



“Children are a heritage from the Lord, offspring a reward from him” (Psalm 127:3)

Thank you for your interest in Heritage Christian Academy’s Early Education Program. This packet contains basic information regarding the program. Once a child is registered for the Early Education Program, you will receive a registration packet which includes detailed information in order to prepare you for your first day! If you have any questions regarding the HCA Early Education Program, please contact the Admissions Director, Beth Buyck, at admissions@hcachristian.org.

We look forward to you joining the Heritage family!

Sincerely,

A handwritten signature in black ink that reads 'Heather Spigner'. The signature is written in a cursive style.

Heather Spigner
School Administrator



Mission and Philosophy: Heritage Christian Academy (HCA) is an independent, community Christian school serving grades K5 through 12. We also provide a preschool program for ages 3-5. The HCA Early Education Program provides an opportunity for foundational development in a Christ-centered environment during their early childhood years.

Hours of Operation: 9:00 a.m.-1:00 p.m. with early and after care options
Children may be dropped off as early as 8:50 a.m. and must be picked up by 1:10 p.m.
*If your child is picked up after 1:10 p.m., a late fee of \$10 is charged to your card on file.

Registration Fee: \$150 per child

Bi-annual Supply Fee: *charged in August and January

2 days a week: \$80

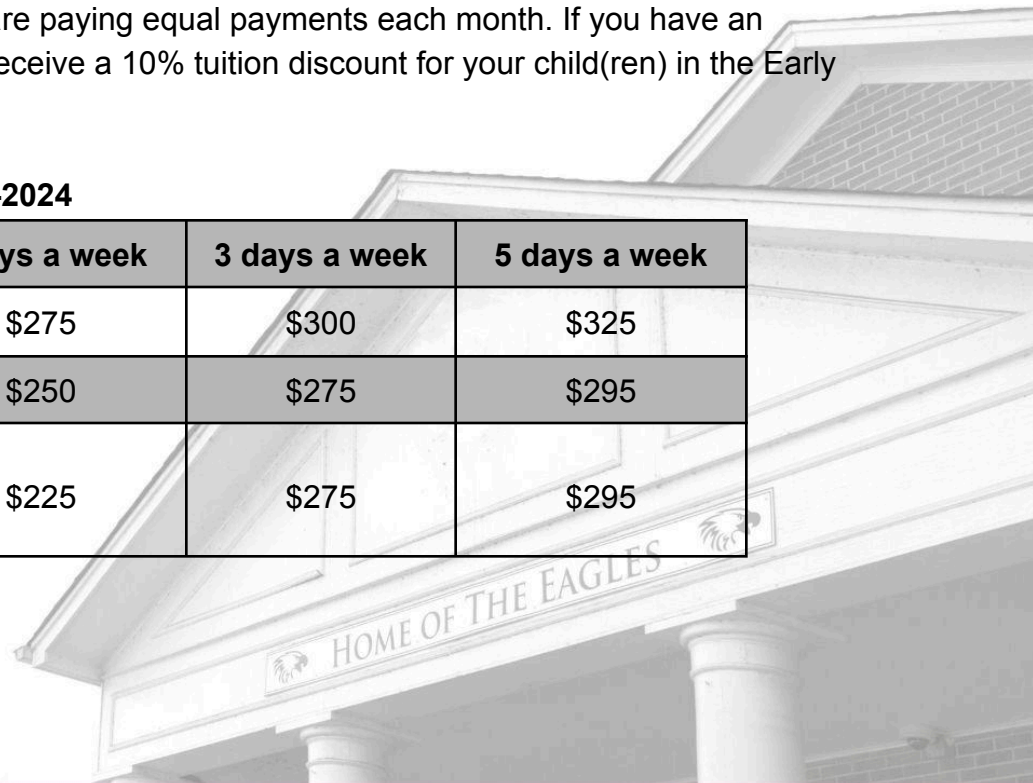
3 days a week: \$110

5 days a week: \$130

Tuition can be divided up monthly or bi-monthly through our online payment system. Tuition fees are due for the months of August-May. A 10% late charge will be added to your account for bills not paid on time. Accounts not paid by the next month will incur a 25% late fee and your child will not be able to return until your account is paid in full for the delinquent month and the following month. Tuition is divided into monthly fees for the school year so that you are paying equal payments each month. If you have an older child at HCA, you will receive a 10% tuition discount for your child(ren) in the Early Education Program.

Tuition Monthly Fees 2023-2024

| Ages | 2 days a week | 3 days a week | 5 days a week |
|---|---------------|---------------|---------------|
| 5 year olds | \$275 | \$300 | \$325 |
| 4 year olds | \$250 | \$275 | \$295 |
| 3 year olds <i>*must be three by August 1st</i> | \$225 | \$275 | \$295 |





Early/Late Program Fees/Monthly Fee

| Early/Late Options | 2 days a week (T, TH) | 3 days a week (M, W, F) | 5 days a week |
|-------------------------------|-----------------------|-------------------------|---------------|
| Early Program 7:20-9:00 a.m. | \$40 | \$60 | \$100 |
| Late Program 1:00-3:00 p.m. | \$55 | \$80 | \$130 |
| Extended Early 6:50-9:00 a.m. | \$60 | \$90 | \$150 |
| Extended Late 1:00-6:00 p.m. | \$150 | \$225 | \$300 |

Drop In Rates: *Subject to Availability

| Drop In Options | One Day Rate |
|-------------------------------|--------------|
| Early Program 7:20-9:00 a.m. | \$10 |
| Late Program 1:00-2:45 p.m. | \$10 |
| Extended Early 6:50-7:30 a.m. | \$10 |
| Extended Late 1:00-6:00 p.m. | \$20 |
| One Day From 9:00-1:00 | \$30 |

A Typical Day

Children will engage in whole group, small groups, and individualized learning opportunities. We desire to engage the students' development physically, spiritually, mentally, emotionally, and socially. Early childhood development is crucial; therefore, we intentionally give opportunities for children to grow in these areas.

Children will engage in learning centers and whole group instruction which include math, language, handwriting, social studies, and science. Children also enhance creativity through art and hands on activities, enrichment activities, outdoor play, and music class. Students participate in daily Biblical activities that are integrated throughout the daily curriculum.

Schedule for Early Education Program

The HCA Early Education Program will be open Monday-Friday each week, August-May. Please refer to the calendar list below for additional information.

| Specific Dates | Events |
|---------------------------|--|
| August 7th | Orientation |
| August 8th | First Day of School |
| September 4th | Labor Day- No School |
| October 6th | EEP closes at 2:45 p.m. |
| October 9th | Columbus Day- No School |
| November 10th | Veterans Day- No School |
| November 20th-24th | Thanksgiving Break- No School |
| December 15th | EEP closes at 2:45 p.m. |
| December 18th-January 5th | Christmas Break- No School |
| January 15th | Martin Luther King Holiday- No School |
| February 16th | EEP closes at 2:45 p.m. |
| February 20th | Presidents' Day- No School |
| March 25th-29th | Spring Break- No School |
| April 1st | Observing Good Friday- No School |
| May 17th | Last Day of School/EEP closes at 2:45 p.m. |

Heritage Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, tuition assistance and athletic and other school-administered programs.



2023-2024 Early Education Program Application

Child's Last Name _____ Child's First Name _____

Male

Age as of 8/1/23: _____

Female

Date of Birth _____

Has your child had any experience away from home such as day care, etc? _____

Please list any allergies or any other physical, behavioral, social, or mental limitations:

Does your child take medications on a regular basis? _____

Mother's Last Name _____ Mother's First Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

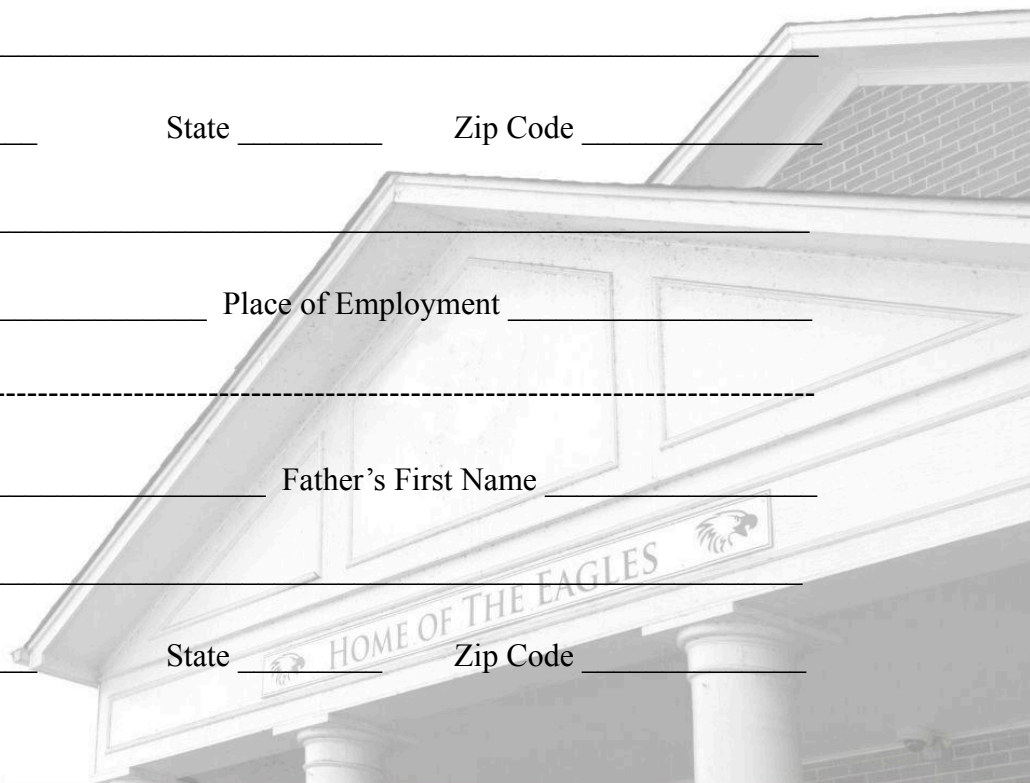
Email Address _____

Phone Number _____ Place of Employment _____

Father's Last Name _____ Father's First Name _____

Mailing Address _____

City _____ State _____ Zip Code _____



Email Address _____

Phone Number _____ Place of Employment _____

Siblings names and ages: _____

Religious or Church Affiliation: _____

AUTHORIZATION OTHER THAN PARENTS LISTED ABOVE:

Name _____ Phone Number _____ Relation _____

Allowed to Pick Up/Emergency Contact?

- Yes
- No

Name _____ Phone Number _____ Relation _____

Allowed to Pick Up/Emergency Contact?

- Yes
- No

Registration Request

Days per week:

_____ 2 days a week _____ 3 days a week _____ 5 days a week
\$250 3-4 yr (T, Th) \$275 3-4 yr (M, W, F) \$295 3-4 yr

**Our standard 2 day a week option is Tuesday and Thursday while our standard 3 day a week option is Monday, Wednesday, and Friday. If you would prefer a change in enrollment day options besides those listed above, please list your preferences here (subject to availability)*

Early/Late Options: (monthly commitment) *drop in reservations are not required

_____ Early Program (7:20-9:00 a.m.) _____ Late Program (1:00-3:00 p.m.)
_____ Extended Early (6:50-9:00 a.m.) _____ Extended Late (1:00-6:00 p.m.)

Immunizations are required – Form is due prior to the 1st day of school.

The undersigned does hereby give permission for my child(ren) to attend and participate in any Heritage Christian Academy activities from August 2023-May 2024.

FINANCIAL RESPONSIBILITY: HCA Early Education Program has partnered with FACTS to manage your child's tuition account. Enrollment in FACTS is mandatory, and you will be billed an annual FACTS administrative charge of \$50.00 as part of the first billing in August for monthly, semi-monthly & quarterly agreements; a charge of \$20.00 as part of the first billing in August for monthly, semi-monthly & quarterly agreements; a charge of \$20.00 as part of the first billing in August for semi-annual agreements, with the charge waived for annual agreements/payers.

I understand that a ten (10) day notice is required when a student will either no longer attend or will be absent an entire month. Accounts are billed on a monthly basis regardless of the number of days in attendance.

LIABILITY RELEASE: In consideration of Heritage Christian Academy allowing the participant to participate in Heritage Christian Academy, I do hereby release, forever discharge and agree to hold harmless Heritage Christian Academy, its staff, directors, volunteers, and staff from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may have incurred by the undersigned and the participant while participant while involved in the HCA activities. I, the parent or legal guardian of the participant to participate fully in the program. Furthermore, I, on behalf of my minor participant, hereby assume all risk of accidental personal injury, sickness, death, damage, and expense as a result of participation in recreation and activities involved therein. The undersigned further hereby agrees to hold harmless and indemnify said school for any liability sustained by said church as a result of the negligent, willful, or intentional acts of said participant, including expenses incurred attendant thereto.

MEDICAL TREATMENT PERMISSION: I authorize an adult in whose car the minor has been entrusted to consent to any emergency x-ray examination, anesthetic, medical, surgical, or dental diagnosis or treatment and hospital care to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital or emergency care facility. The undersigned shall be liable and agrees to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child or youth pursuant of this authorizations.

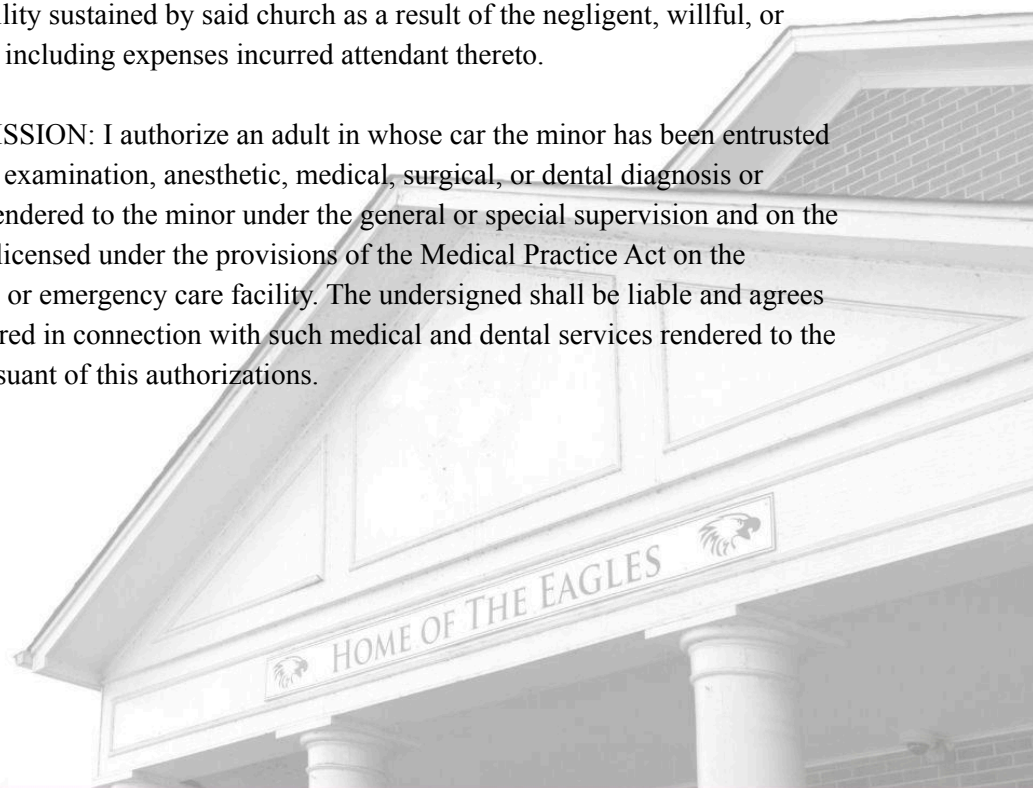


PHOTO RELEASE:

I agree that Heritage Christian Academy may photograph and record my child's likeness and activities during activities. I grant the following rights to Heritage Christian Academy: permission to use and re-use, publish or republish, and modify or alter the images taken during the shoot. Use of the images for editorial, commercial, trade, advertising, and any other purpose may be done in any medium now existing or subsequently developed, on the websites and on the internet and worldwide in perpetuity for the purposes stated above.

I waive my right to inspect or approve any editorial text or copy that is used in connection with the images and release and discharge Heritage Christian Academy from any and all claims arising out of use of the images for the purposes described above; including any claims for libel, invasion of privacy, or other tortious act.

I have read the foregoing and I fully understand its contents, understand that this agreement does not expire and confirm my agreement through this agreement. I am over the age of 21 and have legal capacity to sign the release through this avenue.

Signature

Date

***Please attach the registration fee of \$150 to the application and mail to 6200 Lou George Loop Birmingham, AL 35022. Confirmation of registration will be sent via email.**

