

# DYNAMIC LIFE CHRISTIAN SCHOOL

HANDBOOK

Fall 2024-2025



1600 John Marshall Highway

Front Royal, VA 22630

(540) 636-9595

[www.dlcs1.com](http://www.dlcs1.com)

[dlcs1@comcast.net](mailto:dlcs1@comcast.net)

### **Vision**

Dynamic Life Christian School will teach students to love God, to love one another, and recognize that we are all unique and special in the eyes of God.

### **Mission Statement**

Dynamic Life Christian School will provide affordable, high quality early childhood education in a Christ-centered environment. Our program is designed to meet the needs of children ages 1-5th grade through a cooperative partnership between parents and staff. Our focus is to provide a stimulating early care and educational experience which promotes social, emotional, physical, academic, and spiritual development.

### **School Colors**

Black and Gold

### **School Mascot**

Eagle

### **Church Attendance**

Faithful church attendance is important for your child. If a person continually misses church, we believe a void will exist that is not being filled. Therefore, we would like to see that all of our students go to church regularly at the place where God has directed your family to attend.

If your family is not currently attending a local church regularly, we invite you to visit us at ***Dynamic Life Praise and Worship Center***. We are a family oriented ministry that places just as much emphasis on children as we do adults. We offer services on Friday Nights at 7:00 p.m. and Family Worship Service on Sunday mornings at 10:00 a.m.. Childcare and children's ministry is available at the Sunday service at 10:00 a.m. For more information about our church, you can visit us at [www.dynamiclifeministries.com](http://www.dynamiclifeministries.com) or call 540-636-9595.

### **Admissions**

Admission to DLCS is a privilege and is based on availability of space in the given class. In order to secure a place for your child at DLCS, all fees and paperwork must be submitted to our registration staff. Once classes have reached their limit, your name will be placed on a waiting list and you will be notified if there is an opening.

Your child may begin attending Dynamic Life Christian School once they reach age 1. All other children will be placed in the appropriate class, based on age as of September 30, 2024.

## **Our Programs**

### **NURSERY - age 1**

At Dynamic Life Christian School, our nursery program is more than just childcare; it's a partnership with parents in cultivating a safe and nurturing Christian environment for their little ones. Our dedicated staff understands the critical importance of early childhood development, and we strive to introduce children to the love of God from the very beginning. As young minds readily absorb everything around them, our caring team ensures they are surrounded by positive influences and Christian values, laying a strong foundation for their spiritual and intellectual growth. We believe that by working hand-in-hand with parents, we can provide the best possible start for each child's journey of faith and learning.

### **PRESCHOOL - ages 2-4**

At Dynamic Life Christian School, our preschool program for ages 2-4 is designed to be a cornerstone in a child's educational and spiritual journey. We understand the crucial role these formative years play in a child's development, which is why we prioritize creating a safe and nurturing Christian environment. Our dedicated staff fosters a love for learning and a deepening understanding of God's love through age-appropriate activities and curriculum. From exploring the wonders of creation to learning foundational social and academic skills, our preschoolers are guided by caring educators who recognize the importance of instilling Christian values early on. Together with parents, we aim to shape confident and compassionate individuals who are equipped to thrive academically, socially, and spiritually.

### **ELEMENTARY - Kindergarten thru 5th Grade**

At Dynamic Life Christian School, our elementary classes provide a foundation rooted in both academic excellence and Christian values. Combining the renowned Abeka curriculum with small class sizes, we equip students, teachers, and parents with resources that integrate Biblical principles into every aspect of learning. From mathematics to language arts, each lesson is carefully crafted to instill values of integrity, diligence, and compassion. Our dedicated educators guide students through a rigorous academic program while nurturing their spiritual growth and understanding of God's Word. By immersing students in a curriculum that emphasizes Christian values, we empower them to navigate the complexities of the world with wisdom and faith, preparing them to be confident and compassionate leaders in their communities.

We're excited to announce that starting next year, we'll be introducing 5th-grade classes with virtual classes taught by Abeka instructors. Abeka is renowned for its high-quality educational content; paired with our dedicated teaching staff who will provide oversight for all subjects. This combination will ensure that students receive the support and guidance they need to excel academically in a technology advancing world. With this innovative approach, students can benefit from a rigorous curriculum, enjoy the convenience of virtual instruction, and still engage in peer to peer contact with their classmates in a Christian environment. We're committed to providing a dynamic educational experience that prepares students for success, and we believe that our 5th-grade program will offer a valuable opportunity for growth and achievement of each student enrolled.

### **Fees and Tuition**

Fees for enrollment (registration fee, book fee, and supply fee) are non-refundable. First week's tuition and enrollment fees are expected at the time of enrollment.

Tuition is due each Friday for the week to come. If payment is made after 12:00 noon Monday, a late fee of \$15.00 will be placed on your account. A 10% discount is available for all tuition costs paid annually for the entire contracted term.

**Due to fixed costs averaged over the entire year, there is no reduction in tuition for sick days, family vacations, school closures, personal days off, weather closings, or other days off as listed in the school calendar.** Weekly tuition charges are based on our total operating costs for the school year divided by the number of weeks in that school year. Consequently, there will be **NO** reduction in contracted weekly tuition amounts due. The full tuition will be charged. **This applies even when there are fewer than five days of classes or students are absent on scheduled days.**

If an account balance is more than one week past due, students **will not be permitted to attend school** until the account is settled. The balance may be from meals, before or aftercare or potty charges, not just tuition.

All payments will be made through Tuition Express. If more than two payments are declined, a penalty will be charged and immediate arrangements will be made by parent for keeping the account current.

DLCS provides multiple ways in which payments can be made using Tuition Express:

- Make payments online from home on your computer
- Set up automatic drafting
- Access Tuition Express website through your phone to make a payment
- Call in a credit card payment to the school office in case of online technical errors

**LATE FEES** will be billed if payment is not posted in the system no later than Monday by 12:00 p.m. Because DLCS provides a number of convenient ways to make your payments, late fees will not be waived.

Students enrolled on a less-than-five-day-a week contract can "make up" lost days on a space-available basis. Make up days must be pre-arranged and used either **one week before** or **one week after** the lost day(s).

### **Schedule Change Policy**

To request a schedule change, you must contact our office staff **72 hours in advance**.

Because we follow the state ratios, we are not always able to accommodate schedule requests and will not be able to accommodate changes requested less than 72 hours in advance or for unscheduled walk-ins.

### **Re-Enrollment**

In the spring, you will have the opportunity to re-enroll your child at Dynamic Life Christian School for the following school year before enrollment opens to the general public.

### **Withdrawal/Dismissal**

Our enrollment agreement is a **CONTRACT** between parents/guardians and DLCS. DLCS commits to operating expenses for the school year based on enrollment. Therefore, students may not be withdrawn before the final session day unless released by the Director.

Withdrawal from the school must be made in writing, through the Director's Office, at least one week prior to withdrawal. The request for withdrawal will be documented in the student's permanent record. All accounts must be paid in full before transcripts, report cards, and/or books can be released.

**Students who withdraw voluntarily or through expulsion, are responsible to pay a \$500 withdrawal fee per student.** Application, registration, and curriculum fees are non-refundable.

### **Arrival and Departure Information**

All persons entering our grounds are asked to drive slowly and watch for children coming or going. This includes attentiveness to children playing or those being picked up/dropped off. Handicapped parking spots are located in the front of both the upper and lower level entrances available only to those with valid and visible handicapped placards. All others are asked to use unmarked parking spots.

Our doors will open at 7:30 a.m. for drop off of children ages 2 and up. Drop off for our nursery program begins at 8:30 a.m.

Dismissal for preschool begins at 3:00 p.m. and a staff member will be present at the doors for dismissal until 3:30 p.m.. Elementary School is not dismissed from class until 3:10 p.m. When you arrive to pick up your child, you will pull to the front of the building with your pick up number in your vehicle's window, and a staff member will greet you there to call for your child.

In the event that you would like to pick up your child early during the day, you can arrive and press the buzzer located to the right of the main entrance of our building and the office will get your child ready for dismissal. To expedite the process of early dismissal, you can contact the office and they will have your child ready for you when you arrive.

After school care is provided until 5:30 p.m. Late fees begin at 5:40 p.m. at a rate of \$5.00 per child for each ten minute increment. (Note: Every ten minutes you are late, you will be charged a \$5.00 per-child late fee.) Excessive late arrivals may result in your child(ren) being dismissed from our school program.

## Food Service

Dynamic Life Christian School offers hot lunches, snacks, and drinks. Our spacious, commercial kitchen has been inspected and approved by the Department of Health. Our staff follows strict cooking and serving guidelines. We offer a well-balanced, nutritious plan to our students.

Upon arrival in the morning, you will need to indicate to the drop off staff member whether your child will be buying lunch and/or snack.

All meals and snacks will be billed to your account at the end of the week. If your child does not bring lunch or snack, one will be provided and your account will be charged.

Lunch \$5.00  
Snack \$3.00

Your child is allowed to bring snacks to share when celebrating special occasions, however these must be store bought, with ingredients printed on packaging.

## Supply List

***You will need to send the following items to school with your child to begin the year:***

- All ages: One change of clothes (placed in a labeled bag)
- Full-sized backpack
- Ages 1-4: Three-fold resting mat if napping (small blanket and/or pillow is permitted)
- Play shoes (must have shoes appropriate for outdoor play)
- Children who are not potty trained will need one pack of diapers and wipes per week

**Please label all of your child's belongings. Dynamic Life Christian School is not responsible for lost items. All other school supplies are covered in the supply fee which is paid at registration.**

## Snow Days and Emergency Closings

For emergency announcements regarding snow days and late openings, visit our website at [www.dlcs1.com](http://www.dlcs1.com) or [www.facebook.com/dynamiclifechristianschool](http://www.facebook.com/dynamiclifechristianschool). We will also send out emails and text messages to all families who have an email and phone service provider on file. If you do not have an email address or access to the internet, you can call 540-636-9595 for a recorded message. **Reminder: There is no adjustment to weekly tuition for snow days, weather delays, unforeseen circumstances, or emergency closings.**

## Delays

On days that the school experiences an emergency delay, classroom doors will not be opened until a specified time. Early arriving parents may remain with students in their car until staff is ready to begin classes. Kindergarten thru 5th grade students will be considered tardy if they arrive fifteen or more minutes after opening begins.

### **Field Trips**

Fields trips are designed to encourage learning through fostering a “hands on” approach. Students must return signed permission slips to the office by the designated due date in order to participate. Additional field trip fees may apply.

Transportation will be provided by an approved, appropriately licensed driver. Parents are welcome to accompany their child on field trips. Parents of two year olds are strongly encouraged to attend. In order to ensure the safety of all students and staff, as well as provide a fun, enjoyable trip, all students are expected to be well-behaved while on field trips. If a student demonstrates they will be unable to behave on a trip, the parents will be contacted to make other arrangements.

### **Health Information**

Illness spreads from child to child very quickly. Students with fevers, contagious or infectious diseases or symptoms will be sent home promptly and excluded from school activities.

**DLCS does not provide child care for students with fevers or other symptoms. It is the parents’ /guardians’ responsibility to arrange for PROMPT PICKUP, within 30 minutes, of a student deemed too sick to remain in school. If a child is not picked up within 30 minutes of initial contact, Dynamic Life Christian School may impose an additional charge to the account to cover the one on one care provided.**

Children should not come to school if they have had a fever of 100 degrees or above. Once the child is confirmed to return to school by a healthcare provider or does not have a fever of 100 degrees or above without the use of fever-reducing medicine in the last 24 hours, they are able to return to school. Children are not permitted to attend school if they have vomited or had diarrhea within the last 24 hours or may have an illness which is contagious. If your child has two or more flu like symptoms such as runny nose, fever, flu, cough, sore throat, body aches, congestion, extreme fatigue, or any behavior that is unusual for your child and may indicate illness, they cannot be brought to school unless a note is on file from a medical provider that has determined the child is not contagious. A doctor’s note can remain on file for a child so long as no additional symptoms occur. If symptoms clear up for 72 hours and restart again, a new doctor’s note will be required to ensure the child is not contagious. If there is a fever present, the child must be fever free for a 24 hour period without the aid of a fever reducing medication.

Children with bacterial/viral pink eye are not permitted to attend school until the condition has been treated. Please contact the school if your child has either of these. They must have a doctor’s note stating that they have been treated before they can return to school. Children with head lice nits are not permitted to attend school until three days after treatment has begun. Upon returning to school after treatment, school staff will perform a head check to determine if the child can return to class.

Daily Health checks are conducted by trained staff throughout the day to ensure the health and safety of our staff and students. If a child becomes sick while at school, they will be isolated and a parent will be notified to pick up the child. This will be done automatically if your child has a fever or if there is pain that has resulted from an injury. If both parents are unavailable, please have a relative, neighbor, or friend to care for your child. The name of this designated person must be written on your child's emergency information form. Teachers and office staff cannot take the responsibility of caring for a sick child.

### **Immunizations**

At the time of admission, your child must provide up to date and accurate immunization records. The following Department of Health required immunizations and dates of administration must be met prior to the student entering Kindergarten:

- \*Series of 4 DTAP doses with one on or after 4th birthday
- \*Series of 4 POLIO doses with one on or after 4th birthday
- \*2 doses of Measles, Mumps, Rubella (MMR)
- \*Series of 3 Hepatitis B doses
- \*Series of 2 Hepatitis A doses
- \*Series of 2 VARICELLA doses
- \*Series of 2-4 HibB doses depending on the age of first dose

If a family chooses not to immunize their child because of religious, personal, or medical reasons, the family must submit a Commonwealth of Virginia Exemption Certificate in lieu of the immunization record.

### **Medication**

All prescription and over the counter medication must be brought to the office and can be administered only by trained staff once the proper forms have been completed. Medication can only be administered with correctly completed proper forms. Once forms are completed, bring medication in it's original package, labeled with the child's name, to the office to be stored. **DO NOT put medication in a backpack, lunch bag, or leave with child.**

### **Physicals**

Physical exams are required for entrance into Kindergarten and new enrollment into Elementary Classes.



### **Prevention of Child Abuse**

Parents and guardians have the primary responsibility for the health and well-being of their child. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the School Administrator. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (section 63.2-1518) *Authority To Talk to a Child or Sibling*, "Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his/her siblings without consent of and outside presence of his or her parent, guardian, legal custodian, other person standing in, or school personnel."

### **Dress and Grooming Codes**

The following dress code at DLCS is to be observed each day during the school year, for all school programs, and field trips; unless the school has informed parents otherwise. (e.g. special dress up days)

Dynamic Life Christian School reserves the right to make the final decision in questionable areas of dress code. Parents may be called to bring appropriate clothing when students do not follow the dress code.

### **PRESCHOOL CLASSES**

We do not require uniforms for our preschool students, however, we ask that all students be well groomed and dress neatly and modestly. Clothes are to be wrinkle free, neat, and clean. Items should not be frayed, tattered, or have holes in them. Girls are not to wear clothes designed for boys and boys are not to wear clothes designed for girls. We ask that students do not wear clothing that may be scary or contain images or characters that are not appropriate for a Christian environment. (e.g. vampires, witches, skulls, zombies). Girls should wear shorts under skirts/dresses. Boys are not permitted to wear earrings. Children must have a pair of tennis shoes in their classroom that they can change into in order to participate in our daily recess.

Hair must be neatly trimmed and groomed. For boys, conservative, traditional, and neat haircuts are acceptable. Except on designated dress-up days, such as Crazy Hair Day or 100th day of school, only natural hair coloring is allowed. We do not permit extreme hair styles or colors such as pink, blue, green, unnatural red, etc. Makeup is only permitted to be worn by girls and must be kept minimal. Makeup that is excessive or distracting will not be permitted.

## **ELEMENTARY CLASSES - Kindergarten thru 5th grade**

All shirts must be ONE solid color or heathered. NO accent colors or striping. No pictures or words are allowed, except the DLM or DLCS logo, which is optional. Shirts may be collared, polo style, turtleneck, mock turtleneck, short sleeved or long sleeved. Brand logos are only acceptable if smaller than a quarter. Sleeveless shirt are not permitted.

Pants for both boys and girls must be Khaki style, twill or corduroy fabric in tan, black, or navy colors only. Dress capris, skirts, jumpers, and dresses are permitted for girls only. These also must be in tan, black, or navy colors only. Leggings with patterns or colors may be worn under dresses and skirts.

All clothing must be free of holes, patches, frays, chains, or other embellishments.

Boys hair length on the sides may not be any longer than half way down the ear, the back of the hair is not permitted to surpass the top of the collar, and the front of the hair is not to be below the top of the eyebrows. Boys are not permitted to wear earrings.

Girls hair must be neatly trimmed and groomed. We do not permit extreme hair styles or colors such as pink, blue, green, unnatural red, etc. Makeup is only permitted to be worn by girls and must be kept minimal. Makeup that is excessive or distracting will not be permitted.

Fridays are free dress days. Clothing must be clean, modest, and appropriate for a Christian environment. Jeans, sweatpants, leggings paired with finger tip length skirts, hoodies, dresses, and skirts are permitted. Shirts may not have inappropriate pictures or writings.

### **Report Cards**

Elementary students will receive a report card every nine weeks. Interim reports will precede the report card halfway through the quarter. **All accounts must be up to date in order for students to receive their report card.**

November 4: End of 1<sup>st</sup> quarter

January 22: End of 2<sup>nd</sup> quarter

March 26: End of 3<sup>rd</sup> quarter

June 5: End of 4<sup>th</sup> quarter

Interim reports: October 2, December 10, February 24, May 5

Report cards and Awards Assemblies: November 8, January 24, March 28, June 5

### **Parent-Teacher Communication**

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. Parent-Teacher conferences are recommended certain times of the year, but can also be scheduled throughout the year, if necessary. Dynamic Life Christian School uses a service called PROCARE PARENT PORTAL for daily communication with parents regarding class room activities, behaviors, and upcoming events. This app can also be used to communicate with the teachers directly as well as to share pictures or student information. Parents/guardians are expected to keep contact information updated in the office.

Parents must provide the school with at least one form of emergency contact which the parent or emergency contact person can be reached during school hours in the event of illness or emergency.

### **Harmony and Unity**

God is pleased when we dwell together in harmony. Therefore, Dynamic Life Christian School adheres to the principles set forth in Matthew 18 regarding relationships and communication. The Matthew 18 principle states that if one has been offended or has a concern of any kind, he should go immediately to the person involved and discuss the matter in love. The goal is to have relationships restored and strengthened for the honor of God.

DLCS is in partnership with parents as an extension of the Christian home. It is the desire of DLCS to apply Christian based education to guide students in developing and maintaining peaceful relationships inside and outside the classroom. We model positive conflict resolution through Christ-like communication and problem solving.

We have a strict policy at Dynamic Life Praise and Worship Center that we adhere to at DLCS: ***“No division, no dissension, and no discord will ever rule in this house.”***

### **Student Conduct**

We believe our students have the ability to know God, walk with Him, make good choices, and demonstrate Christian character. Our students can and do make a positive impact on their world. Children are a blessing from the Lord and deserve our best efforts for their nurture and their education.

Students have a responsibility as well. We expect that the students, while remaining “children,” will demonstrate good behavior. Our teachers will encourage students to “get along” with each other and will work with them to resolve conflicts according to Biblical standards.

If a student is diagnosed with a learning disability that cannot be managed in a regular classroom or setting, by the advice of a physician or a licensed clinical psychiatrist, parent/guardian will be given the option of canceling the contract, or fully providing all necessary

funds to educate the child (e.g. tutor, classroom aide, materials, etc.). This amount will be determined on an individual basis and presented by school administration to the contract holder.

DLCS staff, faculty, and administration have partnered with parents to provide an environment that is conducive to Christ-centered education. We pledge to our parents to do our very best to provide an atmosphere of learning and one that promotes strong Christian character and development.

### **Discipline**

Discipline at DLCS is a reflection of our love for our students and our goal is to see them properly manage their behavior. We view discipline as a genuine act of love. Our goal is for students to be guided and governed by Biblical precepts that they have learned at home, church, and school.

The primary objective of any disciplinary action is for the student to learn self-control and self-discipline. Each child is treated on an individual basis. In general, discipline will be handled by the classroom teacher based on the standards that have been clearly defined to each student.

We see in Isaiah 1:19 that God rewards us for being willing and obedient. Therefore, at DLCS, we emphasize positive reinforcement and encouragement as our main form of discipline. If that method is ineffective, other methods may be used such as time out or missing a fun activity. We carefully select a disciplinary method that will not lead to resentment but rather a change in behavior.

### **Security**

We currently have a security monitoring system, which includes cameras, throughout our building and grounds. We have Fire Marshal-approved fire alarm and emergency evacuation plans. We routinely drill according to the specifications in the evacuation plans recommended by the Fire Marshal. We permit access into our building through only one location, the upstairs foyer area.

The teachers and staff at Dynamic Life Christian School are committed to providing safety and security for all students. We pray regularly for the safety of our school. We recognize that having God's hand of protection on our school is the greatest asset in our safety plan.

One outstanding quality of our teachers and staff is alertness. Our teachers and staff maintain a constant state of alertness while in the classroom and as they move throughout our facility. They care very much about the well-being of each student. Their attentiveness is valuable and essential while caring for young children.

To provide maximum security for our students and staff, we limit access of our building to

**staff and students only.** The door at the top of the stairwell remains locked. All visitors are screened at the front entrance before being permitted access to our building.

Safety and security are a major priority at Dynamic Life Christian School. The systems, practices, and plans mentioned above provide an excellent foundation for safety in our building. We routinely consult with experts in order to obtain their advice and suggestions on enhancing security in our building.

### **Student Records**

In cases that involve custody or other court orders, the parent or guardian is solely responsible to provide appropriate documentation and update us with any changes.

DLCS reserves the right to change its policies at any time, with or without notice.

### **2024-2025 School Calendar**

***There will be NO school on the following days:***

October 14: Teacher Workday School Closed - Parent Conferences

November 26-29: Thanksgiving Break

December 23-January 1: Christmas Break\*

January 20: Presidents Day

February 17: Teacher Workday

April 14 - 22: Spring Break\*\*

April 22: Teacher Workday School Closed - Parent Conferences

May 26: Memorial Day

Notes:

\*DLCS will be closed but day care will be available for parents who require child care on selected days during Christmas and Spring breaks. See office for details.

\*\*In the event of multiple missed days due to inclement weather, school may be open on these days.

### **Other Important Dates**

August 30: Back to School Day (times to be determined)

September 3: First day of School

June 5: Last day of School

June 5: Graduation Ceremony

**DYNAMIC LIFE CHRISTIAN SCHOOL**  
**1600 John Marshall Highway**  
**Front Royal, VA 22630**

**September 3, 2024 - June 5, 2025**

**Non-refundable fees due upon registration:**

Enrollment Fees include the cost of registration, books, supplies, and technology. This fee is paid annually at the beginning of each new school year. Additional fees apply for Summer Adventure.

Enrollment fee for 1 year old nursery.....	\$275.00
Enrollment fee for ages 2-4.....	\$430.00
Enrollment fee fee for Kindergarten.....	\$485.00
Enrollment fee for 1st-2nd grade .....	\$585.00
Enrollment fee for 3rd-5th grade .....	\$595.00

(Above stated fees are non-refundable)

**Tuition:**

**Nursery - 8:45 a.m. - 3:15 p.m.**

5 days a week	\$210.00
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**2 year old Preschool - 9:00 a.m. - 3:00 p.m.**

2 days a week	\$100.00
3 days a week	\$139.00
5 days a week	\$175.00

**Preschool ages 3 and 4 year olds - 9:00 a.m. - 3:00 p.m.**

1 day a week	\$54.00
2 days a week	\$93.00
3 days a week	\$126.00
4 days a week	\$146.00
5 days a week	\$160.00

**Additional Charges for ages 3 and 4:**

Potty Training Fee ( <i>if not completely potty trained</i> ) .....	\$5.00/day
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**Elementary - 5 days a week, 8:45 a.m. - 3:10 p.m.**

Kindergarten	\$167.00
1st thru 5th	\$174.00

**DLCS Before and After Care - starts at 7:30 a.m., ends at 5:30 p.m.**

1 day a week.....	\$23.00
2 days a week.....	\$40.00
3 days a week. ....	\$57.00
4 days a week.....	\$63.00
5 days a week. ....	\$74.00

**Late charges** will apply if children are not picked up at their scheduled time. The charge is \$5.00 for every ten minute increment.

**Tuition is due each Friday** for the week to come. If payment is made after 12:00 pm Monday, a late fee of \$15.00 will be placed on your account. Due to fixed costs averaged over the entire year, there is no reduction in tuition for sick days, family vacations, or other days off as listed in the school calendar.

**Optional Meal Plan:**

Lunch.....	\$5.00
Snack.....	\$3.00

# YOUR MYPROCARE ACCOUNT

Access your account from computer or phone

1. Go to [www.myprocare.com/account](http://www.myprocare.com/account)

2. Enter email you provided to the school

3. Check email for confirmation number

4. Set up account

The screenshot shows a web form for account setup. At the top, it says "email address" and has a text input field containing "myname@gmail.com". Below this is a section titled "Enter your confirmation number below." with a text input field labeled "Confirmation Number". The next section is "Choose a password and enter it below." with a text input field labeled "Password". Below that is "To confirm your password, enter it below." with a text input field labeled "Confirm Password". At the bottom, there is a green "SUBMIT" button. A hint at the bottom reads "Hint: You may need to check your spam folder." Arrows from the numbered steps point to these fields: step 2 to the email field, step 3 to the confirmation number field, and step 4 to both the password and confirm password fields.

4. Once logged in, you can:

The screenshot shows the user dashboard for "Dynamic Life Christian School". The top navigation bar includes "MENU", "REPORTS", "SCHEDULE", "ACTIVITY", "CONTACTS", and "CENTER". The main content area is divided into two sections. On the left, there is a user profile card with a silhouette icon, the text "After School Enrolled as of 3/2/2017 Custom Schedule", and a name field labeled "name". On the right, there is an "Account Balances" section with two rows: one for "\$0.00" with a green "PAY" button, and another for "Last name" with "\$119.00" and a green "PAY" button. Arrows from the text below point to the "name" field and the two "PAY" buttons.

**update information**

Click on your child's name to access other **personal information** such as who is allowed to pick up your child or your attendance as logged in through Procure.

**view statement**

Click on name to view **statement** or **print** statement for employer or tax deduction.

**pay**

Click Pay to easily make a **payment**.

# Why Families are Choosing **Dynamic Life Christian School** for Their Child's Preschool and Elementary Education....

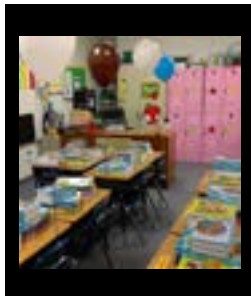


## Our Director, Mrs. Elvi Rogers

- Graduate of George Mason University
- Degree in Early Education
- Licensed with the state of VA for 20 years
- 10 years experience in public schools
- 15 years experience as Preschool Director/Elementary School Principal

## Our Staff

- Professional, Trained
- Friendly and love working with children
- Complete Criminal Background Check/Health Screening
- Ongoing staff training
- Regular formal & informal teacher evaluations



## Our Facility

- Spacious Classrooms
- Clean and Sanitary
- Commercial Kitchen and Large Cafeteria; Serve meals daily
- Indoor Playground with Moon Bounces, slide, hula hoops and more

## Our Grounds

- Large Pavilion
- Large Fenced In Playground and Outdoor Fields
- Outdoor Play Equipment (parachutes, oversized balls, scooters, etc.)
- Fleet (4 Vans, 1 Shuttle Bus)
- Trackless Train

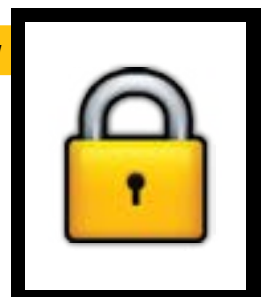


## Our Program

- Abeka Curriculum
- Before and After School Care available
- Flexible scheduling
- Small class sizes

## Our Safety

- Only one entrance into facility, all other doors locked
- Surveillance cameras monitor grounds
- Electronic daily communication and check in system
- Key code doors on all classrooms





# ENROLLMENT APPLICATION

## Dynamic Life Christian School

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

For School Year \_\_\_\_\_ - \_\_\_\_\_

 New Enrollment

Student's Name \_\_\_\_\_

Last

First

Middle

Called by \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street

City

State

ZIP

Home Phone (\_\_\_\_) \_\_\_\_\_

Sex \_\_\_\_\_

Birthdate \_\_\_\_\_

Race:  White  African-American  Asian Hispanic  Native American  Other

Potty Trained?

yes no 

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Physical Address \_\_\_\_\_

Street

City

State

ZIP

Mother's Physical Address \_\_\_\_\_

Street

City

State

ZIP

Father's Work Phone (\_\_\_\_) \_\_\_\_\_

Father's Cell Phone (\_\_\_\_) \_\_\_\_\_

Father's cell phone service provider: \_\_\_\_\_

Do you wish to receive text messages?

yes no 

Father's Employer (Company Name) \_\_\_\_\_

Father's Work Address \_\_\_\_\_

Street

City

State

ZIP

E-mail Address \_\_\_\_\_

Mother's Work Phone (\_\_\_\_) \_\_\_\_\_

Mother's Cell Phone (\_\_\_\_) \_\_\_\_\_

Mother's cell phone service provider: \_\_\_\_\_

Do you wish to receive text messages?

yes no 

Mother's Employer (Company Name) \_\_\_\_\_

Mother's Work Address \_\_\_\_\_

Street

City

State

ZIP

E-mail Address \_\_\_\_\_

If parents are separated or divorced, with whom does the student live? \_\_\_\_\_

Please indicate who is responsible for your student's tuition payments:

 Mother Father Grandparent/Guardian OtherAddress **if different** from student \_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Physical problems/allergies, if any \_\_\_\_\_

Has your child attended a Previous Day Care or Pre-school: yes  no  If yes, please list name & location.

Name of Facility \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Has your child ever been rejected or dismissed from a Day Care or Pre-school? yes  no  If yes, please state reason.**Indicate class and days attending****5 days a week:**  Kindergarten  1st grade  2nd grade  3rd grade  4th grade  5th grade  Nursery**2-4 year olds:**  9:00 a.m.-3:00 p.m. **# of Days Per Week:**  1  2  3  4  5**Circle Days:** Mon. Tues. Wed. Thu. Fri.**(over, please)**

**Emergency Contacts - DLCS will contact in order listed below for illness or emergency**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Reason for selecting Dynamic Life Christian School \_\_\_\_\_

Dynamic Life Christian School was recommended by \_\_\_\_\_

Has your child ever been a student at Dynamic Life Christian School?  Yes  No

**STATEMENT OF COOPERATION**

In making application for my child, I desire to have him/her complete the \_\_\_\_\_ - \_\_\_\_\_ school year at Dynamic Life Christian School. It is also my understanding that the policy of the school is to make no refunds or transfers on registration, book, or supply fees. I understand that Dynamic Life Christian School is a private institution; DLCS reserves the right to set and maintain its own standards for student conduct, dress code, and tuition assistance. These standards include conduct while on school and off school premises. I further agree to indemnify and hold Dynamic Life Christian School harmless for any and all liability that may result from my child attending or participating in all activities of Dynamic Life Christian School.

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**Note:** *If your child does not start school on the scheduled start date and you have **not** notified Dynamic Life Christian School, we will assume that your child will not be attending and your child's space will be made available for another child. All fees paid will be forfeited.*

**Items to be submitted with this form:**

- Fees or deferred agreement
- Tuition
- Health/Immunization Form
- Public Disclosure Form
- Photo Release Form
- Medical Release Form
- Tuition Express Forms/My Procure
- Custody or Other Legal Forms
- Proof of identity and age (to be initialed by School Official when seen)
- \_\_\_\_\_  Certified copy of birth certificate
- \_\_\_\_\_  Notification of birth (hospital, physician, or midwife)
- \_\_\_\_\_  Baptismal record
- \_\_\_\_\_  School record from public school in VA, **or**
- \_\_\_\_\_  Certification by principal, or his designee, of a public school in the U.S., that a certified copy of the child's birth record was previously presented

**DYNAMIC LIFE CHRISTIAN SCHOOL**  
 1600 John Marshall Highway, Front Royal, VA 22630  
 (540) 636-9595  
**ENROLLMENT CONTRACT**

Family Name \_\_\_\_\_

Primary Emergency Contact (available while child is at school) \_\_\_\_\_

Cell \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Home \_\_\_\_\_

Name (List eldest student first)	Circle Day(s) of Week Attending	Circle Time of Drop Off	Circle Time of Pick Up
Child 1 _____	M Tu W Th F	7:30 - 8:45	3:00 - 3:15
Child 2 _____	M Tu W Th F	Additional Charge for Drop Off before 8:45 am	Additional Charge for Pick Up after 3:15 pm
Child 3 _____	M Tu W Th F	8:45 - 9:00 9:00 - 9:30	3:15 - 4:00 4:00 - 5:00 5:00 - 5:30

(Initials) **Parent Agreement:**

- 1. In order to secure enrollment, I, as the parent/guardian, agree to pay and deliver with this Enrollment Contract the non-refundable enrollment fees and the first week's tuition.
- 2. I hereby agree to pay the weekly tuition amount shown on this contract for the Fall 2024-2025 program. DLCS reserves the right to deny admission if payments are not made by Monday at 12 noon. I understand that any additional fees such as meals, before/after care, or other miscellaneous charges will be billed to my account. School records, tax reports, and final report cards will not be released until all outstanding balances have been rectified.
- 3. Due to fixed costs averaged over the entire year, **there is no reduction in tuition for days missed for any reason**, such as sick days, family vacations, school holidays, etc.
- 4. If DLCS attempts to process an automatic tuition payment or deposit a check payment and the account has Non-Sufficient Funds, a NSF charge of \$15 and a late charge of \$15 will be added to said account.
- 5. If a student is diagnosed with a learning disability that can not be managed in a regular classroom or setting without additional staff, by the advice of a physician or a licensed clinical professional, the parent/guardian will be given the option to cancel the contract or to fully provide all necessary funds to educate the child (e.g. tutor, classroom aide, materials, etc.) This amount will be determined on an individual need and presented by school administration to the contract holder.
- 6. Early withdrawal policy: This is a **CONTRACT** between students' parents/guardians and DLCS. DLCS commits to operating expenses for the school year based on enrollment. Therefore, students may not be withdrawn before the final session day unless released by the Director. Withdrawal from the school must be made in writing through the Director's Office and will result in a \$500 early termination fee.
- 7. I understand that my child needs to remain home for at least 24 hours without symptoms or symptom relieving medication before returning to DLCS, unless the school receives a note from the child's medical provider stating that the child is not contagious and may return to the school. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider will be required before the child can return.
- 8. I have read and will abide by school policies as stated in the DLCS Student Handbook.

Parent Signature: \_\_\_\_\_

**DYNAMIC LIFE CHRISTIAN SCHOOL**  
 1600 John Marshall Highway, Front Royal, VA 22630  
 (540) 636-9595  
**ENROLLMENT CONTRACT Page 2**

Parent Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

<b>Name (List eldest student first)</b>	<b>Circle Day(s) of Week Attending</b>	<b>Age</b>	<b>Enrollment Fees</b>	<b>Weekly Tuition</b>
Child 1 _____	M Tu W Th F _____	_____	\$ _____	\$ _____
Child 2 _____	M Tu W Th F _____	_____	\$ _____	\$ _____
Child 3 _____	M Tu W Th F _____	_____	\$ _____	\$ _____
<b>Start Date</b> _____			<b>Totals</b> \$ _____	\$ _____

**If Previously Enrolled:**

I have reviewed my contact information and no changes need to be made at this time. I know my information can be updated any time at [www.myprocare.com](http://www.myprocare.com). All permissions and releases still apply.

Parent Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Non-refundable fees due upon registration:**

Enrollment Fees include the cost of registration, books, supplies, and technology.

This fee is paid annually at the beginning of each new school year. Additional fees apply for Summer Adventure.

Enrollment fee for 1 year old Nursery.....	\$300.00
Enrollment fee for ages 2-4.....	\$430.00
Enrollment fee for Kindergarten.....	\$485.00
Enrollment fee for 1st-2nd grade.....	\$585.00
Enrollment fee for 3rd-5th grade.....	\$595.00

**Tuition:**

**Nursery - 8:45 a.m. - 3:15 p.m.**

5 days a week, Monday-Friday.....\$210.00

**2 year old Preschool - 9:00 a.m. - 3:00 p.m.**

2 days a week.....\$100.00

3 days a week.....\$139.00

5 days a week.....\$175.00

**Preschool ages 3 and 4 year olds - 9:00 a.m. - 3:00 p.m.**

1 day a week.....\$54.00

2 days a week.....\$93.00

3 days a week.....\$126.00

4 days a week.....\$146.00

5 days a week.....\$160.00

**Additional Charges for ages 3 and 4:**

Potty Training Fee (if not completely potty trained).....\$5.00/day

**Elementary - 5 days a week, 8:45 a.m. - 3:10 p.m.**

Kindergarten.....\$167.00

1st thru 5th.....\$174.00

<b>Tuition &amp; Fees Worksheet:</b>	
Enrollment Fees Total from above	\$ _____
Tuition Total from above	\$ _____
Potty Fee	\$ _____
Discount or Coupon	\$ < _____ >
<b>Total Amount Due</b>	<b>\$ _____</b>



## Dynamic Life Christian School

### Emergency Medical Release

This form will be on file in the school office for the current school year.

In case of accident or other emergency involving my child \_\_\_\_\_, whose birthday is \_\_\_\_\_, I/we request that the school contact me/us. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible thereafter.

I/we authorize and consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care, which in the best judgment of a licensed physician or dentist is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for emergency medical transportation.

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Father/Guardian Printed

\_\_\_\_\_  
Mother/Guardian Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Both parents of the student must sign. If parents with joint custody of the child live in separate homes, both parents are required to sign the form.

Please notify the school office of any changes during the school year.

**Dynamic Life Christian School**

1600 John Marshall Highway

Front Royal, VA 22630

(540) 636-9595

**Photo/Video Release Form**

I hereby give permission for images of my child, captured during regular and special school activities through video, photo and digital camera, to be used solely for the purposes of Dynamic Life Christian School promotional materials and publication and waive any rights of compensation or ownership thereto.

Name of participant (*please print*) \_\_\_\_\_

Name of parent/guardian (*please print*) \_\_\_\_\_

Parent/guardian's signature \_\_\_\_\_

Date \_\_\_\_\_

**Dynamic Life Christian School**  
1600 John Marshall Highway  
Front Royal, VA 22630  
(540) 636-9595

## **PUBLIC DISCLOSURE STATEMENT**

### **Exempt Child Day Centers**

The code of Virginia, Section 63.2-1716 allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the exemption law.

#### **Religious Exemption**

In compliance with the Code of Virginia, Section 63.2-1716, this school is religiously exempt from licensure and is classified as a “religiously exempt” child day center.

#### **Qualifications of Personnel**

Criminal background check  
Health assessment  
TB test  
First aid and CPR training  
Staff training

#### **Description of Facilities**

The name of the school is called Dynamic Life Christian School.  
The school is located at 1600 John Marshall Highway, Front Royal, VA 22630.  
The size of the building is 18,000 square feet.  
The number of rooms used for the school is seven classrooms, main hall, teen center, and computer lab.  
The kitchen facilities are available for use by the school.

The play equipment consists of indoor and outdoor sports equipment, commercial moon bounces, sit-n-spin toys, hula hoops, and more.

#### **Other Significant Features of the Facilities**

Trackless train

#### **Enrollment Capacity**

The maximum number of children that the school will enroll is 100. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 300+.

### **Food Service**

The school intends to provide food service. We will prepare combination (hot/cold) breakfast, mid-morning snack, hot lunch, and afternoon snack for purchase.

### **Health Requirements for Staff**

Staff employed at the school MUST be certified by a practicing physician to be free from any disability that would prevent them from caring for children. Documentation is on file at the School.

### **Public Liability Insurance**

The school is covered by public liability insurance that provides coverage in the event someone brings suit for personal or bodily harm suffered during the operation of the school as a result of negligence.

### **Christian School**

Dynamic Life Christian School is a Christian school that teaches Christian principles and standards to its staff and clientele. These principles and standards are biblically based, using both Old and New Testaments. The Dynamic Life Christian School is a ministry of the church universal; however, Dynamic Life Praise and Worship Center is our sponsoring church. Our doctrinal statements and positions on theological topics can be found with them.

I \_\_\_\_\_ have read the above information  
(Print name of parent)

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

Name of student \_\_\_\_\_





# Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) Dynamic Life Christian School to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name		Phone #	
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name		Phone #	
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

Authorized Signature	Date
----------------------	------

#### For Official Use Only

Date Received

Employee Signature



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