

5000 Ridgedale Parkway

North Chesterfield, VA 23234

Tel: (804) 275-5683; Fax: (804) 275-6429

www.thenobleacademy.com

Hours of Operation

- ❖ We are open Monday Friday from 6:30 a.m. to 6:00 p.m.
- We are closed on the following holidays throughout the year: New Years' Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.

Late/Sick child

- ALL STUDENTS MUST BE AT OUR CENTER BY 10:00 A.M. WE CAN NOT ACCEPT CHILDERN AFTER THIS TIME UNLESS A WE ARE AWARE OF YOUR SITUATION. (Please call by 9:30 a.m.)
- We are not allowed to keep sick children at our center.
 - o If your child has a temperature of 99.6 (oral) or higher; or under arm temperature (auxiliary) of 98.6 or higher. Child may return to academy when they have been without fever (afebrile) for 24 hours.
 - Diarrhea two or more loose stools in one hour, regardless of amount. Child may return when diarrhea ceased for 24 hours.

Medications

We currently do not give medication at our center. No medication is to be left in child's bag or belongings.

Outside food/Food Allergies

- All food from your home must be labeled with your child's name and date. We don't allow peanuts or peanut products at our facility.
- If you child has a food allergy you must fill out a form from us with doctor's signature stating your child's allergic reaction and the protocol we must take in case of an allergic reaction. We will also need written permission from you to post your child's allergic reaction in our center so teachers will be aware when serving food.

Registration/Enrollment

- A Registration/Enrollment Fee of \$100.00 (non-refundable) shall be paid at the time of initial application.
- The Academy reserves the right to deny, cancel or suspend a child's enrollment at any time and at the sole discretion of the Center when it deems this action to be in the best interest of the child or the center. In such an event, any unused Tuition will be refunded.

Discounts & Tuition (See Tuition Rates in Parent Handbook)

- 10% Sibling discount (discount applied to oldest Child's Tuition
- 10% Teacher's discount (valid proof required)
- 10% Military discount (valid proof required)
- 15% Combination discount with Teacher or Military and Sibling (discount applied to oldest Child's Tuition)
- Tuition is due on Mondays and will be considered late if paid after Wednesday.
- Tuition is not prorated and is owed and due in full on a weekly basis.
- Tuition is not refunded for Vacations, Unused Days, Holidays, Inclement Weather Closings, and/or an "Act of God" that prevents a change in business hours of operation.
- Payment Methods Accepted:
 - o Pay by Brightwheel (Preferred method)
 - Pay by Check
 - o Pay by Money Order

Fees

- * Payments are processed_through Brightwheel through your checking or credit card account.
- \$25-Late payment Fee is assessed to all payments received after Wednesday. (Must be paid prior to or up to submitting future Tuition Payment).
- \$35-Returned Check Fee Payable at time of Restitution (After 1st occurrence, checks can no longer be used. You may use cash or Money Order)
- Late pick up Fee \$5 for every 5 minutes beginning at 6:05pm and after 6:15pm, \$2 per minute until picked up.
- \$8.00-After 1st Warning: if we do not get a phone call that your child does not need to be picked up from school. (School Age Children)

Student Withdrawal

When withdrawing your child, you must give us a written two-week notice. If a two-week notice is not given, you will be liable for the next two weeks.

SIGNATURE

By signing this form, I	(Parent Name) agree to abid	e by the policies of
Noble Academy, Inc. and a	agree to pay any applicable fees as state	d herein.
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THIS REGISTRATION PACKET MUST BE COMPLETELY FILLED OUT IN ORDER FOR YOUR CHILD TO BE REGISTERED. WE WILL NEED BIRTH CERTIFICATE, S.S. CARD(VIEW), \$100 ANNUAL REGISTRATION FEE, AND IMMUNIZATION AND PHYSICAL RECORDS (PART 1-4)

The Noble Academy, Inc.

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VIRGINIA DEPARTMENT OF EDUCATION CHILD REGISTRATION MODEL FORM

O INDICATE "N/A" IF THE INFORMATION IS NOT APPLICABLE.

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	THE INFORMATION IN THIS FORM IS REQUIRED BY CHILD DAY CENTER STANDARDS 8VAC20-780-60.
,	THE INFORMATION IN THIS FORM IS REQUIRED BY CHILD DAY CENTER STANDARDS 8V AC20-/80-60.

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Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.

NOTE: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center (i) shall not be denied the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the school or day care center solely on the basis of such noncustodial status and (ii) shall be included, upon the request of such noncustodial parent, as an emergency contact for the student's school or day care activities.

AGREEMENTS

- The child day center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.
- The parent(s)/guardian(s) authorize the child day center to obtain emergency medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. **
- 3. The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

SIGN	ATURES	
) or Guardian(s)		Date
istrator of Center		Date
Las	t Date of Attendance:	
OFFICE	USE ONLY	
and a copy is not kept, please	e fill out the following.	*
and a copy is not kept, please	Birth Certificate Number	Date Issued
	cing emergency medical care ion and the reason for the ob	istrator of Center

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Date

Section § 22.1-289.049 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction, or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.



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	Enrollment A	greement/Contr	act	
Th	is Enrollment Agreement, effective the	day of	20	is between The
No	oble Academy, Inc. ("School") a privately-owned	ed child care cente		
1.	The Noble Academy, Inc.'s non-refundable re or at the time of initial application.	gistration fee of \$	\$100 shall be paid ar	nnually in August
2.	Weekly tuition, per our current fees schedule, \$25.00 late fee shall be charged for any weekl week. If weekly tuition fees (including any ap work days after the due date, the child will nowhen due, interest shall accrue at 1.5% per mall costs and fees associated with the collection collection costs, attorney's fees, which are decourt costs as may be required to collect the and	y tuition payment plicable late fees) to be readmitted to onth (18% per year process including med reasonable as	is received after the are not received at the program. If pay ear) and the parent in ing but not limited to	third day of each the center by 5 ment is not made s responsible for billing costs,
3.	A second child in the same family shall receive	e a 10% discoun	t on the lower of the	e two tuitions.
4.	Weekly tuition fees are non-refundable regard days or "Acts of God". The academy will make the academy may choose to close at the School regarding closings or watch WRIC Channel 8.	ce reasonable effo ol's discretion. Pa	rts to in inclement v	veather; however,
5.	This academy is closed on the following days	:		
	New Years' Day Presidents' Day	•	Christmas Eve	

The Nable Assistant In-

Martin Luther King, Jr. Day

The day after Thanksgiving

Good Friday

Memorial Day

Thanksgiving

Juneteenth

Labor Day

Veteran's Day

Independence Day

- 6. The academy will open at 6:30 a.m. and close at 6:00 p.m. A fee of \$5.00 will be charged for any child for the first 15 minutes and an additional \$5.00 per child per 5 minutes period thereafter. Fees for late pick-up are payable immediately: unless there had been an agreement between the executive director and the parent. Otherwise, if fee is not paid for late pick up the child will not be re-admitted into the program. Consistent lateness will be cause for the child's dismissal from the academy. A fee of \$30.00 will be charged for checks returned by the academy's bank.
- 7. At the time of enrollment, the child shall be scheduled for specific days and times. Additional days may be added for an additional fee; however, the academy's executive director must be contacted at least 2 hours in advance of any added day. Additional days are offered based on enrollment and may not always be available. The director must approve any other schedule changes in advance.
- 8. A non-refundable deposit of one week's tuition is required for applications received 30 to 60 days prior to the child's enrollment. If deposits are not paid, a place for the child cannot be guaranteed. Deposits are applied to weekly tuition fees. The center requires a two-week written notice of withdrawal. If two weeks' notice of withdrawal is not provided, the standard tuition fee shall be charged for that period.
- 9. The academy reserves the right to deny, cancel or suspend a child's enrollment at any time the center, in its sole discretion, deems such action to be in the best interest of the center. In such event, any unused tuition will be refunded.
- 10. Children may not attend the center while ill, children who become ill at the academy must be picked up immediately (refer to health policy guidelines). If the child will be absent, the absence should be reported to the academy by 9 a.m.
- 11. If parents engage employees of the academy from time to time for outside child care services, (Outside Engagements), Parents agree that Outside Engagements are not related to The Noble Academy, Inc. or its owners. With respect to Outside Engagements, Parents release and discharge the Academy, its owners, their present or former officers, employees, shareholders, affiliates, heirs, successors and signs, in their individual or corporate capacities (the "Owners' Release"), from all claims demands, liabilities, actions or cause of action whatsoever, whether know or unknown, which parents have, may have or claim to have at any time in the future against the Owners' Release based in whole or in part on or arising out of or related to any Outside Engagements.

Non-Discrimination Policy

Consistent with the truth that God's grace and His love through Jesus Christ extend without partiality to all mankind, The Noble Academy, Inc admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of educational policies, admissions policies, and other school-administered programs. The Noble Academy, Inc., does not teach any doctrine or is affiliated with any church or religious organization.

¥3		
I understand the terms of this agreement opy of this agreement and a copy of the paragraph 10.	ent and agree to be bound by the he parents' handbook, which incl	em; I have received and executed a ludes the health policy referenced in
Signature of the Parent or Guardian	Date	
Signature of the Executive Director	Date	



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The Virginia Department of Social Services requires that childcare centers document any schools or childcare centers previously or currently attended. Date: Child's Name: Previous Childcare Centers or Preschools attended: Current Elementary School attending (if applicable): School: _____ Grade: ____ Office Use Only Identity Verification Place of Birth: _____ Birth Date: ____ Birth Certificate Number: _____ Date Issued: ____ Other Form of Proof: Proof of child's identity may include a certified copy of the child's birth certificate, birth registration card, notification of birth passport, etc. Viewing a child's proof of identity is not necessary when the child attends a public school in Virginia and the Center assumes direct responsibility for the child directly from the school. While programs are not required to keep proof of the child's identity, documentation of

Mbc Noble Academy, Inc.

viewing this information must be maintained for each child.

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Policy and Photo Release

My signature below grants The Noble Academy the right to film, photograph, record, tape, reproduce and distribute my child's image, voice, etc. and use such for the purposes of publicity, advertising promotions, or for any other reasonable purpose in relation to The Noble Academy.

My signature below also confirms my understanding of the agreement, school policies, my tuition obligation, my responsibility for the payment of fees, and confirms that I have received and read a copy of the parent handbook.

SIGNATURE

ignature of the Parent or Guardian	Name (Printed)	Date
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Allergic Food Reaction

If your child has an allergic reaction to a certain food, you must fill out an "Action Plan for Allergic Reactions" form with us. This form must be filled out by your child's physician. Children who require an Epinephrine parent's must fill out a "Food Allergy & Anaphylaxis Care Plan" form. This form must be filled out by your child's physician. Your signature below gives us permission to post in our classroom that your child has an allergic reaction to a certain food. By posting in our classroom, it alerts our teachers that your child cannot consume certain foods due to an allergy.

SIGNATURE

ture of the Parent or Guardian	Name (Printed)	Date
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CACFP (CHILD) LETTER TO HOUSEHOLD (PARENTS/GUARDIANS) MEAL BENEFIT INCOME ELIGIBILITY FORM

Dear Parent or Guardian:

This center/home participates in the United States Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) and receives Federal funds to provide healthy meals and snacks to enrolled children. The amount of reimbursement the center receives is based on the information provided on the attached CACFP Meal Benefit Income Eligibility Form (IEF). Part of the USDA requirement is to complete the IEF. If household income is equal to or less than the income listed in the chart below for household size, the center will receive a higher level of reimbursement. Please return the completed IEF back to the center as soon as possible.

If a member of the family (child or adult) receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) benefits or cares for a foster child(ren) that is the legal responsibility of the Virginia Department of Social Services or the court, children are categorically eligible for meal benefits regardless of household income.

If the household income is over the income guidelines listed below, the family is not required to complete this application. Instead, please write the child's name on the IEF and return it to the center. Please notify the center staff if someone in the household becomes unemployed and the loss of income causes the household income to be within the income eligibility standards.

The information provided on the IEF will be used to determine the child's eligibility for meal benefits. The information will be kept confidential and only available to staff directly connected with administering the CACFP.

Family Access to Medical Insurance Security Plan (FAMIS)

FAMIS is Virginia's health insurance program for children. It provides access to quality health services for children who do not have health insurance. FAMIS Plus is Virginia's name for children's Medicaid. FAMIS Plus also provides great benefits and covers children in families with low or no income, even if the children are covered by health insurance.

By signing the section on the application for FAMIS or FAMIS Plus, the family is stating they do not want information shared with the local Department of Social Services. If IEF information is disclosed, it may be used to identify the child(ren) for the health insurance program. More information on FAMIS is available at 1-866-873-2647 – Interpreters are available. Log onto www.famis.org to apply online.

A household with income less than or equal to the income chart for reduced-priced meals below is eligible for free or reduced-price meals:

Household Size	Yearly			
1 1	27,861			
2	37,814			
3	47,767			
4	57,720			
5	67,673			
6	77,626			
7	87,579			
**************************************	97,532			
Each additional person:	9,953			

Please feel free to contact the center at () - with questions or concerns.

Nondiscrimination Statement: in accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found on-line at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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(1) mail, U.S. Department of Agric	cuture	The state of the s	the tarm, to request a copy	or the complaint t	(erm, call (866)	632 9997 Subi	nd your con	pleted	orm or letter to USDA by:
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NOTES:	
Information on this form must be kept confidential.	
Child Care Representative Use Only	
Effective Date of This Enrollment Form:	
(mm/dd/yyw)	The effective date may be retroactive to the first day the child participates in the CACFP as long as it
Effective Withdrawal Date of This Enrollment Form:	occurs in the same month this form is received.
(mm/dd/yyyy)	7
	1
Printed Name of Center Representative	
	This form is effective for 12 months from the date of parent signature.
Signature of Center Representative	

This institution is an equal opportunity provider.