



Handbook at a Glance

This page highlights the day to day policies of WHCS. Refer to the handbook for more detailed explanations.

Please read and initial each item:

_____ I understand that once my contract is signed, I am financially obligated to pay the entire amount of the contract. Cancellation of the contract is only per reasons listed in the handbook.

_____ I understand that it is my responsibility to endorse my scholarship check. I understand my child will not be admitted to school if the check is not endorsed within 10 days from notification.

_____ I understand that my payments will be due on the 1st day of each month. If payment is not received by the 10th, a late fee of \$15.00 will be charged. This does not include the *Smart Tuition* late fee.

_____ I understand that my child must be in the classroom on time each morning. Excessive unexcused tardies will result in my child serving Saturday detention at an expense of \$10 per child.

_____ I understand that Winter Haven Christian School strongly believes in the Matthew 18 Principle. The Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

_____ I understand that for afternoon pick-up, all parents must drive through the pick-up line or park and walk to the pick-up spot to pick up their child. Parents may not park and have students walk to the car without a parent.

_____ I understand that I should check out students from school only when absolutely necessary. Students are not to be checked out between 2:15 and 3:15 because of the confusion it causes at dismissal time.

_____ I have read and understand the dress code and agree that my child will abide by it at all times.

_____ I have read and understand Winter Haven Christian School's cell phone policy for students.

_____ I have read and agree to abide by the Parent Code of Conduct.

_____ I understand that I must communicate with teachers and staff, access my child's grades and discipline reports via *Sycamore Education* (WHCS's school management system).

Parent/Guardian Signature _____

The foregoing instrument was signed before me on this _____ day of _____, 20____

State of Florida, County of Polk by _____

Personally known _____ or Produced Identification _____ Type of Identification produced _____

Notary Public Signature _____

THIS FORM MUST BE FILLED OUT, NOTARIZED AND TURNED IN EVERY YEAR BEFORE SCHOOL BEGINS