

Victory Christian Academy

New Student

Admissions Packet



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Welcome! Thank you for selecting Victory Christian Academy!

Victory Christian Academy is called by God to provide a nurturing environment in which the young child feels loved, respected, and valued. Our Christian program is designed to promote the child's development emotionally, mentally, physically, socially, and spiritually. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizes the individual needs and differences of children. Through Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and life-long learners.

Thank you for your interest in Victory Christian Academy! VCA offers full day classes for ages 2 – kindergarten. This is the complete new enrollment packet, information regarding admissions, dress code and financial information. Applications for new students must be completed online. A non-refundable registration fee must be submitted online with each application.

If you have any questions or would like to tour our school, please call the office at (813)773-5912.

Below you will find:

- Admission Requirements
- Application Requirements
- Enrollment Process/Policy
- Discipline Policy
- Dress Code
- Financial Policies and Fees
- Before and After Care Program

Victory Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, and other school-administered programs.

Admission Requirements

Policies & Procedures

Victory Christian Academy seeks to admit students whose parents desire a quality Christian education for their child. The curriculum is designed to meet the educational needs of the average to above average student. Students must have the ability to adjust to classroom learning.

Students must demonstrate acceptable conduct and good behavior as evidenced on prior report card evaluation.

Students must meet the immunization requirements for their grade level as established by the State of Florida. Students cannot attend school unless VCA has received their cumulative health records.

For students desiring to transfer in during the school year, an investigation is conducted as to the reasons for transferring, performance and conduct while at the previous school.

Preschool – 2-year-old, 3-year-old, 4-year-old (Pre-K2, Pre-K3, Pre-K4)

- **Pre-K2:** must be 2 on or before September 1st of the school year
- **Pre-K3:** must be 3 on or before September 1st of the school year & must be toilet trained
- **Pre-K4:** must be 4 on or before September 1st of the school year & must be toilet trained

Kindergarten (K5)

- Must be 5 years old on or before September 1st of the school year
- An entrance test will be administered to determine kindergarten readiness
Assessment for early entrance to Kindergarten uses information from a cognitive ability test that measures a child's ability to think, problem solve, and understand new ideas. The assessment also includes a test of academic skills and an evaluation of the child's social, emotional, and physical maturity.

For students with birthdays between September 2nd – October 15th , early entrance test are offered

Enrollment Process

The following lists comprise the requirements for admission to VCA. All items **must** be submitted before acceptance. If necessary, your child will be scheduled for an academic assessment.

Preschool Applicants (Pre-K2, Pre-K3, Pre-K4):

- ☐ Complete New Student Online Application and registration fee (non-refundable)
A Preschool Enrollment Record (required by State of Florida Children and Family Services)
- ☐ Copy of child's birth certificate
- ☐ Florida Certificate of Immunization - Form #680 (completed by a Florida physician)
- ☐ Florida Physical Exam - Form #3040 (completed by a Florida physician)
- ☐ Read and sign parent contract
- ☐ Complete automatic payment authorization form
- ☐ Read and sign financial agreement form

Kindergarten Applicants

- ☐ Complete New Student Online Application and registration fee (non-refundable)
- ☐ An entrance test will be administered to determine grade readiness
- ☐ Copy of child's birth certificate
- ☐ Florida Certificate of Immunization - Form #680 (completed by a Florida physician)
- ☐ Florida Physical Exam - Form #3040 (completed by a Florida physician)
- ☐ Copy of child's most report cards
- ☐ Read and sign parent contract
- ☐ Complete automatic payment authorization form
- ☐ Financial agreement form

ENROLLMENT AGREEMENT

To emphasize and express the importance of VCA's policies, we ask that you read the following information. Parents will need to sign a form indicating your agreement and understanding of the policies.

1. Students are to show respect in relation to the faculty and in speaking to faculty members.
2. The School is not responsible for the loss of personal property, whether the loss occurs by theft or any other cause.
3. Victory Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school, or generally fails to cooperate with teachers or administration. He or she may be indefinitely expelled.
4. Students are expected to adhere to dress code guidelines as described in the student handbook.
5. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including expulsion.
6. It is the sole responsibility of the parent to provide the school with updated records and legal documents in accordance with the student handbook.
7. It is the sole responsibility of the parent to ensure students homework is accurate and complete when assigned.
8. Tuition must be paid in order for the student to attend class.
9. Automatic payments are required, or account will be charged a monthly administrative fee of \$50.
10. Parent must read and sign parent contract.

Families must agree to abide by school policies, assist the school and support school officials in the implementation and enforcement of its policies. Each student at the school shall be of the highest moral character and be obedient to all biblical principles. All students must obey the laws of the United States of America and the State of Florida and all local ordinances. The school reserves the right to dismiss any student with or without cause.

Parent Name: _____

Parent Signature: _____

Date: _____

Kindergarten Academy Statewide Assessments

Iowa Assessments Form E

The new IOWA Tests Form E are standardized tests nationally normed in 2011 & 2017 that measure student achievement and growth across a continuum of next generation learning standards. These tests can monitor growth using a continuous, researched-based, vertical scale to accurately measure academic progress from kindergarten through high school.

The IOWA Form E Evaluates:

Language Skills

- Vocabulary
- Reading
- Language (Grades K-2)
- Capitalization (Grades 3-8)
- Written Expression (Gr. 3-12)
- Listening (Grades K-3)
- Word Analysis (Gr. K-3)
- Spelling (Grades 3-8)
- Punctuation (Grades 3-8)

Mathematics

- Math Concepts
- Math Computation

Science & Social Studies

- Science Materials
- Social Studies

IOWA Practice Tests – Forms E/F/G

These short practice tests (about 7-18 pages) for the Iowa Assessments™ have been designed by the test publisher to help students grades K-12 become familiar with the types of tasks they will encounter when they take the Iowa Assessments Form E. They contain questions (about 3-14 per subject area) that are similar in format and content to the questions in the regular tests.

Preschool Academy does not take statewide assessments. Preschool Academy students will be evaluated based on in class assignments from the Abeka Curriculum.

Grading Scale

A+ 100	C+ 83
A 97	C 80
A- 95	C- 78
B+ 92	D+ 75
B 90	D 72
B- 86	F 69

Parents can check grades, homework assignments and messages from teachers on the parent portal QuickSchools.

Subjects

- Bible
- Skills Development
- Phonics
- Reading
- Math / Numbers
- Writing / Numbers Writing
- Social Studies
- Art
- Music
- Science
- Language Enrichment

For additional information on the curriculum such as subject descriptions and grading guide, review the curriculum overview document

Dress Code Policy

Student appearance must be conservative, clean, neat, and modest. Clothing that is dirty, torn, patched and immodest or presents a sloppy appearance is not permitted. Offensive slogans, writing of any kind, symbols or pictures are not acceptable. School uniform must be worn daily.

Student appearance must reflect the highest standards of the Victory Christian Academy environment as defined in the following standards.

Preschool / Kindergarten

- Burgundy oxford-style polo uniform shirt.
- Shirts should be tucked inside of shorts/pants/skirts.
- Khaki bottoms (shorts, pants, dresses and/or skirts)
- Black solid shoes with black or white stockings/ socks.
- Cargo shorts are not permitted.
- No sandals, crocs, plastic, or platform shoes.
- Sweaters / jackets worn inside the class must be black

Discipline Policy

Visit <https://www.fdle.state.fl.us/MSDHS/Meetings/June-Meeting-Documents/Presentations/June-7-1045AM-DOE-Olivia-School-Discipline.aspx> to review the discipline policy.

Before School Care and After School Care Program

The Victory Christian Academy Before School Care and After School Care program begins the first day of the school year. Please see the tuition sheet for pricing.

Before School Care: Before school care charges may be paid annually in advance or on a monthly, or bi-weekly basis in advance. These payments are the same regardless of student attendance and payments will be calculated on the tuition/financial agreement.

Hours of Operation: 6:00 a.m. - 8:30 a.m.

Children are not permitted to be dropped off prior to 6:00 a.m. for before school care.

After School Care: Charges may be paid annually in advance or on a monthly or bi-weekly basis in advance. These payments are the same regardless of student attendance, and payments will be calculated on the tuition/financial agreement. This program is not a drop-in program. Students not picked up after school within fifteen minutes of dismissal will be admitted into the After-School Program. After School Program is only open when Victory Christian Academy is in session. Please check the school calendar.

Hours of Operation: 3:30 p.m. to 6:30 p.m.

LATE PICK-UP CHARGES

A \$15.00 penalty fee will be charged for each 15 minutes your child is left past 6:00 p.m. A \$7.00 minimum fee will be charged for students not enrolled in the After-School Program and not picked up within 15 minutes of dismissal. Parents will be charged an additional \$7.00 per half-hour or any part of a half-hour thereafter. There will be a maximum charge of \$21.00 per day until 6:00 p.m. for these students. If students not

enrolled in the after-school program are picked up late multiple times a month, parent will be required to enroll student in the after-school program.

Financial Policies

Registration Fee – The registration fee must accompany the New Student Enrollment Application; this fee is non-refundable.

Annual Tuition – Please refer to the Tuition Schedule for current prices. A Financial Agreement will be completed during the enrollment process that will establish the contracted financial obligation as well as a payment plan.

Tuition Discounts – Multiple child discounts are applicable for two or more siblings on the same Financial Agreement. Please refer to the Tuition Schedule for sibling discounts. Multiple child discounts shall be based on the number of siblings enrolled at any given time.

Payment Plans – Payment plans are available and arranged through the Finance Office. Parents may elect to pay the annual tuition in full, in advance, by July 1, and receive a prepayment discount off tuition.

As a convenience, the annual tuition may be paid on a 12-month plan (June-May) or 10-month plan (August-May). All families must be set up with automatic tuition payments. If a family declines the automatic payment set up, they will be charged a \$50 administrative monthly fee.

Flexible payment options include bi-weekly or monthly on the 1st, or 15th.

Payment Methods – If you have selected Payment in Full, you may pay in person or over the phone with a credit card or money order. If you have selected the ACH Payment Plan, an ACH account will be setup. All monthly payments will be debited on the 1st of each month. VCA accepts, credit cards or money orders, no personal checks or cash will be accepted.

Late Fees – Partial payments or payments received after the due date will result in a late charge of \$25.00. If the due date falls on a weekend or holiday, payment must be submitted the business day prior to the due date.

Returned Payment Fee (NSF) – There will be a \$30.00 per item fee on returned payments. Returned automatic withdrawals will be re-attempted up to two additional times.

Delinquent Accounts – Class attendance will not be permitted if payments are 30 days past due until arrangements have been made to have the account brought to a status.

Additionally, unpaid balances and/or delinquent accounts may result in a temporary suspension of access to grades via report card.

Fines/Debts – From time to time, fines or debts may be incurred. Fines or debts include, but are not limited to, overdue or lost VCA books, damaged or lost textbooks, lunches, before and after school drop-in charges, or damage to church or school property. The Finance Office will send statements monthly to inform you of these charges. Payments for fines or debts should be made directly to VCA.

Early Withdrawal Policy – Should a student be withdrawn after school has begun, for any reason, the account must be in a current status and each student will be charged an early withdrawal fee of \$100.00. Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal. The school will not release student records to another school or to parent(s) until all financial obligations have been paid in full.

Continuous Enrollment Policy – If the child will be returning for the next school year, parents must submit a \$50 hold fee. This \$50 will be applied to the first month's tuition.

Attendance Policy

6A-1.09512 Equivalent Minimum School Term for Compulsory Attendance Purposes.

Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to Section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of Section 1003.21(1)(a), F.S., provided the child maintains regular attendance during the entire school term of either:

(1) One hundred eighty (180) actual school days determined as prescribed by Section 1011.60(2), F.S., or

(2) A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eighty (180) actual school days, determined as prescribed below:

(a) Kindergarten: Five hundred forty (540) net instructional hours.

(b) Grades 1-3: Seven hundred twenty (720) net instructional hours.

(c) Grades 4-12: Nine hundred (900) net instructional hours.

Rulemaking Authority 1001.02, 1011.60(2) FS. Law Implemented 1002.42, 1003.21, 1011.60 FS. History—New 4-21-80, Formerly 6A-1.9512.

COVID-19 Policy

Our student's safety is our number one priority! We are following the rules and guidance from CDC, Florida Health Department and Hillsborough County Department of Education. For more information on COVID-19 policies, please visit our website. Our spacious school allows us to easily social distance our students in our large classrooms and we are able to meet health and safety standards.

These recommendations and guidelines have changed and been updated many times since March and VCA will continue to modify our Health and Safety standards to meet the most up-to-date protocols. Please keep in mind that this is a living document. If there are any changes made due to new guidance provided by local or state government, or the CDC we will implement them and notify you of the change.

Here are the key changes that you will see:

- No one is allowed in the building without the health screening.
- No one may be in the building with a fever, COVID symptoms or COVID exposure.
- Limited class sizes to ensure social distancing in each classroom.
- Mask are required while indoors for all person's age 2 and older.
- Additional time for hand washing and hand sanitizer available in each classroom.
- Additional cleaning and sterilization.
- Staggered pick-up and drop-off times as well as bell schedules to minimize the number of students in the hallways and common spaces.
- Anyone traveling from a restricted country will be asked to quarantine for fourteen day. If Virginia applies other travel restrictions, these will also apply.

To cut down on the spread of COVID-19, VCA will perform daily cleaning and sanitization. There will be a weekly COVID cleaning done by a certified cleaning company.

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.

For additional information on COVID-19 please see "COVID-19 FAQs or COVID-19 VCA preparedness plan".

Please call or email the administration office with any questions or concerns.