



PARENT ORIENTATION POLICIES AND PROCEDURES CONTRACT

Thank you for entrusting your child to the caring, dedicated staff at Village Academy North. 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 for Full-Time programs pay an initial non-refundable registration fee of \$100 per child upon enrollment. For families with more than one child, there is a 40% discount for the second (older) child and a 60% discount for the third (older) child. Maximum family registration fees are \$200 for three or more children. Initial After-School registration is \$75, with a similar 40% and 60% discount for multiple children from the same family.
2. For Full-Time students, an annual Materials fee of \$50 will be assessed for continuing students each August, for the purchase of classroom materials and supplies, as well as an annual Records Review fee of \$25. (Part-Time students will have a \$50 combined fee.) The maximum annual renewal fees for two Full-Time children will be \$120, and \$150 for three or more children from a single family (the same discount percentage as explained in paragraph 1. After-School renewal fees are \$50, with the 40%/60% discount as appropriate for multiple children. (Students enrolled between February 15 and May 15 will have their renewal fees reduced by 50%. Students enrolled after April 30 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 23, 2010)
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. A child whose tuition is not current can be withdrawn by The Village Academy North with one day's written or verbal notice to the parent or guardian. 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 7:30, but must be furnished and prepared in full by the parent.
5. The Village Academy North will review prices each December and July, and reserves the right to adjust those prices in January and August of each year, or at other times during the year due to unforeseen economic conditions or extraordinary expenses. We will provide at least two weeks notice of any changes.
6. The Village Academy North will be open from 6:30 am to 6:00 pm, Monday through Friday, except on holidays as noted in paragraph 9. Each child shall be picked up by 6:00 pm. A charge of \$1.00 per

minute per child will be charged for the first 10 minutes, and \$2 per minute for each additional minute. It is the policy of The Village Academy *North* 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 *North* that all children be in attendance by 9:00 am. These times are set to maximize the instructional time for the children, and minimize disruptions during instructional periods. Children arriving late may 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. In case of default of payment, you agree to pay any reasonable attorney and/or collection fees.

9. All Village Academy *North* 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 holiday falls 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. The President's Day holiday is used for educational in-service training for our staff, in partial fulfillment of their annual Continuing Education Unit (CEU) requirements by the State of Florida.

10. The Village Academy *North* programs are full-year programs (other than VPK). A child may be withdrawn, with two 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 prior to the withdrawal of the child from the program.

11. In the event of emergency while your child is in attendance, you grant The Village Academy *North* 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 named on the child's application. A parent/legal guardian may give separate written permission at any time for an individual at least 18 years of age to pick up the child. Verbal authorization is not allowed by the state of Florida. That means there are no circumstances under which you can call us, even in a personal emergency, and provide verbal authorization to release your child to someone not on your designated pick-up list.

13. The Department of Children and Families requires us to have a current immunization record for your child. New enrollees may be in the school a maximum of 30 calendar days without a current shot record; they cannot attend on the 31st day. New rules no longer allow a previously enrolled child to be in the school with an expired shot record even if there is a scheduled appointment with the child's physician. We will give you adequate notice and reminders, but you must have your child's shot record to us before the existing record expires.

14. The Village Academy *North* uses a fingerprint scanning system to validate your access to the facility. Your signature on this contract is your agreement to provide that fingerprint, and is our guarantee to you that your print is not provided to any agency outside The Village Academy *North*.

15. For security purposes, Parents must bring their child to the classroom and sign them in 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 may be paged.

16. Parents may not, while on school grounds, solicit Village Academy *North* employees to provide babysitting services. Nor may parents try to arrange for *North* staff to transport their children home. These activities are prohibited by our insurers, and staff faces dismissal if they violate these policies.

17. Parents and children need to assume the responsibility for any toys and electronic games sent from home to The Village Academy *North*.

18. On occasion, parents accompany children on field trips. If the parent chooses to take the child home at the end of the activity, instead of allowing the child to return to the school, the parent must sign a form acknowledging that our liability and responsibility for the safety of the child ends as the parent assumes direct custody of their child.

19. 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 medication, including over-the-counter medications like Tylenol, if it is accompanied by a doctor's note. We also need a signed parental permission form to apply sunscreen, insect repellent, diaper cream, and any other product. 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. Medication needed two times or less per day should be administered at home.

20. 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 listed 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 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 (with a note)

21. DCF requires your child to leave the school if head lice or nits are detected. Your child may not return until the following day. In order to return, you must provide an empty lice shampoo bottle, receipt, or other proof of purchase. Your child must be checked by the front desk staff or teacher before returning to class. If any live lice or numerous nits are found, we cannot allow your child to return to the classroom.

22. The Village Academy *North* vacation policy is as follows:

- a. Vacation accounting begins on the first day of the fall term (e.g., August 24, 2009; August 23, 2010)
- 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 9, 2010 and June 9, 2011.)
- 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 31st 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.

23. 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. Please check with the teacher to avoid two parties, or other conflicts. It is important that you provide us with an ingredients list, since some children in the class may have food allergies.

24. Each child should have 2 changes of clothing left at 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 *North* will not reimburse for missing or damaged articles.

25. Our children appear in photos or other P. R. 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.

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

27. **DISCIPLINE:** At The Village Academy *North*, 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.

28. 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 *North's* knowledge or approval. Sometimes mistakes are made, but the staff will always err on the side of protecting the child.

29. 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.

30. Should the Teachers and Directors determine that your child cannot adjust to The Village Academy *North's* programs, is a detriment to Teachers, to other children, or to himself/herself, or that you have not fully carried out this Policies and Procedures Contract, The Village Academy *North* has the right to terminate your child's place at our school immediately.

31. The Village Academy *North* reserves the right to change our policies and prices from time to time without notice.

POLICIES AND PROCEDURES CONTRACT

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

Child's Name: _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN

Ms. _____ Date _____

Mr. _____ Date: _____