



A program of Eagle's Landing Christian Academy  
2400 Hwy. 42 North – McDonough, Ga 30253  
Kim Brunette – Program Director  
678 818-1082 or 678 818-1058  
kim.brunette@eagleslanding.org

**Don't let anyone look down on you because you are young, but set an example...  
in speech, in life, in love, in faith, and in purity. —1 Timothy 4:12**

The mission of the Young Chargers Enrichment Program is to lead young people to become good examples in speech, in life, in love, in faith, and in purity through character education and recreational activities.

YCEP provides a service to parents by supplying safe, quality, and loving, Christian-based care for students in our school and community just completing Kindergarten through 5<sup>th</sup> grade. We will adhere to a maximum 15/1 student/teacher ratio per classroom.

Activities include art, music, reading, Bible, crafts, computer skills, sports, games, free play, field trips, pizza/ice cream parties and more!

#### **DROP OFF / PICK UP**

When **dropping off** your child, please **escort him/her to the elementary library** which is located just inside the north portico (playground side of the building.) You will need to "sign-in" your child with the teacher each day. When picking up your child, the same procedure will apply. For the safety of your child, there will be a **\$5.00 fine** for not signing in or out. Please be prepared to show **identification** when picking up your child in the case our staff member on duty is not familiar with you. Please understand, this is for safety reasons.

#### **DRESS CODE**

Please dress your child in comfortable, weather-appropriate attire and sports shoes (please pack in backpack if wearing sandals.) **Shorts must be no shorter than 4 inches above the knee. Students will not be allowed to remain on campus while in violation of these rules.**

#### **DISCIPLINE**

In the case of a discipline problem, a Behavior Incident Report will be completed by a YCEP staff member. It will then be given to the parent upon arrival. Parent will sign the report, and it will remain in the student's file. ELCA has the right to dismiss any student who habitually exhibits unacceptable behavior, without refund of fees.

#### **ACCIDENTS/INJURIES**

In the event of an accident/injury, an Accident Report will be completed by a YCEP staff member. Parent will be notified immediately of any injury other than that of a minor nature.

#### **LUNCHES, ETC.**

**Lunches and afternoon snack (if desired) are to be brought from home each day unless there is lunch offered during a field trip.** Please do not send items that require heating or preparation. Make sure your child has all necessary utensils. We will have provisions for an "emergency" lunch (\$6.00 fee payable on the day provided).

#### **FIELD TRIPS AND SPECIAL EVENTS**

Special events will be communicated to you in advance via email. Please be sure we have a current email address for you that you will check. All special events (field trips, ice cream, etc.) are at no additional charge to you with the exception of optional lunches, etc.

#### **PAYMENTS and FEES**

Weekly charges are due on the first day of each week. Tuition not received by Monday afternoon will incur a \$5.00 per day late charge. **Cancellation Policy: You must cancel at least 1 week in advance to avoid being responsible to pay fees for the week/schedule in question.** A signed change/withdrawal form is required at least 1 week in advance to alter billing. If you wish to add a week that was previously not on your enrollment form, an increase of \$20.00 to the weekly fee will apply if done within 1 week of the start of that week. **FEES ARE NON-REFUNDABLE WITHIN 7 DAYS OF THE WEEK SCHEDULED.** This will be strictly enforced. Schedules are finalized at that time. **Make checks payable to ELCA and always write "YCEP" on the memo line of your check. Payments should be given to a YCEP staff member upon arrival on Monday morning.**

#### **Additional fees:**

- \$1.00 per minute late pick-up fee after 6PM to be paid directly to staff member upon arrival.
- \$5.00 fee any time your child is not signed in or out. This is a safety measure.
- \$6.00 charge for providing an emergency lunch.

All registration and release forms must be on file prior to attendance. Forms are available at [www.elcaonline.org/ycep](http://www.elcaonline.org/ycep) or from the receptionist's desk.