



Foundations Preschool Re-Enrollment Packet

Use this packet if your child
has attended Foundations.

Please complete **this** form and email it to:

connie@fpachatt.com

Admission and Tuition Agreement

Parent Handbook

Sick Child Information

Email updated information to connie@fpachatt.com

Example: phone numbers, address, emergency contacts, allergies, etc.

*Please note that if you are completing this packet electronically then all pages with your signature which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, electronic signatures shall include hand typed, faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.



Parent Declarations:

(Your signature on this page provides a “yes” answer to each of these questions. If your answer is no to any of these questions please see the F.C.A. Director prior to signing for clarity)

- I received a summary of the **TN-DOE 0521-12-01** (last pages of Application).
- I do hereby authorize emergency medical care for my child (a limited power of attorney may be required for military dependents).
- I received a copy of the child care facility’s Policy Statement or Handbook, Covenant agreement, and Payment Contract, and I have signed their copy, verifying by receipt my understanding and agreement of their content.
- I authorize F.P.A. to transport my child in the event of an emergency as listed in the F.P.A. "Emergency & Disaster Plan".
- I authorize F.P.A. to instruct my child in a Personal Safety Curriculum.
- I authorize F.P.A. to apply diaper cream (provided by parents)
- I authorize F.P.A. to apply sun screen (provided by parents)
- By enrolling a student in F.P.A., a parent agrees to allow our staff to occasionally show media of Holiday & Bible based lessons on Christian principles that have been pre-viewed by F.P.A. staff.
- I understand F.P.A. is a smoke/vape-free environment.

Signature of Parent(s)/Guardian(s)
(Printed name is your signature)

Date

This form/information shall be maintained for one year after date of un-enrollment.

Information on this form shall be updated annually or as needed to ensure the protection of the child.



2025-2026 Admission & Tuition Agreement Start Date: _____

School Year: August 11th, 2025 – August 14th, 2026

Child's Name: _____

If different name to be called at school: _____

Father Cell Carrier: _____

Mother Cell Carrier: _____

(Example: Verizon, ATT, T-Mobile etc...)

PART DAY ☐ **FULL DAY** ☐ **POTTY TRAINED** **YES** ☐ **NO** ☐

Full Day is any time between 7am-5:30pm. / Other changes must be preapproved by Director.

Non-Refundable Registration Fee:

| | |
|--|------------------------|
| (due at each new or re-enrollment registration regardless of month registering) | \$90.00 (yearly) |
| Full Day Program (7:00am- 5:30pm) Includes Two Snacks | \$215.00 (weekly) |
| Part Day Program (8:30am - 12:30pm) Includes AM Snacks Only | \$165.00 (weekly) |
| Potty Training / Diapering | \$2.00 (per day) |
| Lunch is to be provided by Parents: (If parents forget, F.P.A. will provide lunch) | \$5.00 (per incident) |
| If a child is not clocked in or out fee: (State mandated to clock children in/out) | \$2.00 (per incident) |
| Day of changes from Part Time to Full Time (charge per day) | \$20.00 (per incident) |
| Late Payment Fee (Wednesday after 9:00am) | \$20.00 (per incident) |
| Sibling Discounts: 10% off second child enroll in F.P.A. | |

Hours and Holidays

We are open from 7:00 am to 5:30 pm Monday through Friday with the exception of the following holidays. When the holiday falls on a Saturday we will be closed Friday, when on Sunday we will be closed Monday.

- Labor Day: 9/1/25
- Thanksgiving Day and Day After: 11/27-28/2025
- Christmas Eve & Day: 12/24-25/2025
- New Years Eve & Day: 12/31/2025-1/1/2026
- Good Friday: 4/3/2026
- Memorial Day: 5/25/2026
- 4th of July: 7/3/2026

Financial Policy

1. If your child is absent for any portion of the week (including illness or vacation), there will be no reimbursement or adjustment made to the regular weekly tuition. Holidays cannot be rescheduled.
2. Weekly tuition invoiced Monday for the current week. Tuition payments can be paid with Tuition Express, checks and cash. Checks and cash must be dropped off to our office staff. A late fee of \$20.00 applies if your tuition is not paid in full by Wednesday at 9:00 am each week. Your Tuition Express form on file will be processed. If your account goes two weeks past due, your child may be temporarily suspended or dropped from our program until all outstanding amounts are paid in full unless previously other arrangements have been made with the director.
3. If you need separate records of payments (Mom and Dad will pay separately) made on the account, you will need to notify the director at the time of enrollment.
4. Diapering / Potty Training: A \$2 a day fee for all students that are not potty trained. Student needs to be two weeks' accident-free to be considered potty trained and not wearing a pull up at nap time. If recurring accidents occur after the child is potty trained, a \$2 a day fee will be added to your account.



5. Parents will be assessed a late charge of \$2 for each minute past closing (5:30 pm), for full-day and (12:30 pm) for part-day, that they are late picking up their child. You will be invoiced for any late pick-up charges and are due promptly. Chronic lateness may result in dismissal from the preschool.
6. If you forget to bring lunch for your child, we can provide lunch for \$5, which will be added to your account.
7. In-Service Days: We have two in-service days per school year. We will notify the parents at least 30 days ahead of time.
8. Weather Days: We will notify parents by 6:00 am if we have a weather day. You may receive notifications by email, text message, and/or parent engagement app.
9. To discontinue enrollment, we will need a two-week **written** notice in advance that must be emailed to the director. Without prior written notice, you will be required to pay your weekly tuition for the remaining days.
10. If you choose to remove your child from our program, their place will be given to a child from our waiting list, and if you decide to enroll them later, you will have to pay registration again. If we need to remove your child, the director may approve for your child to return, if there are any openings, within the same year without being charged a registration fee.
11. Parents will be given at least 30-calendar-days prior written notice of any necessary rate change.

Continuing Enrollment Requirements

1. Current enrollment information must be maintained at all times.
2. Respect for other's rights both verbally and physically at all times.
3. Compliance with all policies, school philosophies, rules, requirements, and financial policies.
4. Immediate pick-up of the child upon the request of the center's director.

Armed Security Guard *(drafted in compliance with Tennessee Code Annotated Section 49-50-803)*

Foundations Preschool & Academy prohibits the carrying, whether openly or concealed and with the intent to go armed, of any firearm on its campus to include buildings, recreation areas, or any area of property owned by Calvary Chapel Chattanooga and Foundations Preschool and Academy.

Foundation Preschool & Academy authorizes approved employees of Foundations Preschool & Academy as well as approved employees of Calvary Chapel Chattanooga to carry a firearm on the premises with the intent to enhance safety and security to the premises, as well as the staff and student body of Foundations Preschool & Academy.

Foundations Preschool & Academy as well as Calvary Chapel Chattanooga staff that carry a firearm on the premises must have a valid Concealed Carry Permit as well as have direct approval from the designated Department Heads on the approval committee.

Any adult that is operating a privately owned vehicle and is authorized to possess a firearm legally may have the firearm safely stored within the vehicle while on the premises of Foundations Preschool & Academy as well as Calvary Chapel Chattanooga.



We reserve the right to dismiss any child for non-compliance with our policies, or if they, in our judgment, do not benefit from, or prevent others from profiting from our program.

I have read the above policies and parent handbook, and I agree to cooperate with and follow the guidelines and philosophies stated.

Parent's signature (Father) *(Printed name is your signature)* _____ Date _____ Day Time Phone

Parent's signature (Mother) *(Printed name is your signature)* _____ Date _____ Day Time Phone

F.P.A. Director Approval *(Printed name is your signature)* _____ Director Approval Date

Father's Email Address: _____
(Please Print Clearly)

Mothers's Email Address: _____
(Please Print Clearly)



F.P.A. (Preschool) Parent Handbook

2025-2026

3401 Broad Street.
Chattanooga, TN 37409 423-633-9150

Philosophy / Purpose

Our desire is in ministry to the child and their parents, so our educational program deals with each child's spiritual, intellectual, cultural, physical, & artistic needs. We attempt to equip them with a Biblical view of life. Our goal is to help them grow "in wisdom, in stature, and in favor with God and man" (Luke 2:52) with Jesus Christ as their example. We believe that all children are created in the image of God; we do not discriminate based on gender, race, or color.

Age, Rates, Hours & Holidays (Preschool 2-5 years)

Non-Refundable Registration Fee:

| | |
|---|------------------------|
| <i>(due at each new or re-enrollment registration regardless of month registering)</i> | \$90.00 (yearly) |
| Full Day Program (7:00am- 5:30pm) Includes Two Snacks | \$215.00 (weekly) |
| Part Day Program (8:30am - 12:30pm) Includes AM Snacks Only | \$165.00 (weekly) |
| Potty Training / Diapering | \$2.00 (per day) |
| Lunch is to be provided by Parents: <i>(If parents forget, F.P.A. will provide lunch)</i> | \$5.00 (per incident) |
| If a child is not clocked in or out fee: <i>(State mandated to clock children in/out)</i> | \$2.00 (per incident) |
| Day of changes from Part Time to Full Time <i>(charge per day)</i> | \$20.00 (per incident) |
| Late Payment Fee <i>(Wednesday after 9:00am)</i> | \$20.00 (per incident) |

Sibling Discounts: 10% off second child enroll in F.P.A.

We are open from 7:00am to 5:30pm Monday through Friday, with the exception of the following holidays. When the holiday falls on a Saturday we will be closed Friday, when on Sunday we will be closed Monday.

- Labor Day: 9/1/25
- Thanksgiving Day and Day After: 11/27-28/2025
- Christmas Eve & Day: 12/24-25/2025
- New Years Eve & Day: 12/31/2025-1/1/2026
- Good Friday: 4/3/2026
- Memorial Day: 5/25/2026
- 4th of July: 7/3/2026

Preschool Office

If you need to meet with the director, or set up a time to meet with your child's teacher, contact the director to schedule a meeting.

Communication

We encourage open communication between the school and parents. Be assured that if there is a problem, we will contact you immediately. Let us know if you have any concerns so we can make an appointment with the director.

Visitors

Parents are welcome to visit our school anytime. We require that all visitor's check-in at the office first



Daily Program

A carefully supervised and balanced program is offered to assist the children in their learning process. We include various hands-on activities that will help them become curious learners and creative problem solvers. The preschool classroom is divided into learning centers that invite your child to explore and imagine while developing school readiness skills. Our preschool's function, in cooperation with the home and church, is providing a Christ-centered education. We desire to promote a strong relationship between family, church, and school.

Arrivals & Departures

All children must be checked IN and OUT at the kiosk every day. Children will only be released to authorized adults listed on the student's emergency information sheet. We will not release any child to anyone whose behavior may place the child in immediate risk. If you need someone that is not on your emergency list to pick up, you will need to send an email to the director with the person's information that you are authorizing to pick up. Those that are not registered in the kiosk will need to show a valid picture I.D. and sign out. If you are unable to pick up your child by closing, please notify the director.

Reimbursement Policy

If it becomes necessary for you to withdraw your child during the week or if your child is absent for any portion of the week, there will be no financial reimbursement.

Payment Schedule

Full payments are due for weekly tuition. Tuition payments are due by Wednesday by 9:00 am for the current week. Payments can be made by Tuition Express, checks and cash. If payment is not received by Wednesday by 9:00 am and Tuition Express was not processed a late fee will be applied.

Late Pick-up Charges

Late pick-up charges will be assessed on all children picked up late. Part-time pick up after 12:30pm. Full time pick up after 5:30 pm. You will be invoiced \$1 per for every minute late.

Withdrawal Procedure

Two weeks advance written notice for withdrawal must be dated and placed in the tuition box or emailed to the director.

Health Requirement

We need Immunization records or a letter stating that vaccines conflict with religious beliefs. All children are required to have a complete set of enrollment forms on file before their first day. A daily health check will be given to your child as they arrive. Their teacher/director will evaluate if they are well enough to stay and participate. Please refer to "when a child becomes too sick to attend" the information we have given you. If your child becomes too sick to stay at school, we will call you. In this case, you must make arrangements to pick up your child as soon as possible.

Health & Medications:

Medications will be administered only if:

1. A prescription that is prescribed for the child by a physician in the original container.
2. Non-prescription medications in the original container.
3. Medication form must be filled out by parent or guardian.



Accidents

All accidents occurring at the school are reported to the director, and an accident report is written. Parents will be informed of minor accidents. In the case of a minor medical situation, the following steps will be taken:

1. Attempt to contact the parent or guardian.
2. Attempt to contact the persons listed on the emergency information sheet.

In a serious medical emergency, we will do the following:

1. Call 911
2. Attempt to contact the parent or guardian.
3. Attempt to contact the persons listed on the emergency information sheet.

Diapering / Toilet Training

Parents provide diapers and wipes with items labeled with child's name. A charge of \$2 per day will be charged based on the number of days enrolled. This charge will be added to your weekly tuition invoice. If recurring accidents occur after the child is potty trained, a \$2 a day fee will be added.

Personal Belongings / Toys

We ask that your child leave all toys at home. We are not responsible for lost or broken toys brought to school. The exception to this is an appropriate "security" item for nap time.

Clothing Requirements

All children are required to have a spare change of clothes at school. Potty trainers need a couple extra sets of clothes. All extra clothing should be labeled with your child's name.

Nap Time

We provide preschoolers a rest time each afternoon to rejuvenate their active minds and bodies. All preschoolers are encouraged to have a labeled small blanket for nap time. Blankets must be taken home on Friday (or the last day your child attends each week), laundered, and returned by your child's first day of school for the week.

Food

The children should bring a healthy lunch daily. We provide a healthy and well-balanced mid-morning and mid-afternoon snack daily.

Emergency Plan

We regular practice emergency drills. In the event there is an emergency we will notify parents via email, ProCare parent engagement app, or a text message giving them all information needed.

Holding a Child's Place

If you choose to remove your child from our program, their place will be given to a child from our waiting list, and if you decide to re-enroll them later, you will have to pay registration again. If we need to remove your child, the director may approve for your child to return. If there are any openings within the school year, the registration fee will not be charged.

Discipline Policy

Good behavior is essential for a successful program. Discipline will be consistent with the age and needs of the child. The use of physical punishment is never permitted. Discipline will NOT be associated with food, rest or toileting. We believe it is important to give positive guidance, setting clear limits and redirection. We may use a quiet time with a teacher/aide lasting no more than one minute for each year of the child's age. When finished, the teacher will pray with the child. If an improper behavior continues, the child will be referred to the director, and the parents will be called to the school to handle the situation further. If a child continues to have improper behavior, he/she may be kept home for a short period (a day or so). If the behavior continues, your child could be removed from the school. Like-mindedness is essential in this area between parents and the school.



Campus Pastor:
Pastor Robert - 714-401-2416 - robert@fpachatt.com

Administrative Director:
Connie Benoun - 423-633-9150 - connie@fpachatt.com

I have read Foundations Preschool Parent Handbook and fully understand and all the policies listed.

Child's Name_____

Date:_____

Parent/Guardian Name and Signature (Printed name is your signature)



Too Sick to Go to Preschool?

Do you wonder if your child is too sick to come to preschool?

Here are some things to keep in mind.

Fever

A fever is: 100.4 F or higher with an ear thermometer. 100. F or higher with an oral thermometer. 99 F or higher with an armpit thermometer. If your child has a fever at or over the above temperature above, they will need to be picked up from school. They must wait at least **24** hours after the fever has come down and stabilized without medication to send your child back to school.

Colds

On average, a child catches 6–8 colds per year. There is no need to keep them home with sniffles or congestion—as long as their temperature is LOWER than the above degrees and there are no other signs of illness.

Vomiting or diarrhea

Keep your child home. Call the doctor if these problems persist or your child seems dehydrated. They can return to preschool when they can drink liquids without problems—at least **24** hours after the last time they vomit and at least **12** hours after the last time they had diarrhea.

Stomachache, headache, earache, toothache

Observe your child; if they are in severe pain, call their doctor immediately. If they don't look or act sick, try gentle encouragement (like reminding them of something fun they will be doing that day). Call their doctor if they complain of pain frequently, their pain persists, or you're unsure they are ill.

Conjunctivitis (“pinkeye”) or Strep Throat

Your child needs to stay home until they have been on an antibiotic for **24** hours and has no fever. Red “bloodshot” eyes and yellow or greenish discharge from the eyes are signs that they should see a doctor. If they have a sore throat or a sore throat and a fever, they should be tested for strep at the doctor's office.

Rash

You don't need to keep your child home for a minor diaper or heat rash. If they have an unusual rash with fever or acts unwell, see a doctor before sending them to preschool. A child with impetigo (a skin infection characterized by blisters that itch) they should stay home for **24** hours after first dose of antibiotics. Cover any remaining blisters or scaling with a bandage or dressing when they return to preschool.

Head lice

Keep your child home until the morning after her first treatment. Note: Some treatments work better than others do, also check your child's head thoroughly before sending them back to preschool.

Chicken pox

Keep your child home at least 6 days after the rash first appears



Photo / Media Permission Form

I hereby grant Foundations Preschool & Academy, its employees and the Calvary Chapel Chattanooga Photography Team on behalf of F.P.A. the right to photograph my dependent and use the photo and/or other digital reproduction of him/her or other reproduction his/her physical likeness for publication purposes only, whether electronic, print, digital or electronic publishing via the internet.

Students Name: _____

(Check One Box)

☐

YES, I agree to allow Foundations Preschool & Academy to take and use photos of my child in the manner listed above.

☐

NO, I do not allow Foundations Preschool & Academy to display photos of my child.

Print Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____
(Printed name is your signature)

Date: _____