



# GLENOAKS CHRISTIAN SCHOOL

A ministry of the First United Methodist Church of San Fernando

1525 Glenoaks Blvd. San Fernando, CA 91340 | Phone: (818) 365-1513 | Fax: (818) 361-894 3  
Website: www.GlenoaksSchools.com | Email: office@glenoaksschools.com

**School Office Hours: 8:30 – 4:00 PM**

## SUMMER SCHOOL 2022: GENERAL POLICY STATEMENT

### 1. TUITION & FEES *All tuition and payments are non-transferrable and non-refundable.*

- The summer school registration fee is \$125 before May 27<sup>th</sup> and \$150 after.
- **DUE TO CURRENT RESTRICTIONS, PARENTS WILL NOT BE PERMITTED ON CAMPUS. Parents can drop off/pick up their children in the main office.**
- **Temperatures will be taken at drop off by a staff member.**
- The school reserves the right to cancel enrollment for any child for unpaid tuition, effective the first day of the following week.
- Tuition will not be prorated for any excused or unexcused absences.
- Tuition payments must be paid for in advance for a minimum of 4 weeks for students to attend. Parents may choose which 4 weeks they wish to attend.
- “Friday Fun Day” activities are not included with tuition price and will vary by week.

**Late Payment Fee: \$5.00**

**Insufficient Fund/Returned Check Fee: \$30.00**

### GLENOAKS STUDENTS

	<i>Regular Day Program (9:00 a.m. – 3:00 p.m.)</i>	<i>Full Day Program with before and after school daycare (8:00 a.m. – 5:00 p.m.)</i>
1 <sup>st</sup> child	\$165.00 per week	\$185.00 per week
2 <sup>nd</sup> child	\$140.00 per week	\$160.00 per week
3 <sup>rd</sup> child	\$115.00 per week	\$135.00 per week

### NON-GLENOAKS STUDENTS

	<i>Regular Day Program (9:00 a.m. – 3:00 p.m.)</i>	<i>Full Day Program with before and after school daycare (8:00 a.m. – 5:00 p.m.)</i>
1 <sup>st</sup> child	\$185.00 per week	\$205.00 per week
2 <sup>nd</sup> child	\$160.00 per week	\$180.00 per week
3 <sup>rd</sup> child	\$135.00 per week	\$155.00 per week

### 2. SUMMER SCHEDULE (June 27 – August 12, 2022)

*\*Glenoaks Christian Schools observes all national holidays and will be closed on Monday July 4<sup>th</sup>, in observance of Independence Day.*

\_\_\_ Wk 1 (6/27)    \_\_\_ Wk 2 (7/4)    \_\_\_ \*Wk 3 (7/11)    \_\_\_ Wk 4 (7/18)    \_\_\_ Wk 5 (7/25)  
 \_\_\_ Wk 6 (8/1)    \_\_\_ Wk 7 (8/8)

3. **K-4<sup>th</sup> DAILY SCHEDULE Monday thru Thursday**

8:00 - 9:00	Morning Daycare (available with full day option)
9:00 - 10:30	Language Arts/Math
10:30 - 11:00	Recess
11:00 - 12:15	Math/Language Arts
12:15 - 1:00	Lunch
1:00 - 3:00	Enrichment Activities
3:00 - 5:00	After School Daycare (available with full day option)

4. **5<sup>th</sup>-8<sup>th</sup> DAILY SCHEDULE Monday thru Thursday**

8:00 - 9:00	Morning Daycare (available with full day option)
9:00 - 10:30	Math/Science
10:30 - 11:00	Recess
11:00 - 12:15	Math/Science
12:15 - 1:00	Lunch
1:00 - 3:00	Engineering/Technology/Arts : Enrichment Activities
3:00 - 5:00	After School Daycare (available with full day option)

**Friday:** AM Chapel/Bible study and PM Field Trips

5. **DRESS CODE**

*All students must adhere to the dress code while on school grounds and at school related functions. Any violation will be addressed immediately at the discretion of the staff.*

6.

- Face Mask will be optional for all students and staff
- NO baggy or oversized clothing including pants, shorts, belts, shirts, etc. Belts may not hang down from the waist. Pants must be the size of the natural waist.
- NO shaved heads and/or colored/bleached hair. Children will be sent home immediately and will not be allowed to return until student is able to conform to dress code.
- NO excessive jewelry such as dangling or large hooped earrings, and/or chains.
- NO articles of clothing with inappropriate writings, advertisements, pictures or insignias.
- NO spaghetti strap tops. (Tank top straps must be a minimum of two inches in width.)
- NO open-toe shoes, sandals, flip flops, or high heels.
- NO body piercings (Girls are allowed to have one hole pierced per ear.)
- NO tattoos (including temporary tattoos)
- NO facial and/or body make up.

7. **CONDUCT/BEHAVIOR**

We expect every student, parent, and guardian to demonstrate good citizenship and Christian values while they are on campus. Gossip, bad language, argumentative tone of voice or behavior, and/or any act of aggression, rough-housing, and bullying will not be accepted. The school reserves the right to cancel enrollment at any time if proper behavior is not maintained and **any payments collected will be non-transferrable and non-refundable.**

- Be respectful at all times to staff and peers.
- Adhere to the teacher's classroom and the school's policies. (Refer to the Parent-Student Handbook available at [www.GlenoaksSchools.com](http://www.GlenoaksSchools.com))
- Usage of inappropriate language, hitting, pushing, or bullying is prohibited.
- Parents of the student will assume all financial responsibilities for vandalism, theft, and destruction of property caused by the student.

Glenoaks Christian School makes every effort to redirect the students to learn from their mistakes and make better choices in the future. Students at fault will be given appropriate consequences as an opportunity for them to reflect. **Serious offenses may result in immediate suspension or expulsion without prior warning. *All disciplinary actions will be finalized at the discretion of the principal.***

- 1<sup>st</sup> offense: Warning/Pink Slip – benched during recess
- 2<sup>nd</sup> offense: Office Referral/Contact Parent/Guardian
- 3<sup>rd</sup> offense: Suspension/Expulsion

## **8. CHILD PICK UP**

Written consent must be submitted for all persons authorized to pick up your child from school. The school cannot release any child to an unauthorized person under any circumstances. Students are not permitted to walk home alone. If the child is not picked up from school on time, they will be taken to daycare. Daily daycare will be available at the rate of **\$10** per hour or portion thereof. It is available from **8:00 a.m. – 9:00 a.m.** and **3:00 p.m. - 5:00 p.m.** Any child picked up after **5:00 p.m.** will be charged **\$2** per minute. Any unpaid charges will be billed to your account.

## **9. ILLNESS**

Parents assume the responsibility of notifying the school of any communicable diseases (i.e cold, flu, lice, pink eye, etc.) and will keep their child at home until fully recovered. Parents will be contacted to pick up their child when the student has a fever over 100.3 degrees, has active or inactive lice or nits, or vomits. Glenoaks Christian School enforces a “no-nit” and “no-lice” policy. Students will be readmitted to school only after they have been checked by school office personnel and have found to be free of head lice, nits, and/or eggs.

## **10. ELECTRONIC DEVICES**

Students will not be allowed to hold any personal electronic devices (i.e. i-Pods, i-Pads, DS, etc.) on our school campus (Daycare included). Cellular phones must be turned off and left in backpacks. They may only be used with the teacher’s consent. If any are used, seen, or heard during the school day, they will be confiscated and kept in the possession of the administration. It is the responsibility of the parent/guardian to reclaim them. The school is not responsible for lost or stolen items. Only electronic devices provided from the school that are used for educational purposes will be allowed under the guidance of a teacher. You may always contact the office via phone and/or email and we will be happy to assist you.

## **11. PAID SERVICES**

Students will need to bring their own lunch to school. There will not be any refrigeration or ability to heat up items they bring. On Fridays, we will offer an optional hot lunch option. Domino’s pizza will be ordered, and students can pick between cheese and pepperoni. All orders need to be placed the day before. Pizza lunches are \$6 and only available on Fridays. If your child does not have a lunch, an emergency lunch (Crustable sandwich, juice and chips) will be given for \$10.00

Snacks brought from home, but there is no gum allowed on campus. The Student Store is open during morning recess and 15 minutes after school. Students can pay with cash or a snack card can be purchased in the office for **\$5.00 or \$10.00**. Glenoaks Christian School is not responsible for any lost or stolen cash.

## **12. SUPPLIES NEEDED**

Students will be responsible to bring their own supplies to school. The school will be not responsible for any lost or stolen supplies, so be sure to label each of them. Some of the school supplies can be purchased from the Student Store. Students may be assigned with textbooks. Parents will assume financial responsibility if

the assigned textbooks or equipment are damaged, lost, or stolen. Supplies may vary on classes.

- 1 - Back Pack
- 1 - Plastic Pencil Case
- 5 - Pencils
- 2 - Erasers
- 1 – Crayons/Color Pencil Set
- 1- Markers Set
- 4 - Glue Sticks
- 1 - White Liquid Glue
- 1 - Scissors
- 1 – Wide Ruled Spiral Notebook:



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## SUMMER SCHOOL 2022: STUDENT INFO & ACKNOWLEDGEMENT

Student Name: _____	Birthdate: ____/____/20____	Grade Completed: ____
Allergies/Medication: _____		Gender:    M        F

Student Name: _____	Birthdate: ____/____/20____	Grade Completed: ____
Allergies/Medication: _____		Gender:    M        F

Primary Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Work/Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

***Please check all the weeks you plan to attend.***

\_\_\_ Wk 1 (6/27)    \_\_\_ Wk 2 (7/4)    \_\_\_ \*Wk 3 (7/11)    \_\_\_ Wk 4 (7/18)    \_\_\_ Wk 5 (7/25)

\_\_\_ Wk 6 (8/1)    \_\_\_ Wk 7 (8/8)

*\*School will be closed Monday, July 4<sup>th</sup> in observance of the Independence Day.*

### Media Consent

PG Rated Movie Viewing	Internet Use	Photography/Video
Movies with a PG rating (suggested parental guidance) may be shown during school.  I do: <input type="checkbox"/> I do not: <input type="checkbox"/> Give permission for PG rated movie viewing.	Internet use may be an extension of classroom activities.  I do: <input type="checkbox"/> I do not: <input type="checkbox"/> give permission for Internet participation	Projects may involve teachers photographing/videotaping students in school activities.  I do: <input type="checkbox"/> I do not: <input type="checkbox"/> give permission for photos and video to be taken and posted.

## Emergency Contact Information

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Home/Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Home/Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Home/Work Phone: \_\_\_\_\_

## Medical Treatment Information

In the event of an emergency, and I cannot be reached, I give the staff at Glenoaks Christian School permission to seek medical treatment and arrange for emergency transportation to a nearby hospital for my child. I understand that the school does not assume any responsibility for any financial obligation due to a medical emergency.

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

I authorize Glenoaks Christian School staff to apply **sunscreen** on my child(ren) for outdoor activities for the duration of Summer School. School does not provide sunscreen and it is the sole responsibility of the parent to do so. Glenoaks Christian Elementary is not responsible for any sunburns or related problems due to sun exposures.

Yes!

No. (By checking "NO," it is the sole responsibility of the parent/guardian to provide and administer sun protection during the outdoor activities.)

## Acknowledge Form

*I have read and understand the Glenoaks Christian Schools Summer Camp's General Policy Statement. I will comply with its content and agree to the policies in the Parent-Student Handbook, available on the school's website, [www.GlenoaksSchools.com](http://www.GlenoaksSchools.com). We understand that this agreement includes any changes of policy. We understand that we may be asked to withdraw our child(ren) from the school, or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under this agreement.*

***Any payments collected will be non-transferrable and non-refundable.***

Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* office use \*\*\*** Glenoaks Student: Yes No Full Day \_\_\_\_\_ Reg. Day \_\_\_\_\_ Starting Date \_\_\_\_\_  
Registration: \$ \_\_\_\_\_ Payment: Cash \_\_\_\_\_ Credit Card: \_\_\_\_\_ Check: # \_\_\_\_\_