



Zion Buds of Promise

Christian Academy

Day Care & Before/After Care Fees and Tuition

2023/2024

Registration Fee **FREE**

Book/Screening/Supply Fee **NON-REFUNDABLE**

- Books, developmental screening tools and all required school supplies included.
- NO bookbags will be supplied this year.

Infants (6 weeks – 14 months)	\$30.00
15 Months – 23 Months	\$50.00
2 Years	\$75.00
3 Years	\$130.00
4 Years	\$185.00
5 Years	\$225.00

*** After August 1, parents are responsible for shipping charges. Shipping cost will be added to above price.***

Full-Time Tuition Charges **Weekly** **Daily**
(Between 5 and 10 hours: Breakfast, Lunch, and Snacks included)

6 Weeks – 23 Months	\$325.00	\$67.00
2 Years	\$260.00	\$54.00
3 – 5 Years	\$220.00	\$46.00

Part-Time Tuition Charges **Weekly** **Daily**
(Less than 5 hours, Breakfast, Lunch, and/or Snacks included)

6 Weeks – 23 Months	\$155.00	\$33.00
2 Years	\$145.00	\$31.00
3 – 5 Years	\$135.00	\$29.00

Before & After School Care **Weekly** **Daily**
(Early Snack and/or PM Snack included)

\$110.00 **\$23.00**

Before or After School Care **Weekly** **Daily**
(Early Snack or PM Snack included)

\$70.00 **\$15.00**

Church Membership Discount (Full Day/Full Week Students ONLY)

\$10.00 off total amount due each week

- OR -

Multiple Sibling Discount (Full Day/Full Week Students ONLY)

<i>2 Children</i>	<i>\$10.00 off total amount due each week</i>
<i>3 Children</i>	<i>\$20.00 off total amount due each week</i>
<i>4 Children</i>	<i>\$30.00 off total amount due each week</i>

- ❖ **Before Care Hours: 6:00 a.m. – 8:30 a.m. After Care Hours: 2:30 p.m. – 5:00 p.m.**
- ❖ **Tuition payments are not based on attendance. Tuition payments maintain your child's full-time, part-time, before/after class slot at ZBOP and will be accrued to your account weekly.**
- ❖ **Tuition will convert to Full and/or Extended Daily rates when care exceeds hours specified for lower rates.**
- ❖ **Church Membership Discount is granted upon receipt of the Membership Verification form that is mailed to the church indicated on the ZBOP Application Agreement.**

ZBOP UNIFORM GUIDE

***K4 – School Age students are required to wear uniforms**

Uniform with Jumper

Shirt: Solid red polo shirt that is long enough to tuck inside dress. Can be short or long sleeved.

Shoes: Solid black. No accent colors. Secure to feet and ready for play.



Jumper: Solid black with no accent colors. Comes down to the knee.

Tights/Socks: Solid black. Can be solid red or solid white.

Uniform w/ Black Bottoms

Shirt: Solid red polo shirt that is long enough to tuck inside dress. Can be short or long sleeved.

Shoes: Solid black. No accent colors. Secure to feet and ready for play.



Bottoms: Solid black pants. Bottoms can also be shorts, skirts, or skorts that come down to the knees while standing.

Socks: Solid black socks. Can be solid red or solid white.

Optional Items

Buttoned Sweaters

Red or Black ONLY



Black Belts Only

with one buckle. Buckle can be gold, silver, or black.



Field Trip Shirt



\$15 for child
\$20 for adult

Place an order in the office.

** All items should be a solid color with no accent colors.

** All items are required to be free of holes and a good fit for the entire school year.

From the Office of:



We look forward to the 2023 – 2024 school year with you all!!! Here are some important reminders to help with a smooth school year:

PAYMENTS

All payments should be paid on time. If they are not, there is a \$5 per day late fee.

5 late fees = No entry

10 late fees = Withdrawal

Students are able to return as a NEW STUDENT with a re-entry fee of \$150. Can be used once in a year.

SCHOOL HOURS

6:00 – 5:00 PM

UNIFORMS

K4 – School Age students are required to wear the school uniform. Check out our *Uniform Guide* for what is acceptable. Any K4 – School Age students who are not in the proper uniform, will miss out on free time or any extra-curricular activities.

LATEST DROP – OFF TIME

10:00 AM

Absolutely NO entry after this cut off time. Arrive by 9:50 AM to have enough time to clock in by 10:00 AM.

FULL-TIME vs. PART-TIME

Full time = 5 – 10 hours

Part time = 5 hours and less

We do not force a specific time for drop off, however, part time students must be picked up within 5 hours of drop off time. One minute over and the late pick up policy is enforced.

LATE PICK-UP CHARGES

\$25 charged one minute after required pick-up time. After 15 minutes, \$1 per minute is charged for the next 15 minutes.

CONTRACTS

You contract a spot for your student, and we charged based by your contract. We must stick to the contract you have made with us.

CCAP APPROVALS

To avoid paying the full amount out of pocket, you must have an approval letter.

File Checklist

For ZBOP to care for your child(ren), the following items are required before they can attend. Before returning your paperwork, review the checklist and make sure you have all the required documents and fees.

- \$0 tuition/co-pay balance
- Application Agreement
- Summary of Licensing Standards
- Student Information Form
- Policy Forms
- Fundraiser Schedule
- Birth Certificate
- For new school age students (1st grade and up), their most recent report card and standardized test scores.
- Food Program Annual Application
- Dental Exam (K5, 2nd, & 6th OR first time K5 or School Age student)
- Eye Exam (K5 and first time School Age)
- Book Fee
- Medical Form
- CCAP approval letter/Change of Provider (If Applicable)

ZBOP is regulated by the Department of Children and Family Services and the state of Illinois to have required items on file. We are cited for not being in compliance when monitors arrive unannounced and find incomplete student records.

Please provide all items a **WEEK BEFORE** planned start date to avoid attendance interruptions.

Parent/Guardian Signature

Parent/Guardian Signature

**ZION BUDS OF PROMISE CHRISTIAN ACADEMY
2023 – 2024 Day Care APPLICATION AGREEMENT**

Date: _____

Child's Name: _____

Program: Partial Day (< 5 hrs) Full Day (5 – 10 hrs)

Child's reserved class slot is: ____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri. between the hours of _____ and _____ at a rate of \$ _____ per week.

I understand that Zion Buds of Promise is not a "drop in" center, that I am contracting to reserve a class slot, that the tuition rate listed above must be paid in nine (9) installments on the first business day of each month (or state-determined co-pays on the first business day of each month) regardless of attendance to maintain the class slot and that withdrawn families choosing to re-enroll must pay a re-enrollment fee.

Initials

- My payment is state subsidized. I will pay the state determined co-pay amount on the first business day of each month along with any outstanding account balance.

- My payment is not currently state subsidized, but I have applied. I will pay the full tuition amount on the first business day of each week until the state notifies me of my co-payment amount. I understand that my advance payments will be returned to me (less appropriate fees and co-payment amounts) when Zion receives my Action for Children approval letter and check covering the time attended.

- My payment will not be state subsidized. I will pay the full tuition amount on the first business day of each week along with any outstanding account balance.

Transportation Service Name, Telephone	Est. Pick Up Time	Est. Drop Off Time
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I (We), the undersigned, have read and do agree to abide by the terms, conditions, and procedures outlined in the Zion Buds of Promise Christian Academy Parent Handbook.

Father or Guardian's Name (Printed)	(Signature)
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Mother or Guardian's Name (Printed)	(Signature)
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I (We), were recommended to Zion by: _____

I (We) are active members or regularly attend the following church:

(Church Name)	(Address)
(Pastor's Name)	(City/State/Zip Code)

APPLICATION/RECORD OF CHILD INFORMATION

Name of Child _____ Birthdate _____ Sex _____
Address _____
Date Child Received _____ Date Child Left _____

PARENT OR OTHER PERSONS(S) PLACING THE CHILD

Name _____	Name _____
Relation to child _____	Relation to child _____
Home address _____	Home address _____
_____	_____
Phone Number _____	Phone Number _____
Place of employment _____	Place of employment _____
_____	_____
Address _____	Address _____
Phone Number _____	Phone Number _____
Working hours _____	Working hours _____

OTHER PERSON TO NOTIFY IF PERSON PLACING THE CHILD CANNOT BE REACHED

Name _____	Address _____
Phone Number _____	Relationship _____

PHYSICIAN TO CALL IF CHILD BECOMES ILL OR INJURED

Name _____	Address _____
Phone Number _____	Hospital or Clinic _____

PROGRAM

Days per week _____	Hours of care _____
Rate of pay (optional) _____	

Signature of parent or other person placing child

Signature of caregiver

Date

A completely filled in form must be kept by the licensee for each child not related to the licensee. Please have this form available at all times to licensing representatives of the Department of Children and Family Services. Contact the Area Office for supplies of this form.

EMAIL ADDRESS(ES) FOR COMMUNICATIONS REGARDING THIS CHILD

PERSONS AUTHORIZED TO PICK UP THIS CHILD (INDICATE RELATIONSHIP)

_____ Name	_____ Relationship	_____ Phone
_____ Name	_____ Relationship	_____ Phone
_____ Name	_____ Relationship	_____ Phone
_____ Name	_____ Relationship	_____ Phone
_____ Name	_____ Relationship	_____ Phone
_____ Name	_____ Relationship	_____ Phone
_____ Name	_____ Relationship	_____ Phone

I authorize Zion Buds of Promise Christian Academy to provide first aid treatment to my child in the case of an accident. I additionally authorize Zion Buds of Promise Christian Academy, in my absence, to call emergency city services (911), and have my child transported to the most appropriate medical facility, as well as consent for medical treatment of my child at said facility. A staff person for the Zion Buds of Promise Christian Academy will accompany my child should he/she be transported to a medical facility. Zion Buds of Promise Christian Academy will notify parents/guardian immediately. As a parent/guardian, I will notify Zion Buds of Promise Christian Academy in writing of any changes in my address, employer, workdays and hours and respective phone numbers. I will also notify Zion Buds of Promise Christian Academy of any other changes in my child's student information.

I have received a copy of the Zion Buds of Promise Christian Academy Parent Handbook, Fundraiser Schedule and Guidance & Discipline Policy. I understand that Zion Buds of Promise Christian Academy is a religious based program, that religious instruction is a part of the curriculum and that all subject matter will be presented from a Christian perspective. I give consent for my child to go on walking trips through the neighborhood. I give consent for the program to photograph, videotape or film my child for promotional or security purposes. I give consent for my child to participate in prayer and in the religious instruction that is a part of Zion Buds of Promise Christian Academy's childcare program.

Parent/Guardian Signature

Date

If the child has any of the following, please explain:

Medical problems _____

Physical handicaps _____

Restrictions for play – outdoors _____

Restrictions for play – indoors _____

Allergies _____

Food likes _____

Food dislikes _____

Fears _____

Does the child take a nap? _____ Time _____ Length _____

Is the child toilet trained? _____

Does the child have special names for objects? (potty, cookies, drinks, etc.) _____

Does the child regularly take medication? _____ If so, what kind and directions _____

If the child is an infant, what are the feeding instructions?
Time _____ Amount _____ Temperature _____

Diaper changes: Powder _____ Ointment _____

Other information that will help in caring for the child

Comments:

Hours of Operation and Late Pick-Up Policy

Zion Buds of Promise Christian Academy operates Monday through Friday, unless otherwise posted. Our hours are 6:00 a.m. to 5:00 p.m. with the following start times:

- Before Care 6:00 a.m.
- Devotion 8:30 a.m.
- School Instruction 9:00 a.m.
- After Care 2:30 p.m.

For Full-Time students, at 5:00 p.m. a \$25.00 per child Extended Care charge will be assessed.

At 5:15 p.m., calls will be made to others documented on authorized pick-up lists and there will be an additional per child late pick-up charge of \$1.00 for every minute your child/children remain at ZBOP past 5:15 p.m.

All late pick-up charges are due and payable upon pick-up and will not be added to account balances. Children will not be allowed continued ZBOP attendance until late pick-up fees have been paid. If late pick-ups continue, ZBOP will have no other choice but to discharge repeat offenders from our program.

At 5:30 p.m., if we have been unable to locate parents, authorized designates or emergency contacts, children who are still in our care will be transported to Phoenix Police Department which is located one block south of our center at 625 East 151st Street, Phoenix, Illinois, 708-331-2181. Parents will have to pick children up from the Phoenix Police Department and will be subject to the laws, policies and procedures associated with child abandonment situations.

For Part-Time students, this policy is enforced exactly 5 hours after the student is dropped off.

Parent/Guardian Signature

Parent/Guardian Signature

Before/After School Care Departure/Arrival Policy

Parents/guardians shall be legally responsible for making sure their school-aged children get to and from their schools safely.

Parents/guardians shall be legally responsible for selecting their school-aged children's walking routes from and to Zion Buds of Promise Christian Academy.

Parents/guardians shall be legally responsible for providing supervision that is appropriate to the student's age, maturity, and conditions that exist on the walk route.

Parents/guardians should direct walk route safety concerns to the association or law enforcement agency responsible for the specific location/area.

Plans for transporting school-aged children from and to before/after school care must be established and agreed upon in writing by parents/guardians, the school and Zion Buds of Promise Christian Academy.

Parents must sign a written consent allowing school-age children to be transported to another location or to their home where they are placed on their own supervision.

Transportation plans may include, but are not limited to:

- A) Children leaving the center to go to school;
- B) Children leaving school to go to the center; and
- C) Children leaving the center.

Parent/Guardian Signature

Parent/Guardian Signature

Guidance and Discipline Policy

Here at ZBOP, our philosophy is for each child to be nurtured in a non-threatening environment, which does not include the use of corporal punishment. Staff shall help ensure children develop self-control and assume responsibility for their own actions. Limits and consequences shall be clear and understandable to children, consistently enforced and explained to the child before and as part of any disciplinary action.

Firm positive statements about behaviors or redirection of behaviors shall be our goal. In circumstances where a child may need to be removed from the group to help a child gain control, it shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.

Children shall not be disciplined for toilet accidents. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear, any threatening or actual withdrawal of food, rest or use of the bathroom; abusive or profane language, or public or private humiliation, including threats of physical punishment or any form of emotional abuse, including shaming, rejecting, terrorizing or isolating a child will not be acceptable or tolerable.

Children shall have reasonable opportunity to resolve their own conflicts. Discipline shall be the responsibility of adults who have an ongoing relationship with the child.

Our goal here at ZBOP is to assure the success of each and every child. Therefore, should there be an issue to resolve, we will not only contact the parents, but we will work with the parents to develop an intervention plan. The center Director will monitor the implementation by staff and keep all parties apprised of the plan's progress.

In certain circumstances, where ZBOP has been unsuccessful in resolving the child's behavior, we will, as we will throughout this process, request assistance of the child's parents. Any program developed with the assistance of the parent will include Director, Staff and Parents monitoring the progress of this plan of action.

When efforts by ZBOP have been unsuccessful, a clinical behavior management plan may be developed to meet the needs of a particular child, if developed with the parent and a professional clinician. These efforts will be documented in the child's file, along with the appropriate consents. All staff working with the child shall receive training on implementing the plan.

Parent/Guardian Signature

Parent/Guardian Signature

2023 – 2024 Fundraiser Schedule

1.	Affy Tapple Apple Sale	September 14 – October 13, 2023
2.	Winter Fundraiser	January 2 – 19, 2024
3.	Spring Fundraiser	March 28 – April 19, 2024

Zion Buds of Promise Christian Academy will sponsor fundraisers during the school year. This is a shared responsibility that all ZBOP families are urged to participate in, selling a minimum amount that will be established for each event. Fundraisers generate monies that are used solely for the purpose of improving our facility, curriculum, and equipment.

Families who choose not to participate in any fundraising efforts will have a \$75 family fundraiser allotment amount added to their account for each fundraiser missed. Unpaid allotments will result in outstanding account balances which will affect report card/progress report distribution, standardized test score distribution, graduation participation and, possibly, school attendance.

Parent/Guardian Signature

Parent/Guardian Signature

Zion Buds of Promise Christian Academy

2023 – 2024 Calendar

Key:	School Closed	Report Cards/Progress Reports	Early Dismissal	School Break/No Uniform
First Day of Academic School Year				August 28, 2023
No School (Labor Day)				September 4, 2023
Affy Tapple Sale (Apples ready for pick up October 30)				September 15 – October 13, 2023
No School (Indigenous Peoples'/Columbus Day)				October 9, 2023
K3 – 3 rd Grade Report Cards Distributed (1 st Term)				October 13, 2023 (29 days)
Fall Parent/Teacher Conferences				October 23, 2023 (by appointment)
Hallelujah Day Party				October 31, 2023
No School (Veterans Day)				November 10, 2023
K3 – 3 rd Grade Report Cards Distributed (2 nd Term)				November 22, 2023 (29 days)
3:00 P.M. Dismissal (Thanksgiving Eve)				November 22, 2023
No School (Thanksgiving Break)				November 23 – 24, 2023
Christmas Program – 6:00 PM				December 15, 2023
Winter Break – Grades Not Recorded/Non-Uniform Days				December 18, 2023 – January 1, 2024
No School (Christmas Break)				December 22 – 25, 2023
No School (New Year)				January 1, 2024
Winter Fundraiser				January 2 – 19, 2024
No School (MLK Day)				January 15, 2024
Red Roses – 3 rd Grade Report Cards Distributed (3 rd Term)				January 26, 2024 (32 days)
Special Event				TBD
Valentine's Day Party				February 14, 2024
No School (President's Day)				February 19, 2024
Black History Month Program				February 23, 2024, 5:30 PM
K3 – 3 rd Grade Report Cards Distributed (4 th Term)				March 8, 2024 (29 days)
No School (Good Friday)				March 29, 2024
Spring Break – Grades Not Recorded/ Non-Uniform Days				April 1 – 5, 2024
K3 – 3 rd Grade Report Cards Distributed (5 th Term)				April 26, 2024 (29 days)
Science Fair Awards Ceremony				April 26, 2024, 5:30 PM
Standardized Test Administered (K5 – School Age)				April 29 – May 3, 2024
No School (Memorial Day)				May 27, 2024
Red Roses – 3 rd Grade Report Cards (6 th Term)				May 31, 2024 (29 days)
Last Day of Academic School Year				May 31, 2024 (177 days)
K5 Graduation Ceremony				June 1, 2024, 1:00 PM
SCHOOL CLOSED (ZBOP Vacation Week)				June 3 – 7, 2024
First Day of Summer Camp				June 10, 2024
No School (Juneteenth)				June 19, 2024
No School (Independence Day)				July 4, 2024
Open House				July 15, 2024, 5:30 PM
2024 – 2025 School Registration Day				July 22, 2024
Last Day of Summer Camp				August 16, 2024
No School (Center Administration)				August 23, 2024
First Day of 2024 – 2025 School Year				August 26, 2024