word in his heart through memorization and meditation (Psalms 119:11; Psalms 1:1-3)

To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalms 139:13-16).

To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).

To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).

To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20).

To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10: 31).

To teach the student to understand and use fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics] (II Corinthians 5:20).

To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).

To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).

To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage's [home, church, and nation] (I Corinthians 10:11; Romans 13:1-7).

To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).

To help the parents to understand the school's purpose and program.

To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7, Proverbs 22:6).

This Philosophy of Christian Education for WLCA shall be the guiding tool for applying Biblical principles to teaching practices. Any use of materials or practices inconsistent with this Philosophy of Christian Education will not be permitted. The Board shall apply this Philosophy of Christian Education in all Board meetings. All WLCA faculty and staff members shall apply this Philosophy of Christian Education in their daily work for WLCA. Employees shall be committed to fulfilling the principles outlined in the Philosophy of Christian Education in every reasonable way possible. Unwillingness to adopt and promote these basic Christian education principles is grounds for dismissal.

## Statement of Faith

Word of Life Christian Academy (WLCA) is a ministry of Word of Life Assembly of God Church (WOLAG). The Statement of Faith for both WLCA and the Church is recorded in the Constitution and Bylaws of Word of Life Assembly of God Church, Springfield, VA.

**The Scriptures Inspired.** The Scriptures, both Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (II Timothy 3:15-17; I Thessalonians 2:13; II Peter 1:21).

**The One True God.** The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost (Deuteronomy 6:4; Isaiah 43:10, 11; Matthew 28:19; Luke 3:22).

**The Deity of the Lord Jesus Christ.** The Lord Jesus Christ is the eternal Son of God. The Scriptures declare: His virgin birth (Matthew 1:23; Luke 1:31-35).

His sinless life (Hebrews 7:26; I Peter 2:22).

His miracles (Acts 2:22; 10:38).

His substitutionary work on the cross (I Corinthians 15:3; II Corinthians 5:21).

His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; I Corinthians 15:4).

His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1:3).

**The Fall of Man.** Man was created good and upright; for God said, "*Let us make man in our image, after our likeness.*" However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26, 27; 2:17; 3:6; Romans 5:12-19).

**The Salvation of Man.** Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.

Conditions of Salvation: Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).

The Evidence of Salvation: The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

### The Ordinances of the Church.

**Baptism in Water:** The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47-48; Romans 6:4).

**Holy Communion:** The Lord's Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (II Peter 1:4); a memorial of His suffering and death (I Corinthians 11:26); and a prophecy of His second coming (I Corinthians 11:26); and is enjoined on all believers "till He come!"

**The Baptism in the Holy Ghost.** All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; I Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 15:7-9). With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

**The Evidence of the Baptism in the Holy Ghost.** The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (I Corinthians 12:4-10, 28), but different in purpose and use.

**Sanctification.** Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1-2; I Thessalonians 5:23; Hebrews 13:12). The Scriptures teach a life of "*holiness without which no man shall see the Lord*" (Hebrews 12:14). By the power of the Holy Ghost we are able to obey the command: "*Be ye holy, for I am holy*" (I Peter 1:15-16).

**The Church and Its Mission.** The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven (Ephesians 1:22-23; 2:22; Hebrews 12:23). Since God's purpose concerning man is to

seek and to save that which is lost, to be worshipped by man, and to build a body of believers in the image of His Son, the priority reason-for-being of the Assemblies of God as part of the Church is:

To be an agency of God for evangelizing the world (Acts 1:8; Matthew 28:19-20; Mark 16:15-16).

To be a corporate body in which man may worship God (I Corinthians 12:13).

To be a channel of God's purpose to build a body of saints being perfected in the image of His Son (Ephesians 4:11-16; I Corinthians 12:28; 13:12).

The Assemblies of God exists expressly to give continuing emphasis to this reason-for-being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15-20; Acts 4:29-31; Hebrews 2:3-4).

Adds a necessary dimension to worshipful relationship with God (I Corinthians 2:10-16; 12:13-14).

Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ (Galatians 5:22-26; I Corinthians 14:12; Ephesians 4:11, 12; I Corinthians 12:28; Colossians 1:29).

**The Ministry.** A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in:

Evangelization of the world (Mark 16:15-20).

Worship of God (John 4:23-24).

Building a body of saints being perfected in the image of His Son (Ephesians 4:11-16).

**Divine Healing.** Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers (Isaiah 52:4-5; Matthew 8:16-17; James 5:14-16).

**The Blessed Hope.** The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (I Thessalonians 4:16-17; Romans 8:23; Titus 2:13; I Corinthians 15:51-52).

**The Millennial Reign of Christ.** The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousands years (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel (Ezekiel 37:21-22; Zephaniah 3:19-20; Romans 11:26-27) and the establishment of universal peace (Isaiah 11:6-9; Psalms 72:3-8; Micah 4:3-4).

**The Final Judgment.** There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).

**The New Heavens and the New Earth.** *"We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness"* (II Peter 3:13; Revelation 21, 22).

We recognize that certain teachings are left primarily to other Church ministries and the home.

Open opposition to these basic Christian Statements of Faith is grounds for dismissal.

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Parent Signature

Date

## Religiously Exempt Child Day Center Program Decision to Administer Medications

My program has made the following decision regarding the administration of medications to a child in my program:

I (or my staff) **WILL** administer prescription and non-prescription medications.

**Provider and the parent of each enrolled child must sign below.**

**The provider must maintain a copy of this form in each child's individual record.**

Provider's Name:	Facility Name: <b>Word of Life Christian Academy</b>
Provider's Signature:	Date:
Parent's Signature:	Date:
Child's Name:	Date:

### Authorized Staff to Administer Prescription Medications

The program will administer prescription medications in accordance with the physician's or other prescriber's instructions and in accordance with the standards of practice in the MAT training. Only a provider who has successfully completed the MAT training or has appropriate licensure to administer prescription medications and is listed as a medication administrator in the *Program's Decision Regarding Medication Plan* will be permitted to administer prescription medications in my program.

I understand that any individual listed in this section as a medication administrator is approved to administer prescription medications using the following routes: topical, oral, inhaled, eye, and ear, medication patches and epinephrine using an auto-injector device.

I understand that if a child in my program requires prescription medication to be administered rectally, vaginally, by injection or by another route not listed above, I will follow the procedures outlined in the MAT training for children with special health care needs.

I understand that to be approved to administer prescription medication, all individuals listed in my *PROGRAM'S DECISION REGARDING MEDICATION* plan (unless the individual is licensed to administer prescription medications) must have a valid:

- Medication Administration Training (MAT) certificate;
- CPR certificate which covers all ages of the children my program is approved to care for as listed on my registration/license; and
- First aid certificate which covers all ages of children my program is approved to care for as listed on my registration/license.

**Medication Administrator(s)**

MAT certificates (or documentation of licensure to administer prescription medications), age-appropriate first aid certificates, and CPR certificates for the staff listed below will be kept on site and be available upon request.

Provider/Staff Name: Bonnie Johnson

Provider/Staff Name: Ritsuko Rhodes

Provider/Staff Name: Mekdes Abteu

Provider/Staff Name: Andrea McCray

**Confidentiality Statement**

Information about any child in my program is confidential and will not be given to anyone except VDSS' designees or other persons authorized by law unless the child's parent or guardian gives written permission. Information about a child in my program will be given to the local department of social services if the child received a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

**Rehabilitation Act of 1973**

I understand that if my program receives any federal funding (such as child care subsidy from a local department of social services), I am subject to Section 504 of the Rehabilitation Act of 1973 which is similar to the provisions of the Americans with Disabilities Act. If a child enrolled in my program now or in the future is identified as having a disability covered under the Rehabilitation Act, I will assess the ability of the program to meet the needs of the child (for further information on the Rehabilitation Act seek legal counsel and/or go to the following website:

<http://www.dol.gov/oasam/regs/statutes/sec504.htm>

**Provider Statement**

I understand that it is my responsibility to follow my *PROGRAM'S DECISION REGARDING MEDICATION* plan and all health and infection control regulations applicable to my child day program.

I will verify and document the credentials for all new staff certified to administer prescription medications before the staff is allowed to administer prescription medications to any child in my child day program.

The *PROGRAM'S DECISION REGARDING MEDICATION* plan will be made available to parents at enrollment, whenever changes are made and upon request.

# **WORD OF LIFE CHRISTIAN ACADEMY**

## **ADMISSION REQUIREMENTS FOR PRESCHOOL**

Thank you for your interest in Word of Life Christian Academy's Preschool Program. Choosing the right preschool for your child is a tremendous responsibility. It is at this early age that children learn the foundational concepts they will need as they continue to grow and develop into young adults. At Word of Life Christian Academy we are devoted to providing a challenging educational program so that you may have opportunity to secure the best education possible for your child. All children will be considered for admission regardless of race, color, or national and ethnic origin. Our preschool program admits children who are at least 2 ½ years (30 months) of age through the age of five. Enrollment will depend upon available space in the classroom, the child's social maturity, and readiness for the school program. Listed below you will find the requirements for admission into our school. If you need additional assistance throughout the admissions process, please feel free to contact the school at 703-354-4222.

### **BEFORE APPLYING FOR ADMISSION:**

**1. Your child must be at least 30 months (2 ½ yrs.) of age**

All children entering a pre-school class must be at least 30 months (2 ½ yrs.) old before they can attend.

**2. Pre-kindergarten Requirement**

All children entering a pre-kindergarten class must be 4 years old on or before September 30<sup>th</sup>. Because our school is an accredited school we cannot make allowances for late birthdays.

**3. Your child must be FULLY potty trained.**

We define this as no more than one (1) accident per week. Children may not wear diapers or pull-ups to school. If after admission we find that the child is not fully potty trained, his/her enrollment will be terminated.

**4. Your child must be able to feed him/herself.**

Children must be able to feed themselves. Teachers do not spoon feed children. Baby bottles, pacifiers and sippy cups are not permitted.

### **AFTER MEETING THE PREVIOUS REQUIREMENTS:**

**STEP 1: Fill out the application for enrollment and submit it to the Preschool Director. (Registration fee must accompany application to be considered for enrollment.)**

The application for enrollment includes a copy of our Philosophy, Statement of Faith, Discipline policy and Financial Agreement forms. All forms must be signed. The non-refundable registration fee must accompany the application. This fee reserves a space for your child until the admission process is completed or for a maximum of thirty days. Until the admission process is complete, your child is not considered enrolled in our school. The registration fee is only refunded if we do not accept your child into Word of Life Academy.

**STEP 2: Set up an Interview with the Director.**

After the application for enrollment has been submitted and processed, an interview will be scheduled with the Preschool Director. All required forms listed below must be turned in before or during the interview. The purpose of this interview is to determine if our school meets the needs of the prospective student and parent and to discuss operational policies. The child must attend this interview and will be given an assessment. This assessment is used for planning purposes only and does not determine eligibility into our program. Parents will be informed of the Director's decision regarding acceptance into the school program within 3 days of the interview by either letter or phone. No student will be allowed to start school without the required forms listed below.

**STEP 3: Meet with the Accountant to process your payment plan.**

Our school partners with SMART TUITION for collecting and processing all payments. Enrollment into SMART TUITION must be set up with the accountant.

### **REQUIRED FORMS:**

*(Plan ahead: Sometimes it takes several weeks to get the forms filled out by your health care provider or obtain a birth certificate if you do not have one.)*

**1. Health Exam**

Each child must have had a physical health exam within the past 12 months. Proof of this must be provided on the "Commonwealth of Virginia School Entrance Health Form" and must be submitted either before or at the time of the interview.

**2. Current Immunization Record**

Each child must have a current certificate of immunization. Proof of this must be provided on the "Commonwealth of Virginia School Entrance Health Form" and must be submitted either before or at the time of the interview.

**3. Proof of Birth**

Parents must supply an original birth certificate (*copies are not acceptable*) or a passport as proof of identity. Documents will be recorded in the office for our records and originals returned.

**4. Proof of Citizenship**

The child's social security number must be listed on the application for enrollment or a Visa will be required.

**5. Smart Tuition Form—for payments**