West Broward Academy VPK

Enrollment Application

2019-2020 School Year

5281 Coconut Creek Parkway
Margate, FL 33063
954-702-2320

Cost:
$25.00 Non- Refundable Registration Fee for Full Day VPK Program:
(VPK certificate required to register)

Full Day Program: 6:30am – 6:30pm…. $500.00 per month

- ***Before Care: 6:30am – 8:30am***
- ***Extended Day Program 3:30pm - 6:30pm***

Wrap Around VPK 8:30am – 3:30 pm…. $450.00 per month

VPK Director: Jessica Ruiz
School Principal: Will Pickens
Program Manager: Donna Lehn

West Broward Academy does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admission policies, athletic and other school-administered programs.

Priority will be given to our VPK students for enrollment into our Kindergarten program.

West Broward Academy VPK
ENROLLMENT APPLICATION
SCHOOL YEAR 2019-2020

Enrollment Date: _____ Password: _____

Name: _____ Preferred Name: _____

Address: _____ City: _____ Zip Code: _____

Date of Birth: _____ Age: _____ Sex: ____ Home Telephone: (____) _____

Program applying for: (circle) VPK only _____ VPK Full Day_____

FAMILY INFORMATION

Parent's Name_____ Parent's Name_____

Employer: _____ Employer: _____

Occupation: _____ Occupation: _____

Parent's Work (____) _____ Parent's Work (____) _____

Parent's Cell Phone (____) _____ Parent's Cell Phone (____) _____

Driver's license #_____ Driver's license#_____

Tag#_____ Tag#_____

Email Address: _____

Email Address: _____

Complete this section ONLY if it differs from the above information

Name_____ Name_____

Address: _____ *Address*: _____

_____ _____

Home (___) _____ Cell (____) _____ Home (____) _____ Cell (___) _____

Child lives with: Both ( ) ( ) Step-parent ( ) other (specify) _____

Who has legal custody? _____

Person responsible for all payments: _____

West Broward Academy VPK
ENROLLMENT APPLICATION
SCHOOL YEAR 2019-2020

Besides the parents, persons to reach in case of emergency:

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

<u>Persons permitted to remove child *at any time:*</u>

Name: _____ **Relationship:** _____

Driver's License Number _____ **Phone:** _____

Name: _____ **Relationship:** _____

Driver's License Number _____ **Phone:** _____

- **Please notify us of any changes to pick up or phone number change or address change-immediately**
- **Special custody or pick up restriction must be accompanied by legal documents signed by a judge. There are no exceptions.**

I have read and fully understand all the enclosed materials

Parent/Legal Guardian
Signature _____ **Date:** _____

West Broward Academy VPK Discipline Policy

The following Discipline Policy has been established by the administration of West Broward Academy (VPK) Voluntary Pre-K Program.

I, _____, the parent or legal guardian of,
(Parent's Printed Name)

_____, agree to support the teachers and staff of
(Child's Printed Name)

West Broward Academy and I/we will provide assistance as needed in the area of discipline.

It is our desire to provide a loving and nurturing learning environment for the children enrolled in our program. Our teachers will conduct their classrooms in a positive manner by focusing on positive behavior rather than bringing attention to negative behavior. Redirection, providing choices, consistent actions, praise and encouragement are some of the techniques our teachers use to guide their students toward positive behavior.

By providing age-appropriate boundaries in an enriched learning environment, our teachers assist their students in developing positive socialization skills. Self-control is developed as children experience the logical and natural consequences for the wrong choices they make.

Minor acts of misconduct which are not habitual in nature such as classroom disruption, not following instructions, bothersome behavior, etc. If such behavior persists, the parents will be notified and expected to assist in disciplinary action.

The following actions may be necessary if continued misbehavior towards other children or staff members;

- Incident will be documented on an incident report form and signed by the parent
- Child will need to be picked up from school immediately.
- Child will be suspended from school the following day.
- **In extreme cases, the child will be suspended from school for 1 week. (Parent is still responsible for tuition payment)**
- **West Broward Academy reserves the right to terminate a child from the program at our discretion.**

Understanding that children react to circumstances around them, parents are asked to inform the school and/or teacher about any changes in the home environment that might affect their child's behavior (i.e., moving, divorce, new sibling, etc.). A strong partnership between the parent and teacher is invaluable in providing a positive learning experience.

Corporal punishment will not be used at West Broward Academy Voluntary Pre-K

Children will not be denied playground time, food, water, or toileting as punishment

_____

Parent's Signature **Date**_____

West Broward Academy VPK Attendance Policy
2019-2020

To the parent/guardian of: _____

Your child is enrolled in the Voluntary Prekindergarten program. Because this is a state-funded program, there are rules and regulations set by the State that both the provider and the parents/guardians must follow.
PLEASE READ THE INFORMATION BELOW CAREFULLY! You will be asked to sign a confirmation that you received this,

This agreement contains the following information:

- **SIGN IN/ATTENDANCE VERIFICATION**
- **ATTENDANCE AND ABSENCE POLICY**
- **TRANSFER/DISMISSAL**
- **LATE PICK UP**

1. **SIGN IN/ATTENDANCE VERIFICATION:**
   Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. If someone other than the parent picks up, they must show photo ID and we need prior approval from the parent in writing, verbally and a text message to confirm. The time and full signature, NO INITIALS ALLOWED, must be written on the attendance sheet. This is a requirement of the VPK program.

   Monthly: At the end of each month, you will be required to sign a "Student Attendance and Parental Choice Certificate: that confirms that you child has been in the program during the month and that you wish your child to continue in the program at this school.

2. **ATTENDANCE/ABSENCE:**
   Regular attendance is required in this program. It is important that your child attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in kindergarten.

   Please note: It is a State requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and procedures. The state VPK program allows a center/school to dismiss a child who does not follow these rules. If your child is ill, please leave him/her HOME! It is not fair to the other children that might become ill from your child and your child will be miserable trying to keep up with the other children. Keep your child home if your child has/had a fever of 100 degrees or more within a 24 hour period, diarrhea, unexplained rash, vomiting, cough, green nose or red/pink eyes.

VPK ATTENDANCE REQUIREMENTS:

Late drop off is disruptive. Please have your child here on time. Your child must arrive in the VPK classroom no later than 8:35 AM for the morning class.

WRITTEN DOCUMENTATION MUST BE PROVIDED FOR EVERY EXCUSED ABSENCE.

Any more than three (3) absences per month is considered excessive. We will discuss this with the parent/guardian. Continued excessive absences may lead to the dismissal of your child.

A child's absence is excused if the child does not attend the VPK program on an instructional day due to one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest.
- Infectious disease or parasitic infestation.
- Physician or Dentist appointment.
- Funeral service, memorial services, or bereavement upon the death of the child's family member.
- Life-threatening illness or injury of the child's family member.
- Compliance with a court order (e.g. visitation, subpoena).
- Special education or related service as defined in 20 U.S.C 1401 (2004) for the child's disability.
- Observance of a religious holiday or service, or because the child's or parent's/guardian's religion forbids secular activity on the instructional day.
- Family vacation – Family vacation is not to exceed five (5) excused absences per program year and must be documented by a note from the parent/guardian stating the absences/s was due to vacation. These absences are counted as part of the number of allowable absences per month. Vacation days can be taken throughout the year and do not have to occur all at one time.

3. TRANSFER/DISMISSAL

TRANSFER: Should you decide at any time after the start of the VPK program that you wish to transfer your child to another provider, it is the parent's responsibility to go to Family Central to obtain the transfer.

DISMISSAL OF A CHILD FROM A VPK PROGRAM:

At West Broward Academy, we strive to meet the needs of all of the children and families in our school. Please feel free to consult us on any issue. Yet, there are occasions when despite our best efforts we are unable to accommodate a particular child or family. Whether the situation is that the placement is not appropriate for that child or there is non-compliance with the policies and procedures outlined in this agreement and /or the West Broward Academy's Schools Parent Handbook, we reserve the right to dismiss your child from the VPK program.

4. DROP-OFF AND LATE PICK UP

Children enrolled in a VPK class may arrive no sooner than 5 minutes before the start of class. A child who is enrolled in the VPK program but is not enrolled for any other wrap-around services must be picked up by the end of their scheduled program. Parents/guardians are responsible to pick up their child in a timely manner. There is a late charge of $1.00 per minute for late pick-up, for the first ten minutes. After ten minutes, the late pick-up fee is $2.00 per minute.

5. WITHDRAWAL FROM WRAP-AROUND SEVICES

A months' notice must be given to the director, if at any time a parent/guardian withdraws his/her child from the Wrap-Around services offered by West Broward Academy but chooses to remain the VPK program.

Thank you for taking the time to review these policies. The State of Florida Agency for Workforce Innovation Office of Early Learning may modify their policies from time to time. If such a situation arises, you will be notified of any changes in writing.

We look forward to a successful school year. Thank you for choosing West Broward Academy as your VPK provider.

I have received a copy of the Voluntary Prekindergarten Attendance Policy:

Parent's/Guardian's Name:_____ _____Date:_____

Parent's/Guardian's Signature: _____Date:_____

Name of Child: _____

West Broward Academy VPK
Payment Agreement
2019-2020 School Year

I/we agree to pay West Broward Academy VPK, ten equal payments.

$ 500.00 per month for full day program: 6:30 am to 6:30 pm.
$450.00 per month for extended day program: 6:30 am to 3:30 pm

First payment beginning August, 2019 and last payment ending May 1, 2020.
A **$25.00** non-refundable registration fee is due at the time of registration.

Payments are due on the 1st but must be made before the 5th day of each month to avoid late fees. Payment are made by EZ Pay tuition payment program.

I/we understand that I/we are responsible for payment in full, regardless of days missed. No allowances will be given for illness, family vacations, moving or any other interruptions.

$25.00 late payment fee will be charged if the tuition payment is not paid by the due date (5th of each month). Except for the Month of August. If payments are not received by the 10th of each month your child will not be allowed to attend school.
$10.00 late pick-up fee for every 10 minutes after your child's program has ended.

A $20.00 fee will be charged for all declined electronic payments. All returned payments shall incur a charge as set forth in the Florida Statue 68.064 as amended. If two declined payments are received, all future payments must be made by cashier's check, money order. (No Checks or Cash).

Withdrawal Policy
VPK at West Broward Academy must be given at least a 15 day notice of withdrawal in writing. If this is not done, payment must be made by you in full for the following month. The last day of attendance must end on or before the last day of a month. There will be no refund of registration fees or tuition regardless of the reason for the withdrawal. _____**Initial**

I/we understand the policies of West Broward Academy VPK described above and agree to abide by this agreement.

Date: _____ Child's Name_____

_____ _____ _____ _____
Parent/Legal Guardian (Print Name) Parent/Legal Guardian Signature

Relationship to Child: _____