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PLEDGE TO THE BIBLE
I pledge to the Bible, God’s Holy Word.
I will make it a lamp unto my feet and a light unto my path.
I will hide its Word in my heart that I may not sin against God.

PLEDGE TO THE CHRISTIAN FLAG
I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

SEEDS OF EXCELLENCE SCHOOL SONG
Written and Composed by Ronni Jackson
Sang to the tune of Jesus Loves Me
Adapted by: Dr. Del (2012)

Seeds of Excellence is our school,
Where we learn to obey the rules.

   Learning, growing every day,
   Infants through Second Grade.

   Seeds of Excellence,
   Yes! We’re Seeds of Excellence.

   Seeds of Excellence,
   We love our school!

   Isaiah 61:3 says,
   “The planting of the Lord that He may be glorified.”
   Seedlings, Sprouts, Shoots and Roots, Saplings, Gardeners and Mighty Oaks are bearing fruit!

   Seeds of Excellence,
   Yes! We are Seeds of Excellence.

   Seeds of Excellence,
   We love our school!
GOVERNANCE

SOECA is governed by a five-member Board of Directors. The Board has ultimate responsibility for the school. It establishes the mission and vision of SOECA, develops the operating policies, assesses the performance of the school in all areas, and monitors, evaluates and regulates the school’s financial condition. The board delegates authority to the Director for day-to-day school operations and implementation of board policies.

SEEDS OF EXCELLENCE BOARD OF DIRECTORS

Dr. Nina Bronner…………………………………………………………………Chairperson
Dr. Shirley Kilgore……………………………………………………………Board Liaison
Dr. Jennifer Boyd
Attorney Keith Foster
Pastor Courtney Wright

Contact SOE Board of Directors via email at bod@seedsofexcellence.org.

FACULTY & STAFF

Our staff is CPR, first aid and fire safety certified. They are required to have 10 hours of child development classes annually. Our teachers have a CDA or hold a college degree in education. We only hire nurturing people with a passion for early childhood education. We build on that enthusiasm by investing in their training and continued education. You see the return on that investment every time you visit our classrooms or talk to your child about their experience at SOECA.

VISITORS

All visitors must check in with the receptionist. While we encourage parents to visit the school, we ask that you call the school office to schedule a classroom visit. Parents may enter the center at any time and we encourage parents to use the monitors to observe.

VOLUNTEERING

Parents who wish to volunteer in their child’s classroom should sign up as a parent volunteer. A list will be posted outside of your child’s classroom. If volunteering at SOECA, you must check in at the front desk and receive a parent volunteer badge.
ATTENDANCE
Children can benefit from a group-learning program only if they attend regularly. Classroom activities, which are vital to your child’s learning, occur during the morning hours. A child who is frequently absent or late may miss key learning concepts presented by the teacher. Excessive absences or tardies impact the learner and the learning environment. Parents will receive a written notification after 3 unexcused absences. Ten unexcused absences will result in a meeting with the Director. Grade school students (K-2) are expected to arrive by 8am daily, unless they have a doctor’s appointment.

HOLIDAYS
Official holidays are Labor Day, Thanksgiving (2 days), Christmas (1 week), New Year’s (2 days), MLK Day, Good Friday, Memorial Day and Independence Day*. Please check your calendar for any additional scheduled holidays and professional development days. The tuition-free week can be taken during Christmas, Spring Break or the summer. You will automatically receive a tuition credit for the week of Christmas unless you notify us in writing, no later than December 1st, that you wish to receive that credit at another time. This option applies only to our infants through pre-kindergarten students.

ABSENCE GUIDELINES
Excused absences include: illness; doctor visit/ hospitalization; family business (up to 3 days per school year); death or serious illness of a family member; court business; inclement weather; religious holiday or observance and any other reasons or special circumstances deemed excused by the Administration/Board of Directors. Please note that tuition is still due during absences.

CHECK-IN/ CHECK-OUT
All children must be checked in and out daily. Parents are required to escort their children to and from their classroom. We do ask that parents use the family area in the front lobby if you need additional time before or after pick-up. Please refrain from using cell phones in the building.

BEFORE & AFTER SCHOOL CARE
We provide before and after school care at an additional cost for our grade school children in need of care before 8:00 am and/or after 4:00 pm. The regular school day for grade school is from 8:00 am until 4:00 pm. Please complete an enrollment form if you are interested in before and/or after school care.
LATE PICK-UP POLICY
Parents who pick their child up after 6:30 pm, or after the close of business on days designated as early closing days, will be charged $1.00 per minute for the first 10 minutes for each child and then $5 per minute, thereafter. Three or more late pick-ups within a 30-day period will cause fees to increase to $3.00 per minute for the first 10 minutes and $7.00 per minute, thereafter. Late fees are due at the time of pick-up or before the child can return to school. If we are unable to make contact with a parent or authorized designee by 7:30 pm, Cobb County police will be notified.

INCLEMENT WEATHER
In the case of inclement weather, emergencies or unscheduled school closings, parents will be contacted via phone or email. Please be sure to provide adequate and up-to-date contact information.

ACCIDENTS/ MEDICAL EMERGENCIES
In the case of an accident or any medical emergency, we will make every attempt to call the parent(s) first. However, if we are unable to contact the parents or persons listed as emergency contacts, we reserve the right to contact 911 if deemed necessary.

ENROLLMENT STATUS CHANGE/ WITHDRAWAL
A two-week written notice is required to withdraw a child from the academy or to change enrollment status. Parents/Guardians will be responsible for tuition up until your withdrawal or enrollment update is completed. It is our goal to meet the needs of every child in our care. However, we reserve the right to withdraw any child if we feel we are unable to meet his or her needs.

AUTHORIZED PICK-UP
Children will only be released to individuals that the parents have authorized in writing. Due to security changes we only allow immediate family to walk through the school to pick up children. For all other authorized individuals, we will escort the child to the front office. In the event that you authorize a new emergency pick up person, please make sure that the child is familiar with that person.

ACCESS TO CHILDREN/ CUSTODY ARRANGEMENTS
While it is preferable to avoid becoming involved in an access dispute, the protection and best interest of the child(ren) will always be our first priority.
Access disputes between parents or other family members may be complicated by the fact that legal custody has not yet been determined by a court or formal agreement such as a consent order.

The following guidelines will be applied when deciding when to release the child:

- If you have any custody and access arrangements by way of consent or court order, we request a copy for your child’s records. However, it is not our responsibility to interpret, determine and enforce these orders.

- If the child’s mother or father that is listed on the registration form comes to pick the child up, we will release the child to that parent provided that he/she can produce a valid picture I.D., if we haven’t been introduced to him/her. We will only release the child to individuals that are listed on the authorized pick up list on your child’s registration form. Again, if we have not been introduced to these individuals, we will require picture I.D. before we release the child.

- If you have sole custody and can provide a document that clearly defines the non-custodial parent’s access, we will not release the child to that parent - this has to be stated on the child’s registration form. Should the situation arise where the non-custodial parent comes to pick up the child, we will ask for a document signed by you, and you MUST call or speak to the Director in person first, stating that the other parent has the right to pick the child up. If this does not occur, we will contact the sole-custodial parent and the police if deemed necessary.

In these circumstances, it is very important that the parent/guardians have regular communication with your child’s teacher and the Director. Any changes to the custody arrangement must be documented in the child’s file. Seeds of Excellence will not be held responsible if the child’s file has not been updated on a regular basis.

HEALTH & SAFETY
Each child is required have a current health statement on file, including an up to date immunization record. If a child’s health care summary is not complete within 30 days of enrollment, the child will not be allowed to return to the school until the record is complete.

ALLERGIES/ CHRONIC/PRE-EXISTING MEDICAL CONDITIONS
In an effort to respond effectively in an emergency situation parents are required to report all known illnesses and allergies.
MEDICATION
Medications are kept in a locked cupboard in the infirmary out of reach of children. Any prescription medication to be administered MUST be in its original, labeled container. A SOECA Medication Authorization Form must be signed by the parent authorizing the administration of prescription medication. Topical non-prescription creams require an additional doctor’s note for application. Please be mindful that we cannot apply medication, creams or ointments to open wounds or lesions.

SICKNESS
Any child who arrives noticeably ill, with a rash or fever will not be admitted to school. If a child develops symptoms during the school day, the parents will be notified. If it is necessary for a child to leave, arrangements must be made for immediate pick up. Please refer to our illness policy for specific details.

We ask that parents NOT bring their child to school with any of the following conditions or symptoms:
* Fever
* Head Lice
* Rashes/Impetigo
* Childhood Diseases (chicken pox, measles, etc.)
* Diarrhea
* Vomiting
* Ringworm/Scabies

Parents will be notified immediately if their child exhibits any of the aforementioned symptoms after they have been dropped off at school.

NUTRITION/ OUTSIDE LUNCHES
Outside food is allowed for students in Kindergarten to 2nd Grade ONLY provided that the Nut-Free Outside Food Policy form has been completed by the a parent or guardian. Healthy, nutritious meals are served daily, including breakfast, lunch and an afternoon snack. Food and menu exceptions will be made on an individual basis where documentation is provided indicating special dietary restrictions and/or food allergies. It is required for parents to provide all infant food and formula and complete a feeding plan, as well as, any special food items which have been approved.

STUDENT DRESS
Children in our Pre-school and grade school classes should be dressed in their uniform Monday through Thursday. Adherence to the uniform policy will be monitored. Please see the SOECA uniform guidelines to determine appropriate dress code items. Parents should make sure to provide a seasonally appropriate change of clothes for their child in case of an accident. Children should not wear
clothes that have inappropriate word saying or images. No beachwear, flip-flops or halters. Children should wear clothes they can manage easily at bathroom time and that will not prohibit them from playing freely and safely. Rubber sole shoes and tennis shoes should be worn daily. Children’s heels and toes must be covered. Crocs and sandals are not allowed.

PARENT/ VISITOR DRESS
Parents and visitors are asked to be mindful of their attire when visiting the school to drop off and pick up their children or attend a SOECA event. We ask that the following not be worn when visiting the school: pajamas or sleepwear, skimpy or revealing tops or blouses, saggy (unbelted) jeans or sweatpants, extremely short shorts, skirts or dresses and hair curlers. At SOECA we aim to be the change we want to see in the world and in our children. We understand that children not only do what we say but they also mimic what they see. It is our goal to set a good example for our children and respect them as well as other parents and guests visiting our school.

DISCIPLINE
For safety and health concerns, we take aggressive behavior seriously. While biting, spitting, hitting, pushing, and kicking can be quite natural responses to frustration in the younger child, children over two years old are expected to have outgrown these behaviors. It is our intent to guide children’s behavior and therefore redirect them with the goal to change any inappropriate behaviors. Parents are given a classroom behavior report which allows them to monitor their child’s behavior in order to address any behavior concerns; as well as monitor their progress.

PERSONAL ITEMS
Children are not allowed to bring toys or stuffed animals unless it is for Show & Tell. Please be aware that beaded jewelry, hair beads, rings, bracelets, necklaces, and other small decorative objects, pose a choking hazard for our young children. Please refrain from sending your child to school wearing beads of any kind as well as the aforementioned items.

BIRTHDAY PARTIES
SOECA will honor our student’s birthdays with a special celebration. Seedlings through Pre-Kindergarten parties will be held from 2:15 pm to 2:45pm, (Grade School 2:45 – 3:15). Birthday forms should be filled out completely and returned two weeks prior to your event. Please refer to birthday guidelines for specific details. Also, please remember that we are a “nut –free” school and all
packaging and labels must be reviewed to make sure that all products are in compliance.

TUITION & FEES
Tuition is charged weekly/monthly and is due as long as the child is enrolled. This includes holidays and scheduled breaks.

INFANTS – PRE-K4

REGISTRATION
• New Applicants: $100.00 for 1st child/ $75.00 each additional child
• Returning Applicants: $ 75.00 for 1st child/ $50.00 each additional child

MATRICULATION
One week’s, full-time tuition covers administrative costs associated with tuition processing, ProCare and security features.

TUITION FEE SCHEDULE BY CLASS

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<th>SPROUTS (18 Months – 36 Months)</th>
<th>PRESCHOOL (2 ⅔ Years – 4 Years)</th>
<th>PRE-K4 (4 Years)</th>
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<tr>
<td>Full Time</td>
<td>$190</td>
<td>$170</td>
<td>$150</td>
<td>$130</td>
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<tr>
<td>Part-Time</td>
<td>$140</td>
<td>$125</td>
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BOOK FEE SCHEDULE

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<th>FEES</th>
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<td>Sprouts 2</td>
<td>$40.00</td>
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<tr>
<td>Pre-School</td>
<td>$85.00</td>
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<tr>
<td>Pre-Kindergarten</td>
<td>$110.00</td>
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KINDERGARTEN – 2ND GRADE

TUITION
August                        $405.00
September – May (excluding December & March) $540.00
December & March              $675.00

ENROLLMENT
ALL ENROLLMENT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE
Registration: $100.00 (due with application to hold student’s place in class)
Matriculation: $350.00 (includes books, standardized testing materials, technology fees and any other administrative fees)
GRADE SCHOOL CLASS DESCRIPTIONS
Kindergarten................5 Years Old by December 31st
1st Grade.....................6 Years Old by December 31st
2nd Grade....................7 Years Old by December 31st

GEORGIA CAPS/ CHILDCARE AWARE OF AMERICA PROGRAM
SOECA accepts students on the Childcare and Parent Services (CAPS) program operated by the Georgia Department of Human Resources Department of Family & Children Services. We also accept families enrolled in ChildCare Aware of America, formerly known as NACCRRRA. Appropriate documentation must be provided upon registration.

TUITION ASSISTANCE
Parents who receive tuition assistance through Maximus, CAPS or other programs will be responsible for paying the entire weekly tuition amount for every week that their child does not attend at least one day that week.

LATE PAYMENTS
Tuition payments are due Monday or the first day of the week of service, for students enrolled part-time. Payments not received on Monday will be assessed a $20 late fee. If payments are not received by the following Wednesday, the child will not be permitted to return to school until full payment, including all fees, has been made.

OUTSTANDING ACCOUNT BALANCES
Parents may be asked to remove their child if their account becomes past due. SOECA and the Board of Directors, reserves the right to terminate a student’s enrollment for non-payment.

RETURN CHECKS/ ACH FEES
A $35 fee will be assessed for returned checks, credit/debit cards and ACH debits. Accounts incurring more than one NSF fee will be required to make future payments in the form of cash or money order.

DISCOUNTS
Word of Faith Family Worship Cathedral Employee Discount 15%
Multiple Child Discount 5%
Accounts set up for monthly payments 5%
ACCEPTABLE FORMS OF PAYMENT
Checks * Money Orders * Cash * Credit Cards * ACH Bank Debits

REFERRAL PROGRAM
Throughout the school year we are consistently in the process of maintaining and building our enrollment. Over the past few years, we have offered a “Parent Referral Program” here at Seeds of Excellence Christian Academy. If you have recently referred a family to us and they have enrolled their child(ren) in our school, you could be eligible for an incentive. You may be entitled to receive a tuition credit up to $150.00 from SOECA, as an expression of our appreciation for the referral. In order to receive the tuition credit several guidelines must be met.

GUIDELINES
1. The new student must be enrolled for a minimum of 90 days.
2. The parent making the referral must notify the school upon the new student’s enrollment and complete a referral form.
3. All accounts must be in good standing.

TUITION CREDITS
1. Referrals for full-time enrolled students will receive a tuition credit up to $150.00, based upon your child’s current tuition amount.
2. Referrals for part-time enrolled students will receive a tuition credit of $100.00.
3. Only one tuition credit will be issued for each referred family, which can include siblings, twins, triplets, etc.

*Note: The tuition credit voucher will be issued within 30 days of the above guidelines being met.

Recipients will have up to 30 days from date of issue to redeem their voucher.

CURRICULUM
Seeds of Excellence Christian Academy’s educational program is based on the A Beka and Pinnacle curriculum. The A Beka curriculum offers hundreds of traditional Christian educational materials that have been developed and refined over a period of 50 years in the classrooms of Pensacola Christian Academy. A Beka identifies goals in six areas of development including the Bible, Mathematics, Science/Health, English, History and Reading.

The Pinnacle curriculum is offered by the Childcare Education Institute (CCEI) and is accredited by the Accrediting Commission of the Distance Education and Training Council.
In addition to the A Beka and Pinnacle curriculums, students will also learn through planned activities supported by specific classroom goals and developmentally appropriate materials and resources.

Parents are responsible for purchasing materials for their children. All book fees are due upon registration. Please refer to the current school year book fees schedule.

NON-DISCRIMINATION POLICY
Seeds of Excellence Christian Academy is enthusiastic about the differences with which God has created everyone. Students are accepted without regard to race, color, national or ethnic origin, gender, age or qualified disability.