



# LIGHT OF THE WORLD ACADEMY

Located in Shalom Lutheran Church  
1740 E M-36  
PINCKNEY, MI 48169

Tel: 734-878-3301  
Fax: 734-878-6026  
Email: lotwa@att.net  
www.lightoftheworldacademy.org

## School Policies Form

## 2012 – 2013 Academic Year

Student Name \_\_\_\_\_

### Tuition Policy

- All students must register each year. The application fee is per family and is nonrefundable.
- The tuition deposit is nonrefundable after **July 1<sup>st</sup>**. Prior to **July 1<sup>st</sup>**, we must receive a written and dated notice of withdrawal or the deposit will not be refunded.
- Tuition is based on the academic year: September through June. No tuition or schedule adjustments can be made for vacations, holidays, school closings, discipline actions or absences. We are closed due to inclement weather when the Pinckney Community School District is closed.
- A two-week written notice of withdrawal must be given. Tuition responsibility continues until the official date of withdrawal.
- Checks returned for insufficient funds are subject to a \$30 fee.

I have read and understand the Tuition Policy. \_\_\_\_\_ / \_\_\_\_\_  
Initial Date

### Health Policy

- It is essential to provide a record of all food allergies your child may have.
- Children must be fully potty-trained before enrolling.
- If a child has a discipline problem that cannot be resolved, after all attempts are exhausted, the director has the discretion to dismiss the child (see Discipline Policy).
- If your child receives regular medication or Epipen, a current signed permission slip must be on file.
- LOTWA staff will apply sunscreen and/or insect repellent to your child as needed. Application and time will be noted on daily attendance sheets. If your child requires a specific sunscreen and/or insect repellent, please provide LOTWA with supply – make sure to clearly label container with your child's name.

I have read and understand the Health Policy. \_\_\_\_\_ / \_\_\_\_\_  
Initial Date

### Parent Notification of the Licensing Notebook

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- Light of the World Academy maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read and understand the Licensing Notebook Policy. \_\_\_\_\_ / \_\_\_\_\_  
Initial Date

**continued on back...**

## **Discipline Policy**

- It is the policy of the Light of the World Academy to use only positive means of behavior direction with any child in attendance. We encourage the child to verbalize their feelings using "their" words and offer acceptable ways of expressing those feelings. Time-outs are used as a separation time, or as a time to find a more appropriate activity. Time-outs are not used as punishment, but as a chance for the child to regain self-control.
- Negative methods of behavior control are never used in our school. Negative methods specifically prohibited are spanking, hitting, shaking, slapping or restricting movement. Children will not be shamed, humiliated or threatened. It is our goal to assist each child in developing socially acceptable methods of expressing their feelings, and to modify behavior in a positive means of redirection and age-appropriate expectations.
- If negative behavior cannot be corrected, the director will call a conference to work out with the parents a method to best help the child. If the plan of action fails to correct the child's negative behavior and it's having an irreversible negative impact on the staff and other students, the director has the discretion to suspend or terminate the student's enrollment.
- Light of the World Academy keeps on file a complete list of references to help with special needs and behavioral issues. We are happy to assist in providing these references to our parents if deemed necessary.

I have read and understand the Discipline Policy. \_\_\_\_\_ / \_\_\_\_\_  
Initial Date

## **Parent Release for Media Recording**

I, the undersigned, do hereby grant or deny permission to Light of the World Academy to use the image of my child, \_\_\_\_\_, as marked by my selections below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to: printed materials, such as brochures and newsletters, videos, and digital images such as those on the Light of the World Academy website.

### **Please check one of the following:**

- Grant permission to use my child's image.** I give permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Light of the World Academy for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.
- Deny permission to use my child's image at all.**

### **Please check one of the following:**

- Grant permission for my child's information to be printed in the student directory.** Information that may be included: name of the student, parent name(s), address, telephone number, birthday, and student picture.
- Deny permission to use my child's information in the student directory.**

I have read the above statements issued by Light of the World Academy.

\_\_\_\_\_  
Student Name

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

\_\_\_\_\_  
Date