



### TUITION & ENROLLMENT FEES

SCHEDULE			FEES	SIBLING (10% discount)
Summer Program Ages 3 to 10:				
Week 1	July 10 <sup>th</sup> – 14 <sup>th</sup>	8:30 AM – 2:00 PM	\$ 250.00	\$225.00
Week 2	July 17 <sup>th</sup> – 21 <sup>st</sup>	8:30 AM – 2:00 PM	\$ 250.00	\$225.00
Week 1 & 2	July 10 <sup>th</sup> – 21 <sup>st</sup>	8:30 AM – 2:00 PM	\$ 475.00	\$427.50
Space is limited. Registration deadline: May 31, 2017				
Extended Care: There will not be extended care offered during the Summer Camp program. Students must be picked up within 5 minutes of dismissal.				

## GETTING STARTED

### ADMISSION

Bonita Learning Academy accepts children ages three through six years, regardless of race, color, sex, creed, religion, national or ethnic origin, handicap or medical condition, provided the established program meets the needs of the individual child with reasonable accommodations. Required documentation consists of the following: Enrollment form, Consent for Emergency Medical Treatment, Updated Immunization Records, Parents' Rights, and Personal Rights.

### ENROLLMENT

Your child must be officially enrolled to be able to attend school. The non-refundable tuition and enrollment fees must be paid in full and all required documentation must be completed.

### PLACEMENT

Each child will be placed according to age. ***-Grouping and final placement of children will be determined at the discretion of the administration.***

## COMING AND GOING

### ARRIVAL & DEPARTURE

State law requires that students be walked to and from the building by the parent or an authorized adult. The students must be signed in and out by such, in order for the Academy to assume responsibility for the child. Once a child has been signed out by a parent or other authorized person, that person assumes responsibility for the child. School starts at 8:30 a.m. Please arrive punctually. **Doors are opened to receive children at 8:20 a. m., except on Fridays at 8:30 a.m. due to staff meetings.**

**A charge of \$1.00 per minute will be assessed for any child not picked up by 2:05 p.m.** The Academy reserves



the right to discontinue the service to children who are picked up late more than three times. Parents will be notified in writing that the service has been discontinued. A minimum of 24 children per week is required to open the summer camp program. If we do not meet this minimum the Academy reserves the right to cancel this program.

#### PICK-UP POLICY

If you wish to have your child(ren) picked up by someone other than those listed on the enrollment form as authorized by you, please notify the Academy in advance in writing. The person picking up your child must present a government issued photo I.D. and sign the official sign-out sheet. Please be aware that **under no circumstance will children be released otherwise.**

#### PARKING/CELL PHONE USE

Please do not block anybody's driveway or mailbox. **Please enter from Bonita Road and exit from Cordele Ln. through Glen Abbey Blvd.** Please follow the instructions of the Traffic Coordinator. The school is a cell phone free zone. Cell phone use while driving is illegal and puts our students in danger. It will not be tolerated. The individual responsible for picking up or dropping off your child needs to be fully aware and not distracted with their cell phones. Being cell phone free while on campus is important because, you are available to your child's teachers and you acknowledge your child during good byes and hellos without any distractions. You can help to ensure that your child has all of his/her correct belongings as well. We appreciate everyone's support in helping keep our children safe.

#### MONEY MATTERS

##### TUITION

The weekly tuition is \$250.00 (\$225.00 sibling), two week tuition is \$475.00 (\$427.50 sibling) and must be paid to complete enrollment. The first day of summer camp will be on Monday, July 10, 2017, the last day will be Friday, July 21, 2017.

##### DISCOUNTS

Families with more than one child in the school are entitled to a 10% per week sibling discount for the second child. The discount will apply as long as the two children continue with their enrollment. Only one discount may apply per family.

##### RETURNED CHECKS POLICY

**There will be a \$35.00 fee charged to your child's account for any returned checks. Payment will need to be made with a cashier's check or cash.** If we receive a second returned check, all subsequent payments must be made with a cashier's check or in cash.

##### WITHDRAWAL

Should your child not be able to attend Summer Camp for any reason, a two week's written notice must be given. The tuition paid for this program may be used as credit towards another BLA program. If a two week's written notice is not received, credit will not be given.



## STAYING HEALTHY & SAFE

### SICK CHILDREN

Children who are ill with a contagious disease/illness or fever must stay at home. You must pick up your child within ONE HOUR of being notified by the Academy if your child exhibits any of the following:

--A fever of 101 or higher  
--Discharging eyes or ears

-- diarrhea  
-- undiagnosed rash

--vomiting  
-- nasal discharge

or other condition which appears to be making the child ill, and/or endangering the health of other students. In addition, state law requires children to be free of symptoms for 24 hours before returning to class.

Children who have been exposed to any contagious disease (measles, mumps, chicken pox, pinworms, head lice, whooping cough, etc.) and/or who exhibit signs of such illness are to be kept at home until all symptoms have cleared. If the child is under medication and is attending school, a Parent Consent for Administration of Medications Form will need to be filled out.

***Children who have vomited or who had fever over 100.5 within the last 24 hours must be kept at home. Please do not give them Tylenol or other fever reducing medicine and send them to school, as the disease is only "hidden" but might still be contagious to other children.***

Please notify the Academy of any contagious disease to which your child might have been exposed, as well as any prescription medication being taken.

### DISCIPLINE POLICY

If a discipline problem occurs, such as: hitting, fighting, biting, hurting another person on purpose, use of obscene language or gestures, repeated disobedience/disrespect, or in general being constantly disruptive in the classroom, the parents will be notified, and we will speak to the children involved and work with them to help correct this kind of behavior. If a second offense occurs, depending on the circumstances, the child might need to go home. If your child needs to be picked up as a result of a discipline problem, it is very important that he/she is picked up as soon as possible, so it is clear to the child that this is a consequence of his/her actions.

If the problem continues and there is no sign of improvement in the child's behavior, the Academy reserves the right to temporarily or permanently exclude that child. Playing with real or imaginary violent toys, such as swords, guns, knives etc., is not acceptable in school, and parental support of this policy is appreciated.

### LUNCH

Lunch should be sent in a bag/container clearly marked with the child's full name. We strongly encourage a simple nutritious lunch, which should include **at least** two food groups: fruits and vegetables, protein and/or dairy products. Do not send sodas, candies (including chewing gum), or candy bars for your child's regular lunch, and please do not pack foods that require oven or microwave heating. The school will provide a healthy snack on a daily basis.

Our school is a nut-free facility, thus no peanut or nut based foods containing nuts will be allowed for lunch for any child. Please notify the administration if your child has any food allergies.

#### TOTE BAG

A tote bag is required for each student. It may be a BLA tote bag or a generic tote bag. Should you want to order a BLA tote bag with your child's name embroidered, you may order one with Miss Sylvia by June 23<sup>rd</sup>. The bag will be used to transport your child's work to home, and it will also serve as a communication bridge providing general school information. It should be emptied, reviewed, and returned the following school day. **Backpacks will not be allowed due to limited space.**

#### VISITING

We invite you to visit the Academy at any time during the facility's operating hours. For your convenience, please call in advance for an appointment. Office hours are: Monday through Friday from 8:30 a.m. to 4:00 p.m. All visitors must check in at the office. We welcome any ideas that you may have. Class observation time is limited to 20 min. per classroom to minimize distraction/interference with our program. If anyone other than the student's parents want to visit (grandparents, aunts, etc.), a written consent from both parents must be given.

#### GENERAL POLICIES

##### UNIFORMS AND PERSONAL APPEARANCE

The school uniform is not required for the Summer Camp program. At the discretion of the administration, a child may be sent home if he/she wears something that the administration may deem inappropriate. These are the dress code guidelines for summer camp:

**Shoes** - Closed toed shoes required. Crocs, sandals, flip flops or slippers are **NOT** allowed. Students must be able to tie their own shoes. Velcro is preferred for younger students. Socks must be worn with shoes. Socks should not be shorter than ankle length.

**Tops** – No tank tops, muscle shirts, spaghetti straps, crop tops, or tube tops are allowed. Shoulders should not be exposed.

**Bottoms** – Shorts must be worn under all skirts and dresses. When student is standing with arms at his/her sides, bottom (dress, skirt or shorts) should reach to the fingertips or longer.

Belts are not allowed. Girls should not wear any make-up or have their nails painted and boys should keep their hair trimmed. Painted hair is not allowed.

##### TOYS, JEWELRY AND OTHER OBJECTS FROM HOME

Please do not permit your child to bring toys, pets, or other objects to school without first obtaining permission from the teacher. Children should not wear jewelry (such as rings, bracelets, chains or watches) as they are very easy to lose and may endanger the safety of your child. The Academy cannot assume responsibility for the loss or damage of any personal items brought to school.

##### PHOTOGRAPHS

BONITA LEARNING ACADEMY is hereby authorized to photograph/videotape students during school-related activities, with the understanding that such photographs may be used for publicity and/or promotional purposes.

#### TRANSPORTATION OF CHILDREN

Teachers are not allowed to transport students.

#### NON-SOLICITATION/CONFIDENTIALITY POLICY

BONITA LEARNING ACADEMY respects the rights of all our families and will not share information with any party without previous authorization. We do not give out phone numbers, nor do we support or endorse private businesses on behalf of our school or our families.

#### LICENSING AGENCY RIGHTS

The licensing agency, Department of Social Services, has the right to visit the facility at any time, interview the children or the teachers, and review the files without previous notice.

#### RIGHTS OF STUDENTS AND PARENTS

Each student will receive, upon enrollment, a copy of Notification on of Parent's Rights (LIC 995), and Personal Rights (LIC 613).

#### OTHER PROGRAMS

##### PRESCHOOL/KINDERGARTEN PROGRAM:

Children ages 3-6

2017-18 School year: August 2, 2017 – June 15, 2018

Monday – Friday, 8:00 am – 2:00 pm

Extended Care available until 4:00 pm

##### AFTER SCHOOL SPANISH PROGRAMS:

###### **The following programs are offered for children ages 3 - 15 years**

- Spanish Language Development, Mexican Tradition and Culture.
- Spanish as a Second Language and Mexican Tradition.
- Afterschool Spanish Program for Preschool & Kindergarten.

These classes are held on Thursdays from 4:00 to 6:00 p.m. Placement is done according to the child's age and Spanish level. For more information please call the office.

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***Let us assure you that we will do our best to provide your children with a safe, warm, and caring environment, so that they feel comfortable and learn in a very easy and happy way. We thank you for entrusting your children to us, and we welcome you and your family to BONITA LEARNING ACADEMY.***

ANA M. CASTANOS  
P R I N C I P A L

**Bonita Learning Academy**

3368 Bonita Road • Chula Vista, CA 91910 • (619) 422-1777 • info@bonitalearningacademy.com • www.bonitalearningacademy.com