

Victory Christian Academy

Parent Handbook & Parent

Contract



January 2021

Victory Christian Academy & Clubhouse

**6202 S MacDill Ave
Tampa, FL 33611
(813)773-5912**

SCHOOL YEAR CONTRACT, 2021-2022

Program Duration: January 2021 – June 2022

A Quality Child Care Service and/or Private learning experience will be provided at Victory Christian Academy & Clubhouse under the following conditions and guidelines:

HOURS OF OPERATION

Monday - Friday from 6:00 a.m. to 6:30 p.m.

However, there is a 10-hour core day for all children, **which means your child cannot be at the center for more than 10 hours per day based on the fee that you are charged.** Parents of children who are enrolled full-time and need over 10 hours of service per day need to complete an additional enrollment form that can be obtained from the Administrative Office. Upon completion of this form, the fee will be \$3.00 per hour (per child) for any time over 10 hours in each day. **Without this form**, parents will be assessed a fee of \$5.00 per hour (per child) or portion thereof.

INCLEMENT WEATHER

In the event of inclement weather, please call the center after 5:00 a.m. or check our website for possible delayed openings or closings of the center.

NOTE: Parents are responsible for paying for the delayed openings and closures. If the school closes all day, the fee is \$10.00 for the day. If school lets out early, there is a \$5.00 fee per day. If the **Center closes early** due to inclement weather, the center will notify all parents via phone or email at least two hours early notifying them as to the emergency closing (you can check the website also). Please be certain that all email addresses, work, and cell numbers are updated.

Parent Signature _____

Date: _____

REGISTRATION

There is a \$50.00 **non-refundable** registration fee. This is a one-time fee per family. Once paid, there are no more registration fees for your family for all future programming (unless your child has been out of the center for 1 year or more). The first bi-monthly tuition is due upon registering your child. This fee will be prorated (if appropriate) to cover the actual time remaining during the first payment cycle.

DEPOSIT

There is a deposit due upon registering your child. This deposit is equivalent to one Week's tuition (divide bi-weekly amounts by 2). This amount is applied to your child(ren) tuition after a positive payment relationship has been established (at least 6 months after enrollment date).

PAYMENT OPTIONS **(ALL PAYMENTS WILL BE AUTO- DEBIT)**

Monthly tuition is due by the 5th of each month without penalty. If the 5th falls on a weekend, then tuition is due Friday prior. However, there is also a bi-monthly payment option which also is available. Tuition under this option (bi-monthly) is due every other Friday. Please remember that your regular tuition payment is due to hold your child's slot (whether your child is at the center).

NOTE: Forms of Payments include: Automatic-Debt, No cash or checks will be accepted.

LATE TUITION POLICY

Monthly tuition is due at the center on the 1st of each month. Payments received after the 5th (unless arrangements have been agreed upon) will be assessed a late fee of \$25 per day until the payment is received. Continuously making LATE PAYMENTS will jeopardize your child's enrollment. After third day of delinquency, Victory Christian Academy & Clubhouse reserves the right to dis-enroll your child, and the parent automatically loses their deposit on file. If your child is dis-enrolled from our program he/she can no longer attend the program this includes transportation to and from school for the clubhouse. Parents are still being required to pay tuition even when leaving for vacation. This includes Christmas break and spring break and any other school related closings.

LATE CHARGE of \$8.00 for every 15 minutes or portion thereof (**per child**) is assessed for any time beyond 6:30 p.m. and **must be paid at the time of pick up**.

Parent Signature _____

Date: _____

DISCOUNTS:

The multiple family discount as follows:

- The 1st child, pays the regular monthly tuition
- The 2nd child, gets 10% off the second child
- The 3rd child and remaining children gets 10% off the regular monthly tuition

Hillsborough County Public School Teacher Discount: 5% off the regular monthly tuition.

Military Discount: 5% off the regular monthly tuition

ILLNESS AND EMERGENCY

Only well children will be cared for at the center. No child with an elevated temperature will be admitted. **If a child has been out sick with a contagious disease, she/he will not be re-admitted to the center without a written statement from the child's physician certifying** that she/he is no longer contagious. IN ADDITION, no child is allowed at the center the day she/he is given a vaccination. (There must be a 24-hour incubation period)

- **EMERGENCIES** — The center must always be kept informed of the location and phone number of at least one person and two standbys.
- **MEDICATION** — Medication will only be given to a child with a written note signed by a physician. That also includes over-the-counter medication. ALL MEDICATION MUST HAVE A PHYSICIAN'S NOTE. Physician's medication forms are available upon request from the administration office.
- **INJURIES** — Any serious injuries that occur at the center will be reported immediately. Any minor injuries that occur at the center will be reported to the parents or written on a parent's note, which will be placed in child's daily papers that are picked up at the end of each day.

PICK UP ARRANGEMENTS

No one other than the parents/guardian and persons listed on the Emergency Information Card will be permitted to pick up your child. Advance personal (face to face) notice by parent/guardian will be required if someone else will be picking up your child.

****Please remember this is for the safety of your child**.**

Parent Signature _____

Date: _____

FIELD TRIPS

ALL CHILDREN ARE EXPECTED TO ACCOMPANY HIS/HER CLASS ON ALL SCHEDULED TRIPS. Please make other childcare arrangements (on that day) for your child if you do not want your child to accompany his/her class on a scheduled field trip. We are not able to provide childcare services because all the teachers will be providing care for children at the field trip site. All teachers **MUST** accompany his/her class/students during field trips. Parents are expected to arrive on time for scheduled field trips. If you arrive LATE and the bus is gone, you must make other arrangements for your child for the duration of the field trip. Please expect to drive the day of the field trips, as we will accommodate the children first.

HOLIDAYS

THE CENTER WILL BE CLOSED THE FOLLOWING DAYS:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Election Day
- Good Friday
- Memorial Day
- 4th of July (Independence Day)
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Day

MEALS AND SNACKS

Morning and Afternoon snack will be served, students must arrive on time to receive snack. Snack will not be left out for students that have missed snack time.

- Morning Snack
- Afternoon Snack

NOTE: You may bring in breakfast foods (prepared) for your children up to 7:45 a.m. Teachers are unable to warm up or prepare foods due to supervising children. This is done for safety of the children.

Parent Signature: _____

Date: _____

EXTENDED CARE

When the public schools close (early or all day) and the center is open, extended care is available at \$10.00 per day for current Victory Christian Academy and Clubhouse after care students, and \$25 for non - Victory Christian Academy and Clubhouse students. Please see the office for the Christmas Season/Winter break and Spring Break pricing. Extended Care fees must be paid a day prior to extended care to reserve your child's spot.

PARENT REFERRAL

FIFTY DOLLARS (**\$50.00 credit**) will be given to any parent who refers another family that enrolls his/her child (ren) at Victory Christian Academy or Clubhouse **on a full-time basis**. The fee will be given to the parent after the child has been consistently enrolled for 3 months. This \$50 will be credited to your tuition account.

PUPIL ATTIRE

On the days public schools are closed, all children are expected to wear age-appropriate clothing. No derogatory clothing. No sagging pants are allowed in the Center.

PARENT CONFERENCES

Please schedule a parent/teacher conference if you desire to ask questions regarding your child's day.

WITHDRAWING A CHILD

If a parent desires to withdraw his/her child(ren), a four weeks' notice must be given in writing and given to the director. If your deposit has not been used, it may be applied towards the last week of tuition. No refunds will be given.

SURVEILLANCE CAMERAS

The Center uses surveillance cameras (audio and visual) in each classroom for the protection of all children, staff, team members and visitors. We also use surveillance cameras as a tool to view the class without having to disturb the learning process.

Parent Signature _____

Date: _____

INTERNET/WEBSITE

The Center is in the process of updating our website. There are times that we post pictures of the children on our website and social media sites. Please put in writing if you do not want your child's picture on the website and other sites. The letter may be given to an administrator. If you allow for your child's pictures to be posted online initial below.

PICTURES/CAMERA PHONE

The Center does not allow any parents, teachers or visitors to take pictures or video the children at the Center unless the director approves of it in writing.

BIRTHDAY PARTIES

Please notify your child's teacher at least **two weeks** in advance if you desire for your child to have a birthday party. Please see your child's teacher regarding set-up etc.

END OF YEAR TAX STATEMENT

All "End of the Year" Tax Statements are available for pick up by the third Friday in January. You must request your statements in person or via email.

CLUBHOUSE AFTERNOON PICK UP

If your child will be absent from aftercare you must email/call or text the center in order to notify the van driver. This helps to avoid any children being left at their school during afternoon pick up.

ACADEMY UNIFORMS

Academy students must wear burgundy polo uniform tops, with khaki bottoms, and all black shoes. Black or white stockings/socks are allowed.

PARENT COMMUNICATIONS

All parent communication from the center will be communicated by blast email, texts, letter, phone calls and in person. Each month a newsletter will be placed in your child's backpack.

Parent Signature: _____

Date:_____

COVID-19 Tuition Policy

Tuition is non-refundable in the case of a government mandated shut down. If VCA is required to close for any length of time due to COVID-19, tuition is non-refundable. Tuition will not be required if the school is closed for more than 3 consecutive weeks. Example: If VCA closes for 2 weeks due to possible COVID-19 exposure tuition is still due like normal but if the center closes for more than 3 consecutive weeks tuition is not required for the next due date unless the school opens prior to the next due date.

PARENT ACKNOWLEDGEMENT

I understand that during my child's participation at Victory Christian Academy, my child may be exposed to the COVID-19 virus. These hazards and risks include, but are not limited to, the dangers of serious illness, death, and possible transmission to others.

I fully realize, accept, acknowledge, and understand the hazards of having my child attend Victory Christian Academy and voluntarily assume all of the risks associated with such attendance.

I understand and agree I will abide by the requirements of Victory Christian Academy and will not enter the building unless absolutely necessary.

I am aware of what is considered to be a high-risk factor for the COVID-19 virus. I acknowledge that it is my responsibility to assess my own risk factors and make a decision regarding whether my child can safely attend Victory Christian Academy.

Parent Signature: _____

Date: _____

Victory Christian Academy

COVID-19 Pandemic Waiver

The novel coronavirus ("COVID-19") has been declared a global pandemic. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations.

I hereby freely make the following representations and enter into this agreement:

1. This agreement will apply to Victory Christian Academy along with their respective directors, officers, employees, contractors, agents, and all other persons, affiliates, and subsidiaries connected with them, as well as their heirs and executors and successors and assigns.
2. This agreement is made on behalf of the individuals who execute the agreement below. In the cases where a parent or guardian executes this Agreement, such parent or guardian hereby acknowledges and agrees that, for purposes of this agreement, "I" shall mean such parent or guardian, any other present or future parent or guardian of the child listed herein, the child, and the personal representatives, heirs, successors, and assigns, therefore, with the result that all such parties are bound by the terms of this agreement.
3. I understand and acknowledge that the City of Tampa has experienced community spread of the COVID-19 virus, which if contracted by myself or my child could be harmful or even fatal. I understand that the COVID-19 outbreak is a global pandemic which Victory Christian Academy cannot control even though Victory Christian Academy has put in place preventative measures to reduce the spread of COVID-19. I further understand that Victory Christian Academy is opening its doors to not only the children of essential personnel, but also the children of those operating "outside the essential workforce" in order to assist the community in coping with this crisis, despite the risk that opening may continue to spread the COVID-19 virus.
4. I understand that during my child's participation at Victory Christian Academy, my child may be exposed to the COVID-19 virus or the risk of such exposure, which risk cannot be eliminated. These hazards and risks include, but are not limited to, the dangers of serious illness, death, and possible transmission to others.
5. I fully realize, accept, acknowledge, and understand the hazards of having my child attend Victory Christian Academy and voluntarily assume all of the risks associated with such attendance, whether such risks are known or unknown or listed herein.

Initial: _____

6. I, for myself, my child, and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS PLUMFIELD WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person, ARISING FROM any act related to or arising out of my child's participation in the Victory Christian Academy program, whether arising out of the acts, omissions, or negligence to the fullest extent permitted by law.

7. I understand and agree that I will abide by the requirements of the City of Tampa, the County of Hillsborough, and the State of Florida, with respect to any ordinance, order, or other law regarding the COVID-19 pandemic, including but not limited to any stay at home order applicable to me.

8. I understand and agree that I will abide by the requirements of Victory Christian Academy not to enter the building under circumstances prescribed by the CDC along with, and that I have been provided a list of such requirements.

9. I am aware of what is considered to be a high-risk factor for the COVID-19 virus. I acknowledge that it is my responsibility to assess my own risk factors and make a decision regarding whether my child or I can safely enter Victory Christian Academy premises.

10. I agree that the provisions of this agreement shall not be construed in favor of or against the party who drafted the agreement. In the event that any clause or provision of this agreement shall be held invalid, I agree that the remaining provisions shall remain in full force and effect.

11. By signing the Parent/Guardian line below, I represent and warrant that I am the parent or legal guardian of the child listed below.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Child Name: _____

Print Parent/Guardian Name: _____

Parent/Guardian 1 Signature: _____

Date _____

Parent/Guardian 2 Signature: _____

Date _____

PARENTAL STATEMENT

If my student is accepted at Victory Christian Academy:

1. I agree to have him/her trained in accordance with the school's Statement of Faith.
2. I agree to abide by the Parent-Student Handbook created by Victory Christian Academy.
3. I agree to give the administration full authority to place my child in the most appropriate grade level and class.
4. I acknowledge the school's right to dismiss students who do not respect its spiritual standards or cooperate in the educational process.
5. I recognize the school's right to dismiss any student(s) whose parents are unsupportive and uncooperative or who do not submit tuition payments on time.
6. I give permission for the applicant to be disciplined according to school policy.
7. I agree to assume the responsibility of my child's education by supervising assigned homework and keeping in regular contact with my child's teacher.
8. I agree to support the school's activities through attendance and participation.
9. I agree to support the school's programs through prayer, volunteer help, and financial gifts as I am able.
10. I grant permission for my child to go on scheduled field trips and school activities.
11. I grant my permission to the school authorities to take the following steps in the event my child becomes ill or is injured under school supervision. a. Contact a parent of the student and follow the parent's instruction. b. Contact the student's physician and follow his/her instructions in the event neither parent can be reached. c. Use discretion in contacting a properly licensed physician and follow his/her instructions if the student's physician cannot be reached.
12. I understand to complete the registration process; the application, tuition and program fees must be paid. These fees are not refundable.
13. I agree to give four weeks' notice of voluntary withdrawal of my child(ren). I understand that the registration and program fees will not be refunded, and the financial agreement is for the full school year.
14. I have read the financial policy and agree to pay all my obligations therein.
15. I intend to have the applicant enrolled for the full year.
16. I agree that I will provide health insurance coverage for my child while he/she is enrolled at VCA. If my health insurance changes or is dropped, I agree to inform the school office and take immediate steps to replace that coverage.
17. I understand that I am responsible to submit all updated medical forms, birth certificate, and transferred school records where applicable before my child can attend VCA.
18. I understand that school records and transcripts will not be released until all fees and school financial obligations have been met.
19. I understand and agree that tuition payments will be set up on auto-debit.
20. I understand if tuition is not submitted by the due date my child(ren) will be disenrolled immediately and the parent must reenroll the child(ren).

Parent Signature: _____ **Date:** _____

I _____, agree, understand, and will abide by everything listed in the Victory Christian Academy Parent Handbook and Contract for the duration of my child(ren) enrollment.

Student Name: _____

Parent Name: _____

Date: _____

Parent Signature: _____