

# NEW HEIGHTS ACADEMY

— AT SUMMIT —

EMPOWERING LIFELONG LEARNERS

**First Grade 2025/2026**  
**Enrollment Packet**



Thank you for your interest in New Heights Academy at Summit. We look forward to empowering lifelong learners in the first grade!

## GENERAL INFORMATION

- Dates:** 1<sup>st</sup> day of school through the last day of school, 2025/2026.
- Days/Hours:** Monday – Friday  
8:30am-2:30pm
- Location:** Northway Bible Chapel  
440 Moe Road  
Clifton Park, NY 12065
- Eligibility:** For children entering first grade in September 2025.
- Contact Info:** Tracey Fraser: Co-Founder, Lead Teacher (c) 518-368-6338  
David Boyle: Co-Founder, Lead Teacher (o) 518-982-3040  
Main Office: (o) 518-982-3040

**Email:** [info@newheightsacademyatsummit.com](mailto:info@newheightsacademyatsummit.com)

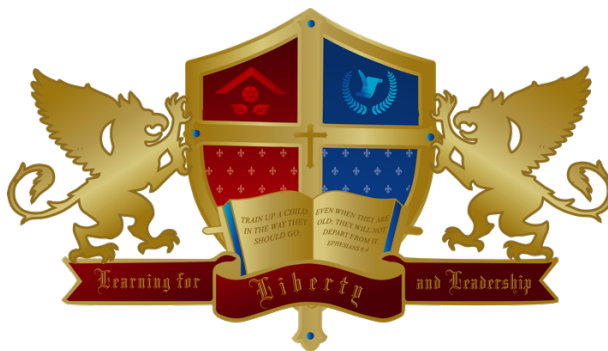
**Website:** [www.newheightsacademyatsummit.com](http://www.newheightsacademyatsummit.com)

**Legal:** New Heights Academy at Summit, LLC.  
Approved program with the NYS Department of Education.

## NEW HEIGHTS ACADEMY AT SUMMIT

At New Heights Academy, we will focus on four main areas with your child: Academics, Fitness, Enrichment, and Character building. Each day your child will:

- Be challenged academically to mastery through a balanced curriculum.
- Get fit with friends.
- Participate in enrichment activities.
- Learn the love of God, family, nature & country while practicing what it means to be of good character.



## **TRANSPORTATION**

Your children can take their school bus directly to and from New Heights Academy! Transportation is available from ALL Capital Region schools. Simply download the “alternate transportation form” on the “ENROLL/RATES “navigation tab on our site and submit it to your respective transportation department.

## **ENROLLMENT**

To officially enroll your child in our Grade 1 program, please read through this entire packet, fill out this Student Enrollment Agreement, & Payment Authorization Form (EZ EFT) and return all 6 pages to Northway Bible Chapel anytime between 7:00am-6:00 pm, Monday-Friday OR simply scan & email them back to us.

## **HOLIDAYS**

Our school will be closed to observe the following holidays: Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Good Friday, Memorial Day, Fourth of July and Labor Day.

## **STUDENT RULES**

The children that attend New Heights Academy are to expect respect, patience, courtesy, and caring from all staff. In turn, staff can expect the children to follow appropriate rules. The following are rules that you should review with your child before the first day.

Student Rules:

- Respect other children, staff, and property.
- Using inside voices.
- Keeping hands and feet to oneself.
- Sit on the chairs and not on the tables.
- Listen to all staff.
- Quiet down when teachers use the quiet signal.
- Students will remain with a staff member at all times. NEVER leave the room or area where an activity is happening without staff permission.
- Adhere to rules regarding building and playground safety.



## **STUDENT RULES (cont'd)**

- Refraining from using foul language or other forms of verbal abuse.
- No fighting or other physical altercations.

If inappropriate behavior becomes consistent, a parent staff meeting may be required to develop a behavior plan. If the behavior does not cease, the Academy reserves the right to suspend or terminate services.

If a child exhibits more severe behavior, such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism, running away from the program, hiding from staff or leaving the program area without staff supervision, a suspension of 3 to 5 days will be issued. If severe behavior continues upon returning to the program, services will be terminated.

## **POLICIES (1 of 4)**

### **Notification Policy**

All parents of our Grade 1 students are expected to notify New Heights Academy of their child's absence as soon as they are aware by calling the main office @ 518- 982-3040.

### **Check-In Policy**

A New Heights Academy staff member will check-in your child at our facility each day. If your child is not dropped off by the start of the school day (8:30am), and you did not provide us with advance notification of same, you will be contacted immediately to check on the status of your child.

### **Pick-up Policy**

Parents or guardians picking up children must be registered on file with New Heights Academy, provide proper identification, and sign out their child in the presence of a New Heights staff person.

### **Sick Child Policy**

Children who develop symptoms of illness, headaches, fever, stomach aches, vomiting, etc. will be allowed the opportunity to rest in an area away from the rest of the group, yet in full view of staff. You will be notified of your child's illness and asked to pick up your child up as soon as possible, preferably within 30 minutes. Your child will not be permitted back for 24 hours from the time he or she leaves the program due to illness.

### **Severe Weather/Natural Disasters Policy**

Severe weather is to be expected during the winter months. When the weather is severe enough for us to close, delay or have early dismissal, any parent/guardian on the pick-up list will be notified via email & text.



## **POLICIES (2 of 4)**

In the event of a natural disaster or any occurrence preventing our program from remaining in the building, children will be escorted to our designated emergency location which is the hair salon right next door at 432 Moe Road, and parent phone calls will be made from there to arrange pick-ups.

### **Evacuation Plan**

In the event of an emergency where children and staff need to relocate, parents will be notified after all persons are evacuated and safely relocated to our designated emergency location which is the hair salon right next door at 432 Moe Road, (walking distance, across parking lot, heading south right next door).

### **Staff Finger Printing & Background Check Policy**

All New Heights Academy staff are required to be fingerprinted and thoroughly vetted with exhaustive background checks and references before joining our team.

### **Discipline Policy**

The purpose of discipline is to guide and assist children to resolve their own conflicts and to regain control of themselves. Each day, some children may have a difficult time following the rules or controlling their temper. Minor behavior problems will be discussed with that child. We will ask the child if everything is okay. It may be that the child is just having a bad day. If, after speaking with the child, the problem does not subside, it may be necessary to redirect and separate the child until such time as the child regains self-control and can return to the group.

Redirecting and separating a child from their group is only be used as a last resort. Before and after every redirection and separation time, staff will talk with the child and be sure that they understand why they are being separated from the group. There are several guidelines that staff must follow when redirecting and separating a child:

- Use this procedure only when a child is out of control.
- This procedure should be used as a time for a child to regain their composure.
- The separation area **MUST** be in full view of a staff person.
- Before and after this time, the child must be spoken with.
- Whenever a child has to be redirected and separated, be sure to make a note of it in the logbook.

At times, behavior problems may become continuously disruptive or more serious. Examples of this type of behavior may include children physically hurting other children, property damage, continual fighting, verbal abuse toward staff and/or constant use of abusive or foul language. In extreme situations, it may be necessary to remove a child from the program if the behavior does not improve. The owners of New Heights Academy will make this decision.



## POLICIES (3 of 4)

### Communication Policy

It is our goal to keep you properly informed about our program and your child's progress. To achieve this, we provide you with this enrollment packet, send messages via email and/or text, post items of interest on the interactive flatscreen in the lobby, and will hold parent conferences upon request. We will also send dedicated New Heights folders home with your child(ren) every school day.

As the child's parent or guardian, you are encouraged to observe our program and are welcome to attend at any time. We also encourage you to bring your questions, suggestions and/or complaints to the attention of our owners, Tracey Fraser, David Boyle & Jeff Fraser.

### Payment Policy

**All payments for tuition are due on the last Monday of the month preceding the next month of school (i.e. tuition for September 2025 will be due on August 25<sup>th</sup> using the credit card, debit or bank account listed on EZ-EFT Authorization Form).** A convenience fee of 3% will be applied to all payments made with credit or debit cards.

**All payments will be processed via your credit card, debit card or bank account on file as indicated on your EZ-EFT Authorization Form.** By special arrangement, and at our discretion, we can accept cash or checks. Please do not send any payments to school with your children. If paying a New Heights staff member, please be sure to get a cash receipt and observe your payment being placed in the locked cash box mounted on the wall by the sign out book. We do not recommend sending cash payments in the mail.

If a payment is not received by the due date, we cannot guarantee a spot in school for your child for the month toward which the payment applies due to staffing requirements and scheduling. Late payers will be given a late notice to serve as a helpful reminder to submit payment. **In the unfortunate event that payment is not received for one or more weeks of school attended, your child will not be able to return to the program unless a payment arrangement is made in writing with the owners of New Heights Academy.**



## POLICIES (4 of 4)

If you have submitted payment and decide to unenroll your child, you'll need to provide at least four weeks' notice. **No reductions in payment are to be made based upon whether or not your child was in attendance on certain days unless agreed upon in advance.** A \$35.00 fee WILL BE charged for ALL returned payments (NSF, expired, hacked or cancelled credit/debit card).

### Late Pick-Up Policy

Late pick-up is an exceptional occurrence and not a normal program option. If however, you find yourself running late (arriving after 2:30 pm), please contact New Heights Academy at 518-557-2690 immediately. **There will be a charge of \$10.00 if you arrive after 2:30pm. Every minute after 2:30pm, you will be charged an additional late fee of \$1.00 per minute, per child, with no cap.** Fees will be charged to your payment method on file. It is expressly understood however that emergencies do arise (major highway accidents, snow etc.) that occasionally prevent the timely pick-up of one's child. In these instances, please contact the owners to request having the late charge waived.



## SNOW DAY POLICIES (1 of 2)



### One-hour delay

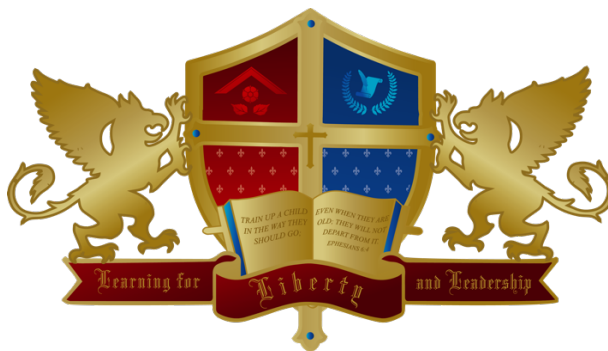
On days where there is a 1-hour delay at Shenendehowa, our morning care program will delay opening by 1-hour. (i.e. instead of our usual 830 a.m. opening, we will open at 9:30 a.m.)

### Two-hour delay

On days where there is a 2-hour delay at Shenendehowa, our morning care program will delay opening by 2-hours. (i.e. instead of our usual 8:30 a.m. opening, we will open at 10:30 a.m.)

### School Closings

On days where Shenendehowa closes, New Heights Academy will also be closed BUT Summit Child Care will be open those days for care (additional fee applies).



## STUDENT ENROLLMENT AGREEMENT - PAGE 1 OF 4

NAME OF STUDENT \_\_\_\_\_

DOB: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

GRADE \_\_\_\_: \_\_\_\_

NAME OF STUDENT \_\_\_\_\_

DOB: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

GRADE \_\_\_\_: \_\_\_\_

NAME OF STUDENT \_\_\_\_\_

DOB: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

GRADE \_\_\_\_: \_\_\_\_

NAME OF PARENT or GUARDIAN 1 \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

NAME OF PARENT or GUARDIAN 2 \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_



## STUDENT ENROLLMENT AGREEMENT- PAGE 2 OF 4

### **PROGRAM RATES 2025/2026**

First Grade: \$8,500.00 per year (\$850.00 per month x 10 months)

Annual Registration Fee

\$ 40.00 per family

**Payments are due on Mondays, one week prior to the month of school through the bank account or credit card on your EZ-EFT Form.**

Note: Multiple child discounts are available for families with three (3) or more children.

### **TUITION**

The undersigned agrees to pay the rates listed above in accordance with New Heights Academy policies.

Signature of parent or guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_

CHILD/CHILDREN'S NAME(S): \_\_\_\_\_



## **STUDENT ENROLLMENT AGREEMENT- PAGE 3 OF 4**

### **GENERAL TERMS**

I understand that under the terms of this agreement, New Heights Academy at Summit, LLC obligates itself to furnish me with a competent program and suitable facilities.

I understand that my child is to faithfully comply with all the rules of the program and that New Heights Academy at Summit, LLC reserves the right to revoke or terminate any enrollment at any time. If New Heights Academy at Summit, LLC terminates an agreement, a prorated refund of tuition will be made if applicable and no further payments will be required.

I understand that before my child engages in any physical fitness program that I should consult with my personal physician and advise them of the nature of the program and agree that all exercises are undertaken at our own risk. I understand that there is a risk of personal injury involved in any program and agree that New Heights Academy at Summit, LLC, Summit Child Care, LLC and Northway Bible Chapel, its staff, employees or representatives, shall not be held liable or responsible for personal injuries or damaged or stolen articles inside or outside of the facility.

I further irrevocably authorize the school, its successors and assigns, and those under its authority, to copy, use, publish for art advertising, or any other lawful purpose whatsoever, photographic portraits or video of my child, in which he/she may be included in whole or in part.

I understand if New Heights Academy at Summit, LLC chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.

### **NOTICE OF CANCELLATION RIGHTS**

You have the right to cancel this contract with 4 weeks advance notice. Notice of cancellation shall be in writing and delivered to the New Heights Academy at Summit, LLC in person, via email or mailed by registered or certified mail. This notice of Consumer's Rights is an integral part of this Application and Contract for Enrollment.



## STUDENT ENROLLMENT AGREEMENT- PAGE 3 OF 4

If you have submitted payment and decide to unenroll your child and would like to request a refund, you need to provide at least four-weeks' notice prior to the Monday of the week when your child would have been at New Heights. Any refund requests received after the above deadline cannot be guaranteed due to staffing and scheduling. New Heights Academy at Summit is a full time, 5 day per week program and as such, there are no discounts or reductions in cost if your child is absent on any school days. A \$35.00 fee WILL BE charged for ACH's, checks, credit cards or debit cards that are returned as "unpayable" for any reason.

### AUTHORIZATION

I acknowledge that I have read, understand, and agree with all of policies cited in this enrollment packet and with the terms of this Student Enrollment Agreement.

Date: \_\_\_\_\_

Signature of parent or guardian 1: \_\_\_\_\_

Signature of parent or guardian 2: \_\_\_\_\_