



THE VILLAGE ACADEMY  
145 Lewis Point Road  
St. Augustine, FL 32086  
Office: 904.797.5909  
Fax: 904.797.2804

## **PARENT ORIENTATION POLICIES AND PROCEDURES CONTRACT**

**Thank you for entrusting your child to the caring, dedicated staff at The Village Academy. We are so happy to have your child with us. We look forward to the opportunity to “team up” with you in educating and caring for your child. The following information and procedures will help us deliver the best possible experience for your child. Please let us know if you have any questions.**

### **AGREEMENT: PLEASE READ THE FOLLOWING VERY CAREFULLY BEFORE SIGNING.**

1. All applicants pay an initial non-refundable registration fee of \$70 per child upon enrollment. For families with more than one child, the second child’s registration is \$35, and the family maximum is \$135 for three or more children. Initial After-School registration is \$60 for the first child, \$30 for the second, and a maximum of \$110 for three or more children. Summer Camp registration is a separate fee.
2. An annual Materials and Records Review fee of \$60 will be assessed for continuing students each August for the purchase of classroom materials and supplies and verifying state requirements. The fee for the second child is \$30, with a family maximum of \$110. All fees are due and payable on the first day of school for the St Johns County school system. After-School renewal fees are \$50 for the first child, \$25 for the second, with a family maximum of \$90. (Students enrolled between February 1 and April 30 will have their renewal fees reduced by 50%. Students enrolled after May 25<sup>th</sup> will not have renewal fees due that year.) All renewal fees are due and payable annually on the first day of school for the St Johns County school system. (August 24, 2009)
3. Advance weekly tuition is due on the first day you are scheduled to attend each week with no deductions for absence, including holidays. A late fee of \$25.00 per week will be added to your tuition fee on the second day you are scheduled to attend if not paid on time in full. A child whose tuition is not current can be withdrawn by The Village Academy with one day’s written or verbal notice to the parent or guardian. In case of default of payment, you agree to pay any reasonable attorney and/or collection fees. Refunds will not be provided in case of closing due to weather or other emergencies.
4. Full-day tuition fees include two snacks and a prepared lunch that follows USDA guidelines. Breakfast can be served to children arriving before 7:45, but must be furnished and prepared in full by the parent. Parents may not use the kitchen facilities.
5. The Village Academy will review prices each December and July, and reserves the right to adjust those prices in January and August each year. We will provide at least two weeks notice of any changes.
6. The Village Academy will be open from 6:30 am to 6:00 pm, Monday through Friday, except on holidays as noted in paragraph 8. Each child shall be picked up by 6:00 pm. A charge of \$1.00 per minute per child will be charged after that time. It is the policy of The Village Academy that there is a maximum 10 hours per day that a child may be in attendance. Any exceptions must be approved in advance, and there will be an extra charge.
7. It is the policy of The Village Academy that children are in attendance by 9:00 am. These times are set to maximize the instructional time for the children, and minimize disruptions during instruction periods. Children arriving late may quickly and quietly join their class only at the discretion of the teacher.

8. A \$40.00 charge will be added to your account if a check is returned to us. Repeated occurrences will cause us to require you to pay with cash or money order.
9. All Village Academy programs are closed on the following days: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. If the holidays fall on a weekend we have the option of closing on the Friday before and/or Monday after the holiday. Notices will be posted in the main hallway.
10. The Village Academy programs are full-year programs (other than VPK). A child may be withdrawn with one week's notice, and re-register when he/she is ready to return to school. A spot cannot be guaranteed in this case, but consideration will be given. If notice is not given, you agree to pay one week's extra tuition at the time of withdrawal of the child from the program.
11. In the event of emergency while your child is in attendance, you grant The Village Academy permission to administer care as it sees fit for the child's best interest, in accordance with the information you provided on the enrollment form. In the event of illness or accident while the child is in attendance, medical expenses are the responsibility of the parent.
12. Florida Department of Children and Families requires that no child leave our premises with anyone who is not written on the child's application. A parent/legal guardian may give separate written permission at any time. Permission may be faxed to us, but may not be granted by phone at any time, in accordance with Florida law. Also, the individual designated to pick up your child must be at least 18 years of age.
13. The Village Academy uses a keypad system to validate your access to the facility. Your signature on this contract is your agreement not to share that access code with anyone.
14. For security purposes, Parents must bring their child to the classroom each day, and verify that he/she is under supervision, before leaving the premises. Parents must pick-up their children from their classroom teacher. School-age children in the After School Program may be paged.
15. Parents and children need to assume the responsibility for any toys and electronic games sent from home to The Village Academy.
16. All medication must be labeled and in its original container and placed in the Front Desk Medicine Bag with a completed medication usage form. We cannot dispense any medication without your signature approval. This *includes* all over-the-counter medications as well as prescriptions – even sunscreen. If the original container states “ask a doctor before...”, we must have a doctor's note to administer the medication. We cannot exceed the dosage written on the bottle or box without doctor's written approval. Because of FDA recommendations, we will not dispense over-the-counter cold medicine to children under the age of 6 under any circumstances. Medications needed two times per day or less should be given at home.
17. It is desirable to develop good habits of regular attendance in children. You can do this by sending your child to school each scheduled day unless there are health concerns, such as a fever, vomiting, diarrhea, rash, or other symptoms of a contagious disease. Please notify us immediately if your child does have a communicable disease as you may need a doctor's approval before your child returns to school. You will be called to pick up your

child if he/she develops any of the symptoms below:

- a. Severe coughing
- b. Difficult or rapid breathing
- c. Stiff neck (especially if the child cannot lift their head up and down)
- d. Diarrhea (2 or more abnormally loose stools within 24 hours)\*
- e. Temperature of 100° F or higher when in conjunction with other signs of illness\*
- f. Temperature of 101° F or higher in the absence of additional symptoms\*
- g. Eyes that are irritated and discharging\*
- h. Exposed, open skin lesions
- i. Green discharge from the nose that lasts more than 2 days\*
- j. Unusually dark urine and/or gray or white stool
- k. Yellowish skin or eyes
- l. Any other unusual signs or symptoms of illness

\*These items require your child to be symptom-free for 24 hours before returning to school unless approved by a doctor (doctor's note).

17. If lice or nits are found on your child you will be called to pick him/her up. Your child must be checked by the front desk staff or teacher before returning to class. Upon return, please bring proof of treatment + continue to treat + recheck your child daily.

18. The Village Academy vacation policy is as follows:

- a. Vacation accounting begins on the first day of the fall term (e.g., August 25, 2008)
- b. Vacation time must be used in full weeks only; partial-week absences are not allowed. Your child must be absent to be counted as vacation time.
- c. One vacation week may be taken during the school year after 2 months of satisfactory enrollment. (Upcoming school years end June 10, 2009 and June 9, 2010.)
- d. Year-round students receive a second week of vacation eligibility during the summer term, and both weeks can be used during the summer.
- e. Year-round students may not take the first week of summer as vacation.
- f. Summer-only students are eligible for one week of vacation after 4 weeks satisfactory enrollment.
- g. Students enrolled after January 31<sup>st</sup> of the calendar year will not be eligible for vacation credit during the school year. If they remain for the summer, they will be eligible for one week of vacation beginning the second week of the summer session.
- h. Unused vacation credit does not roll-over to the following year.

19. We love birthday parties! This is the child's special day. If you wish to have a celebration at school, we ask that you furnish the refreshments for your child's class that day if possible. It is important that you provide us with an ingredients list, since some children in the class may have food allergies. Please avoid peanut products.

20. Each child should have 2 changes of clothing left in the school to be used when needed. All clothing should be marked with your child's name. Please send your child in comfortable, washable clothing for activities such as outdoor play, painting, and gym. The Village Academy will not reimburse for missing or damaged articles.

21. Our children appear in photos or other PR information from time to time, without use of names. Signing this contract gives us permission to photograph your child unless you tell us otherwise in writing.

22. Parents will be held financially liable for the damage or destruction of educational materials, toys, computers, etc., if that damage was inflicted willfully.

23. **DISCIPLINE:** At The Village Academy, it is our policy to treat our children with love and respect. To accomplish this goal we employ positive, respectful reinforcement techniques such as verbal and tactile praise as appropriate to the developmental age of the child. At no time are negative reinforcement techniques requiring the use of physical punishment, or the withholding of food or toileting, acceptable.

24. By Florida law, staff is required to document and report any signs of abuse and neglect to the Florida Abuse Hotline without The Village Academy's knowledge or approval. The staff will always err on the side of protecting the child.

25. There are specific policies related to biting and other aggressive behaviors, including fighting, bad language, disrespect and disruptive behavior. Continued policy violations, or any violent action that threatens the safety of other children or staff will be cause for immediate dismissal.

26. Should the teachers and Directors determine that your child cannot adjust to The Village Academy programs; is a detriment to teachers, to other children, or to himself; or that you have not fully carried out this Policies and Procedures Contract, The Village Academy has the right to terminate your child's enrollment at our school immediately.

27. The Village Academy reserves the right to change our policies from time to time without notice.

**POLICIES AND PROCEDURES CONTRACT**

I have read, fully understand, and agreed to abide by the Parent Policies and Procedures.

Child's Name: \_\_\_\_\_

**SIGNATURE OF PARENT OR LEGAL GUARDIAN**

Mr. \_\_\_\_\_ Date \_\_\_\_\_

Ms. \_\_\_\_\_ Date: \_\_\_\_\_