JOURNEY OF FAITH SCHOOL

FAMILY HANDBOOK

2026 – 2027

Infant / Toddler

Preschool

1243 Artesia Blvd

Manhattan Beach, CA 90266

310.374.0583

Welcome

Journey of Faith Christian School is a Christian School. The school offers services in two areas: Infant / Toddler (6 weeks to 36 months) and Preschool (2 years to 4 years). We are a non-profit organization that provides highly recognized and affordable childcare to parents in the South Bay of Los Angeles, California.

Mission Statement

Journey of Faith Christian School's Mission Statement is to provide each student with a loving, safe Christian environment devoted to excellent care in a family friendly, nurturing environment. We strive to offer a program that meets the intellectual, emotional, social, spiritual, and physical needs of each child.

We are confident that you will be pleased with your selection of education and care for your child. Our loving staff is committed to serve with excellence as we partner with your family and child during their preschool years.

2025-2026 School Wide Bible verse

Teach me your way, Lord, that I may rely on your faithfulness. Psalm 86:11

Philosophy & Core Values

Journey of Faith Christian School Philosophy is based on a God-centered view that all truth is God's truth *"I am the way and the truth and the life. No one comes to the Father except through me" (John 14:6).* In laying this foundation, we seek to teach God's truth and show children God's hand is in everything we see and do.

- Our main focus is that every child knows God in a personal way. We believe it's our responsibility to teach children to love God.
- We believe the Bible entrusts parents with the duty of raising their children with discipline and instruction of the Lord. *"Train a child in the way he should go, and when he is old, he will not turn from it" (Proverbs 22:6).* Our staff of qualified Christian professionals will provide loving care and direction, guidance, and wisdom to your child.
- The importance of teaching godly character traits and godliness has a lifetime value and is an integral part of our curriculum at Journey of Faith School. *"Godliness is profitable for all things, since it holds promises for the present life and also for the life to come" (1 Timothy 4:8)*. Daily school activities address the child's relationship and responsibility to God; which include love, thankfulness, joy, humility, and the practice of personal discipline.

Therefore, Journey of Faith Christian School is a safe Christian environment that provides the opportunity to question, to explore, and to celebrate God's world.

"And Jesus said to them, 'Let the little children come to Me, and do not hinder them, for the Kingdom of God belongs to them" (Mark 10:14).

Statement of Faith

Journey of Faith School holds and affirms that:

- We submit to Jesus in every area: philosophy, teaching, relationships, vision and stewardship. We believe the Bible is the inspired Word of God, and our purpose is to glorify God's final authority.
- We believe in one God, creator of all things, eternally existing in three persons; Father, Son and Holy Spirit.
- We believe that man was created in the image of God; that he sinned, which resulted in separation from God: We are all born with a sinful nature and are lost and without hope except in His sovereign mercy and grace.

- We believe that the Lord Jesus Christ died for our sins, and all who trust in Him by faith alone are justified and assured of eternal life through Jesus Christ alone.
- We believe Jesus was resurrected, ascended into Heaven, and believe in His imminent return.
- We believe that salvation is the gift of God by grace alone and received through faith alone in the Lord Jesus Christ.

Goals

Journey of Faith Christian School dedicates itself to achieving the following goals:

Spiritual (2 Timothy 3:15-17)

1. To help each child develop a love for God and others.
2. To teach children that Jesus is God's Son and loves them.
3. To teach God's word and help each child to "hide God's word in his heart." (2 Timothy 2:15)
4. To receive and give forgiveness.

Intellectual (Psalm 139:13-16)

1. To help the child develop self-confidence by developing competence and satisfaction in the mastery of new skills.
2. To develop a love of learning. To become lifelong learners.
3. To help the child develop a sense of responsibility.
4. To stimulate curiosity, creativity, imagination, critical thinking, and problem-solving skills.
5. To provide a developmental educational program which includes (science, social studies, pre-math, reading readiness, language concepts, music, and art).

Social (Philippians 2:1-4)

1. To provide an environment that will foster his/her sense of security.
2. To encourage courtesy, helpfulness, manners, and honesty.
3. To help the child to feel accepted by his/her teacher and peers.
4. To promote sharing with others.

Physical (1 Corinthians 6:19-20)

1. To provide for the health, safety, and well-being of the child.
2. To encourage development of large and small muscles and hand-eye coordination through play and sensory motor activities.
3. To promote good health habits.

Emotional (1 Peter 5:2-4)

1. To provide an emotionally safe, secure, and loving environment for each child.
2. To provide a "home away from home."
3. To develop and promote self-confidence.

Admissions

Journey of Faith Christian School has been established to provide a safe and secure place for children to grow and learn. Children between the ages of six weeks and five years of age are eligible for admission. We provide a loving Christian environment, careful supervision, and a balanced program in partnership with parents. We believe each child is a unique and special gift of God and that it is our privilege and responsibility to help them grow into the person the Lord desires them to be.

Journey of Faith Christian School admits students of any race, color, national or ethnic origin and students are offered all the rights, privileges, and programs generally afforded or made available to students at the school. As a religious organization, the school retains the right to discriminate based on religious, spiritual principles including the sexual preference of its students, staff, or parents.

The church leadership constitutes the official governing authority and spiritual oversight for Journey of Faith Christian School's policy, programs, and academic development. In addition, the School Advisory Team is composed of individuals representing the church and school community. Journey of Faith Christian School is

licensed by the State of California Department of Social Services and is committed to the belief of life-long learning for its students and staff.

Staff

At Journey of Faith Christian School, our loving, nurturing teachers demonstrate a strong Christian walk, have accepted Jesus Christ as their personal Savior, are active in their church, and believe that they have been called by God to work with children.

All staff members also meet or exceed the approved standards for education and experience set forth by the State of California. In addition, our staff members pursue further professional growth by means of continued ECE course work, seminars, and professional development throughout the year.

Admissions Requirements

- A registration packet with all required forms along with this Parent Handbook will be given to each Family.
- The registration packet must be complete and turned in prior to the child's first day of school.
- A copy of the following must be included in the registration packet.
    a. Child's birth certificate
    b. Physician's report completed by child's pediatrician.
    c. Current immunization record. If there are any missing or incomplete immunizations/forms the child may not attend the school until all information has been submitted.
    d. Students identified as having exceptional needs (physical, mental, emotional, conduct, etc.) will be evaluated by a professional during admission procedure to determine if we are able to meet the needs, he/she may have. It is a matter of moral integrity on the part of the school to only admit those students whose educational needs can be met.
    e. We abide by the California State Immunization Laws as outlined in the California Department of Education requirements.

Teacher-Student Ratios

We are licensed by Community Care Licensing that provides us with the teacher-student ratios we abide by. However, Journey of Faith Christian School has our own teacher-student guidelines that we set that allow us to have smaller ratios to better serve the needs of our development program.

Operational Policies

Hours of Operation

Journey of Faith Christian School is open from 7:00am to 6:00pm, Monday through Friday, throughout the year. Please message the teacher before 9:00am if your child will be absent.

Arrival & Pick-Up

We ask that each family adhere to the following procedure when picking up/dropping off your student:

- **All children should be signed in by 9:00am**.
- Each child must be brought into school and signed in and out by an ADULT (18 years or older.) The school will not assume responsibility for any child that has not been signed in when brought to class. The State of California law requires the date, time of arrival, and the parent's signature (*initials are not acceptable as a signature*).
- Children will NOT be released to anyone under the age of 18. Parents should put away/remove all items from the child's cubby area. Each teacher may have a designated space for lunch boxes, backpacks, etc. Please check with your child's teacher when you enroll**. Please make sure all items are labeled clearly with your child's name.**

Pick-Up By Persons Other Than Parents

- Persons who are listed on the child's emergency contact sheet, completed at the time of registration, are permitted to pick-up the child at any time *without* notification from the parents.
- Each school term families will choose a suitable password that only the PARENT(S) will know.
- If for any reason the child is to be picked up by someone other than a parent or an emergency contact, a handwritten note must be given to the school, **signed by the *parent, in advance.***
- In emergency situations, a handwritten note can be emailed to the school office by the parent(s) and the password verification must be given to the school who will verify it on your child's records.
- **Verbal Permission from the phone or email is not accepted**.

NO CHILD WILL BE RELEASED TO ANYONE WHO DOES NOT HAVE PROPER IDENTIFICATION OR IF THE SCHOOL HAS NOT BEEN PROPERLY NOTIFIED BY THE PARENT!

Late Pick-Up

A late pick-up fee of $10 will be charged for any child picked up after **6:00 p.m. with an additional $1 per minute fee for each additional minute past this time.** Upon pick-up of your child, you will be required to sign the late fee form which will inform you of the amount owed. **Late fees will be billed through Procare the following day.**

VERY IMPORTANT – Our teachers and staff work full days. In order for them to be fully rested and prepared for their work, they need to leave at the end of their shift on time. Thank you in advance for your support and cooperation.

Visitors on Campus

ALL visitors must register in the school office and wear a visitor's badge while on campus. Visitors must also check out through the school office when leaving the campus. Safety is our first priority for your child.

Classroom Visitation Guidelines

At Journey of Faith Christian School, we welcome all parents/guardians of children enrolled in school. In order to ensure the safety of our children, the following guidelines have been established for visitors:

- When a visiting adult arrives on campus, he/she needs to sign in at the school office and receive a Visitor's Badge. This badge needs to be worn at all times while on campus and be returned to the office prior to your departure.
- Parents are welcome to come in for classroom observation. Please make an appointment with the School Director.
- Please do not bring other children, including siblings, when observing classrooms. At the end of the session, please return the visitor's badge and sign-out in the school office or designated location.

Classroom Activities

During the school year, we celebrate with special activities and lunches in the classroom. You will be notified of these celebrations by your teacher/room parent and will at times, be asked to sign up to bring an item for the class. You are invited to attend these activities and share lunch with your child and other families in the room.

School Apps & Communication

There are a couple of apps that are used for parent communication and school functions.

- Procare – used daily to sign your child in and out, as well as to receive updates and pictures.
- Facebook – www.facebook.com/journeyoffaithschoolfamilies parents can ask to join the group to see daily classroom pictures and announcements posted.
- Instagram – JOF_School. Please ask to join.

Illness

Your child's health is of major importance. For your protection, Journey of Faith Christian School has adopted the following Health guidelines:

No child will be permitted to attend school that shows any of the following symptoms:

- Acute cold-sore throat
- Swollen glands, colored runny nose (not allergy related)
- Consistent coughing
- Red or discharging eyes
- Temperature above a 99.7
- Nausea, vomiting, diarrhea, headache, skin eruptions/ rashes
- Signs of listlessness, weakness, drowsiness, flushed skin, or chills.
- Green or colored mucus/discharge.

If your child has had any of the above symptoms during the night, he/she must remain home for a **full 24 hours** *and* must be symptoms free for **24 hours** before he/she may return to school.

If your child is sent home from school with any of the above symptoms, he/she will not be permitted to return to school the next day and must be symptom free for a minimum of 24 hours. ***The Director/Teacher has the authority to refuse admittance to your child if they see any signs of illness.***

A written doctor's clearance or a call from the doctor's office will be required before a child is allowed to return to school if he/she has had, or has been suspected of having, a communicable condition, or in cases of prolonged illnesses of five days or more. This must include the name of the condition/illness, any medication being given for it, and assurance that the child is not contagious to other students.

Parents are requested to notify the school if their child is exposed to a communicable disease.

Illness Policy

If your child becomes ill during the day, he/she will be isolated from the other children, and you will be called to pick him/her up from school. It is your responsibility to come immediately for your child or secure alternate childcare. An incident report will be given to you describing symptoms, temperature, and what first-aid has been given to your child on the Procare app.

Discipline

At Journey of Faith Christian School, we believe discipline is necessary for the welfare of the student and the entire school. We believe positive discipline will help a child develop personally, socially and spiritually.

Most disciplinary action is handled by simply re-directing the child's behavior. This involves the teacher and child talking about the behavior, making sure the child understands the reason it is unacceptable, and giving the child an acceptable alternative. The teacher is careful to make it clear to the child, it is the behavior they do not like, not the child. We end in prayer together, so the student feels loved and understands that we are working together with them.

If the behavior continues, the child will be taken to the Director who will counsel the child and reiterate acceptable alternatives. Should the child have repeat trips to the Director, the parent will be called to have a conference with his/her child, the teacher, and the Director.

Biting Policy

In the case of a biting incident, the parents of both children involved will be notified. An incident report will be completed and placed in both children's files. If the bite breaks the skin, parents will be advised to take their child for medical treatment. It is at the discretion of the Director, in conjunction with the parents, to determine if the child is developmentally ready for our program or if their enrollment needs to be re-evaluated.

"Listen to counsel and accept discipline, that you may be wise the rest of your days" (Proverbs 19:20)

General Policies

Birthdays: If you would like your child to have a birthday party with his/her classmates, please contact the office at least one week in advance. Parties take place during afternoon snack at 3:00pm.

Clothing: Parents are requested to dress their children in sturdy, washable clothing. We recommend "pull-on" type clothes with elastic waists that can be easily manipulated by the child. Overalls, belts, snaps, body suits, etc. are discouraged. Long dresses are hazardous during play and should not be worn to school. We like to encourage messy play. **Please write your child's name on all their and belongings with a permanent marker or name labels.**

Shoes: Shoes must buckle, tie, or Velcro securely on the child's foot. Due to the potential safety hazard and licensing guidelines, flip-flops and open toe sandals are not permitted. We ask that you provide us with two sets of extra clothes and one pair of extra shoes for your child. This clothing will be kept in the classroom and used in case of an accident, spill or in case of a major disaster.

Naps: All children rest during the afternoon hours. A time will be provided each day for children to rest on a cot. The rest time includes non-nappers.

All children must have a crib sheet and crib blanket. All bedding must be clearly marked with the child's name and stored in a small backpack. Bedding will be sent home each week on Friday to be laundered and returned on the following Monday.

Snacks: Journey of Faith Christian School provides AM and PM snack for preschool children. A variety of fruits and vegetables, whole grain, and cereal products (breads, crackers, bagels, muffins, etc.), dairy, milk or water are served for morning and afternoon snacks. Menus are planned to include at least one serving from each of two or more of the five major food groups and meet the state requirements for nutrition and quantity served. Monthly snack menus are posted in each classroom and available in the school office for pick-up.

Lunches: Your child can bring lunch from home, or you may also participate in our monthly Hot Lunch Program. We request you send nutritious, healthy meals that are proportioned for your child which include fruits, vegetables, bread or bread alternatives (noodles/pasta), meat or meat alternatives (cheese, eggs, peanut butter). DO NOT send candy, gum, soda, donuts, or other junk foods. "Emergency" hot lunch will be available. Call or email the preschool office and pay the $9.50 fee at the end of the same day.

Journey of Faith Christian School offers a **Hot Lunch program** for families who choose to participate. The lunch menu will be emailed to parents around the 15th of the previous month. The lunch menu will also be available in the school office. Payments can be made by cash or check in the school office or online. **No credit for absences (including sick days).**

Trunk or Treat: As a Christian school, we do not recognize the practices or philosophy behind the Halloween holiday. Please do not send your children dressed in scary costumes. We celebrate Harvest time with a Trunk or Treat.

School Safety/Insurance: We pride ourselves on keeping a safe campus. If an accident does occur, we report it to you. It is our policy to call the parent in the event of any serious fall or injury. Minor bumps, scrapes, and bruises will be attended to here at the school and you will be given an incident report on the Procare app explaining how it happened and what first aid was given to the child. In the event a child is seriously injured, Manhattan Beach Paramedics will be called.

- Parents provide the primary medical coverage for their children. Any expenses incurred from accidents, not covered by the parents' carrier may be partially covered by our Student Accident Insurance. This insurance, however, is meant only to augment your family health insurance.
- At Journey of Faith Christian School safety is of the utmost importance. In cooperation with our safety standards, we ask that parents DO NOT leave children in the car unattended while on campus. We are more than happy to have sibling "visitors" as long as an adult supervises them.
- At the end of the day, once you have signed your child out for the day – they **must** stay with you. Children are not to wander away or leave the school building without their parent/guardian. Journey of Faith Christian School staff is not responsible for any child that has been signed out.

Parent Volunteers: Our teachers always appreciate extra help with classroom activities or projects! If you are available to volunteer with anything, from cutting at home, to helping with an activity in class, please let your child's teacher know. Parent volunteers are welcome in the preschool but need to inform the school office beforehand.

Parent Teacher Conferences: A review of your child's development in preschool will be completed by his/her teacher. This review will include assessments of your child's progress with language activities, self-awareness, curriculum activities, Bible activities, classroom skills, social skills, and motor skills. In addition, you will be given the opportunity to meet with your child's teacher in Parent/Teacher conference, to discuss his/her developmental progress. These conferences are scheduled in the spring each year.

Vacation:

- Tuition will remain the same for each week during the school term including those days where you may wish to take time off for vacation.
- After your child has been enrolled for **one full year**, you will become entitled to two vacation weeks at half price.
- You must notify the school office prior to vacation by completing a Vacation Request Form (available in the school office).
- Vacation periods are for full weeks only, Monday through Friday. **Vacation credits may not be used for days the school is closed**.
- Tuition refunds or credits will not apply for any school closure beyond our control.
- Vacation credit is valid through each school year (July to June).
- Vacation credit for the current school year expires the last week in June. If it is not used by that time, it is **not** transferable to the next school year.

Withdrawal: Thirty-day notice must be given *in writing by the 1st of the month*, if you are planning to withdraw your child from school. Withdrawal Forms are available in the school's office. Tuition refunds or credits will not be given for mid-month **withdrawal.**

Summer Program: Journey of Faith Christian School is a year-round school, and tuition will remain the same if you choose to keep your child enrolled throughout the summer. **Please note: We cannot guarantee that space will be available for your child in the fall if you choose to withdraw him/her for the summer.**

Summer Camp (incoming K-1st grade) will be available to enroll for the graduating Pre-K and TK classes. Priority is given to our current Journey of Faith Christian School Families.

X-Y-Z Reminders:

1. We want to partner with your family to make school an enjoyable experience.
2. Tell the teacher anything about your child that will help her understand him/her better.
3. Be interested in what your child brings home from school.
4. Read all notices sent home from the teacher or office staff.
5. Come to school when your child invites you to special events.
6. Have complete confidence in your child's teacher and let your child feel this strongly.

Infant/Toddler Department: At Journey of Faith Christian School, our Infant/Toddler program includes teachings in all areas vital to growth of the young child. Our program includes our biblically integrated early childhood thematic curriculum and weekly music program. The children are exposed to language through stories, songs, and conversation.

Angelfish Classroom – Infants

The infant curriculum includes:

- motor skills (fine & gross)
- social/emotional skills
- language activities
- various sensory experiences.
- All food and drinks are provided by parents.
- Diapers, wipes, and diaper cream are also provided by parents.

These experiences and interactions help them learn through exploration of their natural environment. Infants follow individual, natural patterns for sleeping and eating. Therefore, each child will be put down for a nap that best suits him/her. Upon registration, parents are asked to fill out the Infant or Toddler needs and service plan, which list the overall development of the child. This form is mandatory and needs to be filled out prior to attendance. This helps us best fulfill the needs of your child and their development. This plan detail areas of feeding, introduction to solids, sleeping needs, diapering, and independent play habits. Daily/weekly communication will be provided through the Procare app.

Penguin & Dolphin Classrooms – Transitional Infants & Toddlers

Transitional Infants (12 months and walking) - Developmental readiness and milestones for your child are an important consideration for this classroom.

- Stable walker
- No more bottles – is drinking from a cup
- Self-feeding
- Transition to 1 nap
- All food and drinks are provided by parents.
- Diapers, wipes, and diaper cream are also provided by parents.

Toddlers (18-30 months) participate in a curriculum designed to meet their needs and abilities. This curriculum builds upon rapidly changing developmental milestones.

- Teachers continue to support and encourage developing physical abilities while providing an environment that is physically and psychologically safe.
- We ask that children wear play and mess friendly clothing and sturdy walking shoes – No open toed sandals!
- Transitional Infants and Toddlers experiment with different art and sensory materials such as paint, glue, chalk, salt, playdough, etc. We ask parents to help children transition off pacifiers and bottles by the time they go into the Toddler Room.

Curriculum: Our curriculum is based on a monthly theme, which integrates Bible stories, verses, and teaching into everything we do. Lesson plans are posted in each classroom.

Manipulative Play: Manipulative play is available for all children. Children are invited to join together in groups for singing, finger play, puppets, and stories. Any child who prefers not to participate, an alternative activity is encouraged.

Outside Play: Each day, Transitional Infants and Toddlers go outside 45 minutes in the morning and 45 minutes in the afternoon. The children enjoy buggy rides, walks around the school, exploring the environment, playing in the sand, climbing, running, and riding tricycles.

Music & Movement: Beginning with the Transitional Infants and Toddlers, each class is given a music lesson, complete with instruments, voice, and movements. Music & Movement is an important part of our school curriculum in each class.

Preschool Curriculum

Curriculum is the "backbone" of our school's program. At Journey of Faith Christian School, our educational philosophy is developmental with academics, developmentally appropriate preschool practices (DAP) program that includes teaching in all areas vital to growth in the young child. Our program includes a biblically integrated early childhood thematic curriculum, weekly music class and weekly phonics class using Zoo Phonics.

Our program incorporates hands-on activities which include Bible, language development, reading readiness, writing skills, pre-math, science, cooking, open-ended art, music, dramatic play, blocks, gross motor, and fine motor skills.

These activities provide opportunities for the early development of critical thinking and problem-solving skills. These skills lay the foundation for later school-related academic skills. Our curriculum is based on themes, which integrate all activities from a Biblically based perspective.

Scope and Sequence: Journey of Faith Christian School's scope and sequence follows a developmentally appropriate monthly breakdown of skills for each age bracket. These academic, motor, and social skills build upon themselves each month. Teachers use this tool to ensure that a diverse number of skills are introduced and reinforced throughout the year, for each age group.

Emergency Readiness Policy

At Journey of Faith Christian School, we believe that emergency readiness training is necessary at all levels to ensure and maintain the maximum safety of all children in our care. With this in mind, we have developed and implemented an Emergency Readiness Plan which covers emergency situations for the following emergencies:

Earthquake	Fallen Aircraft	Fire
Explosion	Severe Windstorm	Flood or Tidal Wave
Chemical Accidents	"Lock-Down" Procedures	Bomb Threats

All students are given regular instruction and drills in earthquake and fire safety procedures.

Earthquake "Pick-Up" Procedure

The school is prepared to care for students for a period of 72 hours in the event of a major earthquake.

Procedure:

- All children will be evacuated from the school's building.
- A sign-out table will be established in the lower area off Meadows Ave. just inside the east parking lot.
- All persons, parents or those listed on the child's Emergency Release Form, must sign-out their children. No one other than school staff and emergency medical personnel will be allowed in the area where the children are being held.
- Everyone will be required to show identification. After proper identification has been established your child will be brought to you by one of our staff.

Enrichment Classes

Offered for an Additional Fee

- **Sportball** helps children develop socially and physically, through a curriculum that helps to develop confidence free from the pressure of competition. Our coaches deliver a skills-driven, high energy and fun-filled class.
- **Tennis Kids** teaches tennis fundamentals through games and child-friendly activities. Our carefully developed curriculum creates a love and passion for the game of tennis, while fostering invaluable lifelong skills.
- **Webby Dance Company** offers a ballet class, with age-appropriate music, and fun staging props. The children will benefit by building their memory, concentration, coordination, creativity, and self-confidence.
- **Captain Kicks Soccer** is a non-competitive soccer class for kids through games and activities.
- **Young Ninjas** is a high energy program introducing children to fundamental martial arts elements, basic self-defense, and the all-important KI-YAH!

Registration forms are available in the school office.

Tuition Payments

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted at the time of student registration. Payment options:

- Full Payment
  A 3% discount will apply when the full year's tuition is paid for in advance. This payment is made directly to the school office. Should you withdraw early, for any reason, you will forfeit the discounted rate and will be charged at the full tuition rate. The amount refunded will reflect this change.

- Two Payments
  Under this plan the entire amount of tuition is paid in two payments. First payment is due July 1, 2026, second payment is due January 2, 2027 (No discount applies).

- Monthly Payments
  Under this plan the entire amount of tuition is paid monthly through Procare Tuition Express. This plan is an automatic payment plan made through your checking account or savings account. Tuition payments will be deducted by Procare at the beginning of the month.

- Sibling Discount
  If two or more children are enrolled full-time, a 3% sibling discount will apply to the older child/children.

Late Tuition Payments

- Full Payment
  If payment is not received according to the arrangements made at enrollment, the discounted rate of tuition will not apply. The Admissions Coordinator will contact you concerning the missed payment date and alternative tuition payment options will be offered.

- Two Payments
  If the first payment is not paid according to the arrangements made at the time of the Financial Appointment, the family will automatically be switched to the monthly payment plan and all payments must be paid according to the guidelines set by the Procare Tuition Plan. If the first payment is paid according to the agreement, but the second payment is not paid by the January due date, then the child's enrollment will be terminated at that time.

- Monthly Payments
  School families who choose the monthly payment plan and miss a monthly payment due to insufficient funds will be assessed a $30.00 missed payment fee by Procare and may incur a fee from their own financial institution.

Non-Admission of Students Due to Tuition Delinquency: School families failing to pay tuition according to the agreement which they have made with the school, or who have been unwilling or unable to make suitable alternative arrangements with the school, will be informed that their children will not be readmitted to our school.

Issue Resolution Process

Occasionally, misunderstandings and disagreements may arise between teachers, administrators, parents and other employees. The Bible says in *James 1:5, "If any of you lacks wisdom, he should ask God, who gives generously to all without finding fault, and it will be given to him."* In asking God for wisdom, you partner closer to God as you listen first and then take His counsel. The resolution process we adhere by at Journey of Faith School, are listed below.

- Level 1-Informal: Parties Directly Involved

If a person has a problem, issue, or difference, he or she should first pray about the matter, and then discuss it with the person who is directly responsible for the matter in an effort to resolve the problem informally. *"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses (Matthew 18:15-16).*

- Level 2-Formal: Parties Directly Involved and School Administrator

If the informal meeting fails to resolve the situation, the matter should be brought to the attention of the School Director by completing and submitting an Issue Resolution Form. The School Director will provide copies to the parties involved. Once the Issue Resolution Form has been filed, a meeting will be scheduled. All parties involved, will be asked to participate and present their positions. The School Director will attempt to help the parties resolve the matter, and, if appropriate, will render a decision and its rationale in writing to both sides promptly.

- Level 3-Formal: School Advisory Team

If the parties involved cannot come to terms or accept the decision of the School Director, the matter shall be referred to the School Advisory Team. *"Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in Heaven. For where two or three come together in my name, there am I with them" (Matthew 18:19-20).*

- Level 4-Formal: Journey of Faith Church Board of Elders

If the parties involved cannot come to terms or accept the decision of the Schools Advisory Team, the matter shall be referred to the Journey of Faith Church Board of Elders. The resolution offered by Elders shall be the final decision. *"So I took the leading men of your tribes, wise and respected men, and appointed them to have authority over you – as commanders of thousands, of hundreds, of fifties and of tens and as tribal officials" (Deuteronomy 1:15).*

Other Provisions

- All meetings under this procedure shall be conducted in private.
- Since it is important that matters of concern be resolved as rapidly as possible, every effort should be made to expedite the process. If necessary, however, the time limits specified may be extended by mutual agreement.
- Issue Resolution Forms to facilitate the process will be available in the administrative offices of the school.
- An Issue Resolution Form should be filed within fifteen days of the date of the circumstances.
- A copy of the Issue Resolution Form will be provided to the staff members involved in the matter.

- All documents, communications, and records dealing with the processing of a matter of concern shall, unless prohibited by law, be filed in a separate file in the schools' offices and made available to all involved parties for a period of six months.
- No person shall suffer recrimination or discrimination because of participation in this Issue Resolution Process.
- All parties directly involved may be present at Level 2 or above for Issue Resolution Meetings.
- Confidentiality will be observed pending resolution of the matter of concern.

Issue Resolution Form

Submitted by (print name of Concerned Party):

Concerned party is a (circle):

Teacher Administration Other (describe) _____

Date of Event or Condition _____ Date Submitted: _____

Summary description of issue or concern:

Description of Event or Condition:

Signature of Concerned Party:

_____

To be completed by Journey of Faith Christian School:

Level 1 Action Date: _____

Level 2 Action Date: _____

Level 3 Action Date: _____

Level 4 Action Date: _____

Issue has been resolved to Concerned Party's satisfaction.

Signature of Concerned party _____ Date _____

Issue has been decided by _____

Signature of Deciding Authority _____ Date _____