

**A non-refundable registration fee of \$50 payable to VCA must accompany this enrollment packet.**

**Village Christian Academy  
After-School Care Program**

This is to certify that my child, \_\_\_\_\_ (Child's Name), has received all required immunizations as of this date: \_\_\_\_\_. I further certify that a copy of his/her immunization record is on file in the Village Christian Academy office.

Date of After-School Care Program Admission: \_\_\_\_\_

Age of Child: \_\_\_\_\_ Birthdate: (month-day-year) \_\_\_\_\_ Grade: \_\_\_\_\_

Hours of Care: 3:15 p.m. – 6:00 p.m.

List any special needs or medical problems (allergies, physical handicaps, etc.):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

**Parent's Acknowledgement**

I/We acknowledge that Village Christian Academy has provided me with the **Parent/Student Handbook Addendum for After-School.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Village Christian Academy  
**PARENT AGREEMENT FOR AFTER-SCHOOL PROGRAM**

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**ALL REGISTRANTS MUST SIGN THIS AGREEMENT.**

This agreement with the parents is very important to the financial stability of the school. By signing below, you are giving your guarantee that you will financially support the space reserved for your child(ren). Please understand the following:

1. All after-school payments are due the first (1<sup>st</sup>) day of the month with your tuition payment.
2. There will not be credit given for any days your child does not attend the after-school care program.
3. The registration fee is not refundable and is due at the time of enrollment.
4. Payments five (5) days late will be assessed a late fee of ten percent (10%) of the outstanding balance.
5. If the outstanding balance has not been paid by the 25<sup>th</sup> of the month, your child(ren) will not be able to return to the after-school program.
6. If, at any time during the school year, a check is returned to our office for nonsufficient funds (NSF), all remaining payments must be paid in cash, money order, or bank check only. In addition, the VCA chargeback fee will be the responsibility of the payee in the amount of \$30.
7. After-school care is from 3:30 p.m. to 6:00 p.m. In an effort to have set hours for our caregivers and for them to be able to leave at the time for which we have contracted them, we must penalize late parents **one dollar for every minute the parent is late. This payment will be due at the time you pick your child up** (it will not be billed).
8. Because problems sometimes arise with traffic and emergencies, we will allow one late pick-up per quarter. If there is a second late pick-up in a 9-week period, you will be required to find another after-school care program.
9. If you disenroll your child in any month you will be required to pay the balance through the end of that month (a signed withdrawal form must be completed and turned into the office). If you want to enroll again at a later date, you will have to pay a re-enrollment fee of \$25.
10. Parents will need to send a snack each day.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Parents,

The Texas Department of Protective and Regulatory Services, the agency that licenses programs such as ours, requires that the children be fed balanced and nutritious meals each day at school. Since the children bring their lunch from home, we are required to have a signed statement from each parent.

Students in the after-school program are to supply their own daily afternoon snack. Remember that snacks need to be nutritious, so please no cookies, candy, or sugary cereals.

For any additional after-school program activities we will need to get permission from each parent for the children to participate when food/snack is provided to be shared with the class. If your child cannot have certain food items, please indicate that on this form. If we are having a special occasion, we will notify you so that you can bring a special treat from home that your child can safely eat.

✂-----✂-----✂-----✂-----✂-----✂-----✂-----

**PLEASE RETURN THIS PORTION WITH YOUR ENROLLMENT PAPERS**

I/We the Parent/Guardian(s) of \_\_\_\_\_  
will be providing his/her snacks from home. I agree that Village Christian Academy is not responsible for its nutritional value or for meeting the child's daily food needs.

\_\_\_\_\_ I give my permission for him/her to have food and/or snacks, whether provided by parents or catered in, to be shared with the entire after-school program for special occasions.

\_\_\_\_\_ I **do not** give my permission for him/her to have food and/or snacks, whether provided by parents or catered in, to be shared with the entire or after-school program for special occasions.

\_\_\_\_\_  
*Parent/Guardian signature*

\_\_\_\_\_  
*Date*

# Village Christian Academy

a ministry of Village Parkway Baptist Church

3002 Village Parkway

San Antonio, Texas 78251

Office Ph. 210.680.8187 (8:00 a.m. – 4:00 p.m.)

After-School Ph. 210.367-2553 (3:30 – 6:00 p.m.)

## Parent/Student Handbook Addendum for After-School Care

## PURPOSE

This handbook addendum is for use in partnership with the Village Christian Academy (VCA) Parent/Student Handbook. The addendum contains information that in some cases repeats policy for better understanding and in other cases provides additional information that does not involve policy directly. Additionally, the addendum includes information that may change from year to year. Additional copies of the handbook and the addendum are available upon request in the school office.

Parents will be notified in writing of any changes made to the policies contained in the handbook or addendum. Any questions concerning these policies or any of the operational policies or procedures of VCA may be directed to the Principal.

## CHILD CARE LICENSE

VCA After-School Care is licensed with the Texas Department of Protective and Regulatory Services (TDPRS) as a Child Care Center. You may contact them at 210-337-3399 or online at [dfps.state.tx.us](http://dfps.state.tx.us). The TDPRS Child Abuse Hotline is 1-800-252-5400. A copy of the Minimum Standards for Child Care Centers and the most recent licensing inspection report is available for review in the VCA office or you may contact TDPRS.

## TIME OF OPERATION

VCA After-School Care is in session for August through June. For holidays, VCA follows the Northside I.S.D. calendar.

VCA After-School Care is held Monday through Friday from 3:30 p.m. – 6:00 p.m.

## MEDICAL EMERGENCIES AND/OR ACCIDENTS

Parents will be notified of any accident or incident involving their child as follows:

- 1) Emergency Medical Services will be called, if necessary, and parents will be notified immediately if their child becomes seriously ill or is involved in a major accident. If the parents cannot be reached, the emergency contacts listed on the Application will be notified.
- 2) Less serious accidents or incidents will be reported by telephone as soon as the situation is resolved and the child has been properly cared for. The parent may decide if they want to pick up the child or leave them at school.
- 3) Parents will be notified at the end of the day of any minor scrapes, scratches, or incidents involving their child which did not put them in any danger but which may have caused them to be upset or afraid.

## MEDICATION

All medication shall be administered as stated in the VCA Parent/Student Handbook. NO medication will be administered after the expiration date.

VCA shall document each dose of medication given. The child's name, the name of the medicine, date, time, amount given, and the name of the staff member giving the medicine shall be included. The record shall be kept for at least 3 months.

Medications requiring refrigeration shall be kept separate from food.

## DISCIPLINE

VCA strives to use guidance rather than stronger interventions in our classrooms. Corporal punishment is never used. However, there are occasions when action must be taken to ensure the safety and well-being of all the children. VCA discipline and guidance policies are as follows:

- 1) Discipline must be:
  - a) individualized and consistent for each child
  - b) appropriate to the child's level of understanding; and
  - c) directed toward teaching the child acceptable behavior and self-control.

- 2) Teachers may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - a) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - b) reminding a child of behavior expectations daily by using clear, positive statements;
  - c) redirecting behavior using positive statements; and,
  - d) using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- 3) There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - a) corporal punishment or threats of corporal punishment;
  - b) punishment associated with food, naps, or toilet training;
  - c) pinching, shaking, or biting a child;
  - d) hitting a child with a hand or instrument;
  - e) putting anything in or on a child's mouth;
  - f) humiliating, ridiculing, rejecting, or yelling at a child;
  - g) subjecting a child to harsh, abusive, or profane language;
  - h) placing a child in a locked or dark room, bathroom, or closet with the door closed; and,
  - i) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
- 4) Parent-teacher conferences will be scheduled to determine the course to be taken for children whose behavior repeatedly raises disciplinary concerns. If the behavior continues, the student will be referred to the Principal.

## **LUNCH AND SNACKS**

TDPRS requires that the children be fed balanced and nutritious meals each day at school. If the children bring their lunch and snacks from home, each parent/guardian is responsible for the nutritious content of the food. In addition, parents are responsible for providing safe and proper storage of the lunch and snacks, including a cold pack, which must be enclosed with any perishable items such as meat and/or dairy products.

Due to possible food allergies, snacks or lunches cannot be shared between children at VCA. An exception will be made on special occasions such as Christmas, Valentine's Day, etc. Written permission must be given for the children to share lunch and/or snacks on these occasions. Parents will be notified of these special events and given the opportunity to provide and alternate food items if necessary.

## **SIGNING A CHILD IN OR OUT**

Attendance will be taken each day. If a student is tardy, the parent must escort the child into the school office and sign the child in. Office staff will escort the student to class.

Children must be signed out only by the persons authorized by the parents to pick up the child, unless the parent gives written permission for someone else to do this. A written authorization list will be required from the parents. In cases of emergency where the parent is unable to give written permission, parents may give telephone authorization. Anyone picking up a child may be required to show identification and have a copy placed in the child's file.

## **CHILD ABUSE AWARENESS**

Child Abuse in our society is a serious issue that needs to be addressed. As a result to increase awareness, our employees receive annual training in preventing and responding to the abuse and neglect of children. The training also includes warning signs of abuse and prevention techniques. Information on this topic is available for parents as well in the school office including actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention. Our program coordinates our efforts with community organizations that provide educational programs as well as printed material that is also available for our parents. Please refer to contact information for the Texas Department of Protective and Regulatory Services listed in the CHILD CARE LICENSE section of this addendum.