

LifeShine Policy Acceptance Form

In order for LifeShine to uphold its commitment to the parents and students in the program, we ask that all parents read and understand the policies and responsibilities outlined below.

A. General Policies

1. LifeShine is a weekly, full-day enrichment program. When you enroll your child(ren) in the program, your participation commitment is for one complete session.
2. All decisions to cancel a program day due to inclement weather or teacher shortage will be made by 8:00 a.m. on the Thursday of enrichment. Parents will be notified via Email, so it's very important to check email before 8:00 a.m. on program days. In general, LifeShine follows NISD school closings for Boone Elementary. If TV and/or Radio announcements indicate closure of Boone, LifeShine will do the same unless otherwise notified via Email. For cancelled program days, prorated refunds will be administered in lieu of make-up days.
3. You are ultimately responsible for your child(ren)'s behavior while they are attending the program. LifeShine does not handle disciplinary issues. We do however ensure the safety of every child in our program. Should a disciplinary issue arise, we may ask you to attend classes with your child to monitor his/her behavior until he/she is able to abide by the rules of the program consistently.
4. Parents are always welcome to attend classes. If you chose to be in the classroom, we ask that you observe the following guidelines:
 - i. Recognize the need for minimum disruptions.
 - ii. Parents should not talk in the classrooms to each other or the teachers.
 - iii. If you need to talk to another parent, step out of the room.
 - iv. Teachers may ask parents to step out of the classroom if they are being disruptive.
5. Visibly label all belongings. LifeShine is not responsible for keeping track of personal items.
6. Do not call the church office, unless you have an emergency during LifeShine program hours.
7. Parents are fully responsible for any and all damages caused by their children to the building and/or facilities used by LifeShine. These facilities are not the property of LifeShine.
8. Ensure you take time to read all e-mails from LifeShine throughout the week. E-mail is our primary form of communication to inform you of items children may need to bring to the program. It is also the way we inform parents on any new policies, changes or procedures, etc.
9. LifeShine reserves the right to terminate enrollment of any child based on behavior problems which cannot be resolved, and/or puts other children's safety or learning experience at risk.

B. Dress Code Guidelines

1. We hold to values of purity and integrity, setting forth a Godly example in what our children wear.
2. The following are not allowed: spaghetti strap shirts, low cut tops (must have modest necklines), bare midriffs (even while bending or stretching), sheer/see-through materials, short skirts or dresses above knee length, short shorts above mid-thigh.

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3. Shoes: Tennis-shoes only so children can run & play at recess. Sandals and open toe shoes are not allowed.
4. No clothing with inappropriate messages, slogans, or pictures.
5. No shorts, sweats, or pants with words on the back side.
6. For Swimming events: One piece swim suits or modest tankinis for girls. Swim shorts for boys and preferably a swim shirt / rash guard.

*If you are unsure whether something is inappropriate to wear, it probably is.

C. Fees and Payments

1. Payment is collected the first Thursday of each month during the morning sign-in. Checks should be made payable to LifeShine. A late fee of \$10.00 will be charged to families who miss payment deadlines. Please pay by check or money order.
2. All returned checks will be assessed a \$30.00 fee which must be paid in cash. If two checks are returned, then all future payments must be paid in cash.
3. All payments are non-refundable.
4. Any account that becomes thirty (30) days delinquent may result in suspension from LifeShine activities, unless special arrangements have been made with the director.
5. A \$25.00 monthly fee will be imposed for any parent who neglects their volunteer commitments 3 times in a single session. Fees begin the month of the 3rd missed volunteer commitment.

D. Withdrawal and Refunds

1. You may withdraw from LifeShine without penalty after completing any full Fall or Spring session. You can do this by forfeiting the re-registration process prior to the following Session. You are welcome to return to LifeShine at any time by mailing in your registration application once again.
2. Any withdrawal from the program prior to the final day of the Fall or Spring session will result in the following penalties:
 - i. You are required to pay a disenrollment fee of one month's tuition equivalent using the "Equal Installment" fee payment rate.*
 - ii. You may not re-enroll until the next program year.*
3. Annual payment participants who withdraw from the program before the final day of the year, will receive a refund of the remaining balance for full months not yet conducted, less the 10% discount given. Partial months are not included in the "remaining balance".
4. Semi-annual payment participants who withdraw from the program before the final day of the session will receive a refund of the remaining balance for full months not yet conducted less the 5% discount given. Partial months are not included in the "remaining balance".
5. In the event of unexpected circumstances beyond the participant's control (e.g. job relocation or financial hardship), the director may grant an early release from the obligations of this Tuition

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Agreement. Such a decision is at the sole discretion of the director. The withdrawal policy under this provision requires submission of a signed letter declaring reasons for the early withdrawal request.

E. Arrival and departure

1. We will do our best to provide a healthy environment. Please help us by keeping sick children at home, especially if they are running a fever.
2. Be prompt with arrival as classes will begin on time. Devotional time is the most important time of the day at LifeShine, and it's our desire for all children to participate.
3. If families have a planned absence, please let the teachers know well in advance when you will be missing. It can affect what teachers have planned.
4. Sign the "Sign In/Out" sheet when bringing and picking up your child, and **include a Cell Phone number** where we can reach you throughout the day. Persons bringing or picking up a child will need to confirm that the teacher is aware of the child's arrival or departure.

*Since we are a drop off program it's extremely important to have reliable accessibility of communication at anytime. In the event any child may need a parent for any reason, teachers will call parents. Please keep your cell phones on and near you at all times on program days.

5. **Children must be picked up promptly after the program has ended each week.** Please let us know if you will be late or if someone else will be picking up your children for you when you leave your children in the morning

F. Rules

1. We operate on Biblical principals at LifeShine – the primary one being love, love for you, your children, our children, our God. We encourage you to pray for your children's teachers, the leadership, the friends you meet here, and the children with whom you come in contact.

Prov 18:21 "*The power of life and death is in the tongue, and you will eat the fruit of your words.*" It is those idle words we speak over and over that produce fruit in our lives. So let's try to encourage the children to speak kindly during play time and work together as a team. We at LifeShine encourage you pray about and monitor what your children watch. Also, we ask that you stop and listen to your children as they play and see what the Lord reveals to you.

Ephesians 6:18 "*In the same way, prayer is essential in this ongoing warfare. Pray hard and long. Pray for your brothers and sisters. Keep your eyes open. Keep each other's spirits up so that no one falls behind or drops out.*"

2. Children must be respectful and cooperative in class and with other children in classes and on playground. Remind your child(ren) of this rule.

G. Food / Meals

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1. If you are bringing food to your children for lunch, please arrive before lunch so the children can stay on schedule for the rest of the day. Teachers will not be able to sit with children past the scheduled lunch time. Classes will start promptly.
2. When packing lunches, do not include bright colored juices or drinks which can easily stain carpets and clothing. (e.g. Red Fruit Punch, Grape juice, etc)
3. **Do not to pack peanut food items in lunch.** We have several children enrolled with Peanut allergies.

My signature verifies I have read and received a copy of LifeShine policies

Signature: _____ **Date:** _____

Printed Name: _____

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Statements of Faith

Our program is a non-denominational Christian program and our statements of faith are our primary doctrine for informing our faith, practice and teaching. Where doctrinal differences exist we extend grace to one another, and refer these matters back to the family and their church as the final authority.

GOD

There is now, always has been and always will be only one living and true God. God is a spirit, infinite in existence, omnipresent, omniscient, omnipotent, unchanging and sovereign. God is perfect, existing eternally in three Persons; the Father, the Son and the Holy Spirit. All three Persons of this Trinity deserve equal worship and obedience.

JESUS CHRIST

Jesus Christ is the second Person of the Godhead, having existed eternally with the Father. He is deity, came to earth born of the virgin Mary, was incarnated as a man, possessing all the nature of man and all the nature of God. He lived a sinless and perfect life, performed miracles, died an atoning death on the cross for the sins of all believers by shedding his blood, was raised bodily from the dead and ascended to the Father in heaven to sit at the right hand of God until His physical return again to earth.

THE HOLY SPIRIT

The Holy Spirit is the third Person of the Godhead, having existed eternally with God. He is given by God to the world to convict and convince men of their sin. He is given by God to Christians to regenerate, sanctify, lead and teach the believer in the truth of God's word.

BIBLE

The Bible is God's direct and final revelation to man. It is complete and infallible in the original languages, sufficient to obtain salvation, authoritative in matters of faith and conduct, complete, requiring no additional revelations claimed by men. It was written through the inspiration of the Holy Spirit by means which God determined.

MAN

Man was created originally by God in His own image of personality and spiritual nature, but fell from that state and became estranged from God because of a willful and knowing violation of the precepts and commands of God. All men are born with a sinful nature and are unable, by their own efforts or presumed personal goodness, to be restored to a right standing before God. Men are brought to a right standing with God through the sovereign action of God, by means of the work of the Holy Spirit, by which repentance of sins is accomplished, faith is exercised in the person and work of Jesus Christ and salvation is granted by the grace of God.

We ask parents of the program to review our Statement of Faith carefully and understand that it will impact their student's education. We accept and welcome any family regardless of race or faith.

My signature verifies I have read and received a copy of LifeShine's Statements of Faith

Signature

Date

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Discipline Policy

Christian values you teach at home are respected and upheld, not undermined, while your children are in our program. We have hired Christian instructors who have a passion for their subject area. We strive to provide a physically, emotionally and spiritually safe place for your child to learn and grow. We anticipate all children will come prepared to have a joyous and productive learning time. In case of extreme discipline problems, parents will be contacted by the teacher through cell phone immediately. Teachers and parents will work together on a plan to improve behavior. Behavior problems that cannot reach a solution will result in the child's removal from the program.

LighShine uses positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include the following:

1. Using praise and encouragement for good behavior instead of focusing on negative behavior.
2. Reminding a child of behavior expectations daily by using clear positive statements.
3. Redirecting behavior using positive statements.

Colossians 3:12-17 (New International Version)

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

My signature verifies I have read and received a copy of the LifeShine Discipline Policy.

Signature

Date