



THE VILLAGE ACADEMY
145 Lewis Point Road
St. Augustine, FL 32086
Office: 904-797-5909
Fax: 904-797-2804

THE VILLAGE ACADEMY SCHOOL READINESS AGREEMENT FORM

1. Hours of program approved: _____ to _____ , Monday through Friday.
2. Your weekly fee is _____. This fee is the difference between your Episcopal subsidy and The Village Academy's published rate for your child's age group. It must be paid in advance every Monday.
3. Fees are charged in advance and do not decrease due to absence or any of the holidays observed each year. You will be notified in advance of the holidays.
4. This is an educational program and regular attendance is important. Please notify The Village Academy of any absence. Documentation is required from a physician or a judge for any absences in excess of three (3) days.
5. We can administer medicine to your children only with written permission. All medicines must be in their original container with a printed label and placed in our medicine bag that is kept at the front desk .
6. It is your responsibility to notify us of address changes or work and home phone number changes in order that we may be able to contact you in case of illness or emergency. Client services at School Readiness must also be notified of any changes in: income, employment, schooling, address, or family size. Failure to report changes may result in the loss of your childcare.
7. The Village Academy opens at 6:30 am and we close promptly at 6:00 pm. You will be charged an additional \$1.00 for every one minute after 6:00 pm per child.
8. A child may not be in attendance for more than 10 hours daily, unless specifically stated in the referral from Episcopal. There are no other exceptions to this rule. The late fee is \$4 for every hour or portion of an hour up to 6:00 pm.
9. We must have your immunization record and physical within 30 days of enrollment. After 30 days, state law states that your child cannot remain enrolled at The Village. In addition, the law requires that immunization records be kept up to date.
10. We do not serve breakfast, so please feed your children at home, or bring breakfast (before 8 am) complete with bowl and utensils.
11. All children must be brought to The Village Academy clean and in weather appropriate clothes daily. We are not equipped to bathe children here. That is the parents' responsibility. All children except infants must have shoes that fit comfortably. We prefer you send your children in play clothes, not brand new or dress clothes. You are also responsible to provide your young child with a change of clothes and a blanket for naps, which is to be taken home on Fridays to be washed. All children in diapers must have sufficient diapers and wipes at all times. We cannot borrow from other children.

EPISCOPAL CONTRACT

By signing this agreement, I acknowledge that I reviewed the above information with a Village Academy staff person. I understand and agree that I am bound by all the terms and conditions set forth in this agreement. I further understand that failure to follow these guidelines may result in termination of my child from the program.

Child's Name _____

Signature of Parent or Legal Guardian _____ **Date** _____