



# Venture Parent's Policies & Guidelines

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**Effective August 2010**

**“Teach me to do Your will, For You are my God!” Psalm 143:10**

## Admission Policy

Enrollment shall be open to any child without discrimination in regard to sex, race, color, creed or political belief provided the center can meet the needs of the child. The requirements for admission are:

- Immunizations are required for all students.
- Registration and financial agreement signed by the parent indicating they know and understand their responsibility for payment and fees.
- An enrollment package completely filled out to include emergency telephone numbers and complete pick-up authorization along with an immunization health record and a statement signed by the child's physician stating the child is in good health.
- Agreement signed by the parent stating they know and understand the policies and regulations of Venture.
- Signed Discipline Contract.

### 1. CALENDAR

Venture operates every Thursday, between the hours of **8:45 a.m.** and **2:45 p.m.**, with the exceptions of school holidays and scheduled closings.

<b>FALL SEMESTER</b>	<b>September 2, 2010 to December 9, 2010</b>	
<b>SPRING SEMESTER</b>	<b>January 6, 2011 to April 28, 2011</b>	
<b>HOLIDAY CLOSINGS</b>	<b>November 25, 2010</b>	<b>Thanksgiving</b>
	<b>December 16 – December 30, 2010</b>	<b>Christmas Break</b>
	<b>March 17, 2011</b>	<b>Spring Break</b>
<b>TOTAL DAYS</b>	<b>30 Total School Days</b>	

### 2. REGISTRATION AND SUPPLY FEES

A fee of \$70.00 and \$35.00 for each additional Venture student is due at the time of registration. This fee is non-refundable, and will remain current for the year. Some courses will require the purchase of a textbook and supplies or a supply fee. First month's tuition is due at registration and next payment is due September 2<sup>nd</sup>.

### 3. TUITION

Tuition and other fees are based on a non-profit budget. Tuition for 1<sup>st</sup> – 4<sup>th</sup> grade students is \$100 per month for 8 months. The tuition for 5<sup>th</sup> – 8<sup>th</sup> grade students is \$120 per month for 8 months. The tuition may be paid in one lump sum or broken down into eight monthly payments. **Tuition is due no later than the first Thursday of every month beginning September 2, 2010 and ending March 3, 2011( if 1<sup>st</sup> month payment paid at registration).** All checks should be made payable to FIRST BAPTIST CHURCH OF COLLEYVILLE. A locked mailbox is mounted on the wall in front of the Sonshine Academy Office for tuition payment. A locked mailbox is located in the 100 building for any checks or correspondence.

No credits are given if your student is absent due to illness or vacation because a space in our program has been reserved exclusively for your student.

<b>PAYMENT SCHEDULE</b>	<b>1-4 grade</b>	<b>5-8 grade</b>	<b>High School</b>
August 5 (if not paid at registration)	\$100	\$120	\$40 per class
September 2	\$100	\$120	\$40 per class
October 7	\$100	\$120	\$40 per class

November 4	\$100	\$120	\$40 per class
December 2	\$100	\$120	\$40 per class
January 6	\$100	\$120	\$40 per class
February 3	\$100	\$120	\$40 per class
March 3	\$100	\$120	\$40 per class

#### 4. WITHDRAWAL

A two-week notice must be given to the Director if a student is to withdraw from Venture. This enables the office to notify any parent on our waiting list who may be interested in filling your student's reserved space. The school's budget and teacher's salaries are based on full enrollment; therefore, tuition will be charged through the two weeks regardless of attendance.

#### 5. ADDRESS AND PHONE CHANGES

Please notify the school office **as soon as possible** if you have a change of address and/or telephone number at home or at work or any changes in pick-up information. This is for your student's safety.

#### 6. LATE PAYMENTS/RETURNED CHECKS

Any payments received after the scheduled date will incur a late fee of \$5.00. This will be charged to your account immediately, and every late week thereafter. All payments received a month late will be fined \$25.00.

Any accounts overdue by more than one month may result in a forfeit of your student's spot in Venture.

Any checks returned due to insufficient funds or closed accounts would carry a fine of \$25.00. The monthly payment may be made by check.

#### 7. ARRIVAL

Prompt arrival is extremely important and classes will begin on time! When your student is not on time, he/she misses a vital part of their course and may disrupt the other students.

Parents are required to sign-in each student upon arrival. Accurate attendance records are necessary for your student's safety. Sign-in sheets will be located outside each classroom in the 100 building. Please provide all the information requested on the sheet. **It is important to include a phone number every day in case of an emergency.**

Please schedule conferences, phone calls or e-mails to communicate with teachers at times other than drop-off. They need to greet each child and begin their day promptly at 8:45.

#### 8. AFTERNOON PICK-UP

Please sign your child out with your name and the time your child was picked up on the sign-in sheet.

Your child may only be picked up from school by you or by those persons listed on your "Authorized Pick-up" form. Driver's license numbers will be verified for anybody picking up your child. If you have made arrangements for someone to pick-up your child, please inform the teachers, and also indicate this on the sign-in sheet.

**YOUR CHILD WILL NOT BE RELEASED TO ANY ONE NOT LISTED ON THE AUTHORIZED PICK-UP FORM (COMPLETE DRIVER'S LICENSE NUMBER MUST BE LISTED.)** In case of an emergency, please contact the school immediately with information on who will be arriving for your child. Please be able to communicate the person's name and license number.

#### 9. LATE PICK-UP

Please be prompt when picking up your student from Venture. A late charge of \$5.00 per child per ten minutes will be assessed to your account. Students not picked up at the end of their last course will be taken to the office. If you claim your child from a Director, late penalties have been incurred.

Authorized adults listed on your child's pick-up form will be contacted in the event of a parent not returning for their student after fifteen minutes. If another adult must be located to claim your student, a late fee of \$25.00 will be charged to your account immediately. Continued late pick-up times may result in dismissal of your student from the program.

#### 10. INCLEMENT WEATHER

When inclement weather occurs, please listen to your local weather channels for official school closings. If the Grapevine/Colleyville ISD is closed on a Thursday, there will be no school at Venture for that day.

## 11. CURRICULUM

Our goal at Venture is to provide a ministry to homeschool families by providing a Christian, academic enrichment program for students. To provide this ministry it is very important that parents feel free to give input regarding future courses and current courses. Our goal is to partner with families for the education of students. All curriculum is evaluated by the teachers and approved by the Director. If you have any questions or concerns please contact the Director.

## 12. BEHAVIOR MANAGEMENT

Venture maintains a zero-tolerance code of conduct for each classroom. Parents and students will be required to sign a Discipline Contract before beginning school. Students exhibiting behavior considered inappropriate or distracting to teachers and/or other students will be sent to the Director and a parent will be notified. If the behavior continues the student will be suspended for two weeks. If further disciplinary action needs to be taken, the student will be immediately expelled and tuition will not be refunded.

## 13. MEDICINE

**All medications**, prescribed or over-the-counter, **must be logged-in** and left in the Sonshine Office located in the 300 building. Medicine may only be administered by a Director. Please do not leave any medicine in backpacks or in the care of a teacher. Please indicate on the sign-in sheet that they have medicine in the Sonshine Office that needs to be administered.

All medicines must come to the school in the original containers. When signing in your medication, please put the dosage and the time to be given. Prescription drugs will be administered as instructed on the label. Over the counter medications will only be given at the recommended age appropriate dosage. Please do not forget to retrieve your medicine at the end of the day in the office.

We have provided a non-alcohol based hand sanitizer dispenser outside (or just inside) each classroom. Studies have shown illnesses significantly decrease when children's hands are sanitized before entering the classroom. Please take the time to use the hand sanitizer before and after class. All hand sanitizer dispensing should be supervised by an adult.

## 14. ILLNESSES

Your student's health is a matter of major importance to us. Precautions are taken including refusal to admit sick students into Venture and isolating students who become ill during school hours. Parents **MUST** make other arrangements for their student when he/she has one or more of the following symptoms:

1. A fever of 100.1 or has had one during the previous 24 hours. **A CHILD MUST BE FREE OF FEVER WITHOUT FEVER REDUCING MEDICINE FOR 24 HOURS BEFORE RETURNING.**
2. Symptoms of a possible communicable disease (vomiting, atypical bowel movement that indicates the possibility of infectious diarrhea, sore throat, red eyes, discharge or crusted eyelids indicating the possibility of infectious pink eye, constant cough).
3. Rashes that may indicate the possibility of measles, scarlet fever or virus.
4. Heavy nasal discharge that is not clear.
5. Fine blisters indicating possibility of chicken pox.
6. Listless, lethargic behavior, lack of appetite, refusal to eat or drink, extreme irritability or clearly unusual behavior for the student that indicates the likeliness of oncoming illness.

Please notify the Director when your child is ill with a communicable disease or has been exposed to one outside Venture.

If your student becomes sick during the day, the Director will contact you immediately, possibly for pick-up. If we deem it necessary for your child to leave the program due to illness, and you are not available, we will call those persons listed on your authorized pick up form to care for your student.

## 15. LUNCHES

Each student should bring a healthy cold lunch with a drink. Lunches will not be heated or refrigerated because of lack of time and equipment. An ice pack is helpful in keeping lunches cool.

## **16. CLOTHING**

Student's clothing must be appropriate and modest. This means no tank tops, spaghetti straps, short shorts, inappropriate t-shirt logos etc... If the student must ask if something is appropriate you can assume that the answer is "no." Please wear or send athletic shoes for P.E.

## **17. SNACKS**

Please feel free to bring a healthy snack if you feel your student will need one during the day.

## **18. CELEBRATIONS AND SPECIAL EVENTS**

Venture will recognize birthdays and holidays during lunch. Due to limited class time and a desire to make the most of the time they are with their teachers, we will use our lunch time to celebrate any special events. We will participate in one mission project.

## **19. PARENTAL INVOLVEMENT AND COMMUNICATION**

The best way for you to be involved is to keep in close contact with what is going on in the classroom. Please check your student's folder **every school day** for any pertinent information. The folder is the avenue used to relay any communication from Venture and from the teachers!

We have many opportunities for those of you who would like to volunteer your services. This is your program, too!

## **20. QUESTIONS**

If you have any questions or concerns at anytime, please do not hesitate to contact the Director. Your support and cooperation will enable your student and his/her teachers to have a wonderful experience at Venture. We are so excited to be able to watch God at work through your students.