



THE NOBLE ACADEMY

Child Care Center

2026 – 2027 Enrollment & Registration Packet

School Year: August 2026 – July 2027 | Effective August 2026

5000 Ridgedale Parkway | Richmond, VA 23234

Phone: (804) 275-5683 | Fax: (804) 275-6429 | www.thenobleacademy.com

★ **This packet must be completed IN ITS ENTIRETY before your child can begin attendance. All pages must be returned to the front office. Incomplete packets will not be accepted.**

- Every form must be signed and dated
- All required DSS forms included for subsidy families
- Immunization records and physical exam on file before first day
- Birth Certificate and Social Security Card
- Non-refundable Registration Fee: **\$150.00 per child**

Confidential — For Enrolled Families Only

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Note:

DSS/Subsidy families: Sections 5 and portions of Sections 11–13 require additional documentation. Please ensure all forms are complete and all physician signatures are obtained before the first day of attendance.

Section 1 — Child & Family Registration

★ Complete all fields. (Ref: 8VAC20-780-80; 22VAC40-665-520)



Child Information

Child's Last Name	Child's First Name	Middle Name	Nickname
Date of Birth (mm/dd/yyyy)	Sex ☐ Male ☐ Female	Place of Birth	Primary Language
Full Home Address (Street, City, State, Zip):			
Home Telephone		Cell Phone	
Chronic Physical Problems / Pertinent Developmental Information / Special Accommodations Needed:			
Does child attend another school? ☐ Yes ☐ No		Name of School/Program	Grade
Previous Child Day Care Programs and Schools Attended:			

Program Enrollment

Program Type (check one):

☐ Infant (6 weeks – 16 months) ☐ Toddler (16 – 23 months) ☐ Two-Year-Old (24 – 36 months) ☐

Preschool (3 – 5 years)

☐ School-Age Before & After ☐ Before School Only ☐ After School Only ☐ Full Day

(Summer/Breaks)

Schedule: ☐ Full-Time (5 days/week) ☐ Part-Time (3 days/week) **Days:** ☐ Mon ☐ Tue ☐ Wed
☐ Thu ☐ Fri

Start Date: _____ **Registration Fee Paid:** ☐ Yes ☐ No

Amount: \$ _____

Section 1 — Child & Family Registration (continued)

Parent/Guardian Information



Parent / Guardian 1

Full Legal Name (Last, First, Middle):	Relationship to Child:
Home Address (Street):	
City:	State: _____ Zip Code:
Cell Phone:	Home / Landline Phone:
Email Address:	
Place of Employment:	
Employer Address (Street, City, State, Zip):	
Work Phone Number:	

Parent / Guardian 2

Full Legal Name (Last, First, Middle):		Relationship to Child:
Home Address (Street):		
City:	State: _____	Zip Code:
Cell Phone:	Home / Landline Phone:	
Email Address:		
Place of Employment:		
Employer Address (Street, City, State, Zip):		
Work Phone Number:		

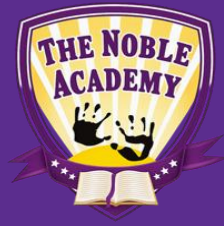
Legal Custody (if different from above)

Full Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:

WE MUST HAVE COMPLETE ADDRESSES AND PHONE NUMBERS FOR ALL CONTACTS. P.O. Boxes not accepted for home addresses. (Ref: 8VAC20-780-80)

Section 2 — Emergency Information

★ Complete ALL fields. (Ref: 8VAC20-780-80)



Allergies or Intolerance to Food, Medication, or Other (list all):

Action to Take in Emergency / Allergic Reaction:

Child's Physician:

Physician's Telephone:

Physician's Address:

Emergency Contact 1

Must have DIFFERENT addresses and phone from parent/guardian

Full Name:

Relationship:

Home Address (Street):

City:

State: _____ Zip:

Home / Landline Phone:

Cell Phone:

Work Phone:

Emergency Contact 2

Must have DIFFERENT addresses and phone from Contact 1 and parent/guardian

Full Name:	Relationship:
Home Address (Street):	
City:	State: _____ Zip:
Home / Landline Phone:	Cell Phone:
Work Phone:	

Per 8VAC20-780-80

, emergency contacts must have verifiable, different contact information from the enrolling parent or guardian. P.O. Boxes not accepted. Both contacts must be reachable by phone.

Section 3 — Authorized & Unauthorized Pick-Up

★ (Ref: 8VAC20-780-80; 8VAC20-780-60)



Authorized Pick-Up Persons

List all people authorized to pick up your child. Photo ID may be required. These individuals must be 18 years of age or older.

Name (Print clearly)	Relationship to Child	Phone Number	☐ Photo ID Required

Unauthorized Pick-Up

If a court order restricts a parent from picking up the child, a certified copy must be attached. Per **§ 22.1-4.3, Code of Virginia** — the noncustodial parent must be listed as an emergency contact, unless a court order states otherwise.

Name:	Reason / Court Order Attached: ☐ Yes ☐ No
Name:	Reason / Court Order Attached: ☐ Yes ☐ No

Child Security Password

A verbal security password is established at enrollment. Any unfamiliar person picking up your child **MUST provide this password**. Password can only be changed in person at the front office with valid photo ID. (See Section 6 for password form.)

Section 4 — Enrollment Agreement & Contract

★ All enrolling parents/guardians must sign. (Ref: 8VAC20-780-60; 8VAC20-780-70)



This Enrollment Agreement is between **The Noble Academy Child Care Center** and the parent(s)/guardian(s) listed in Section 1 for the 2026–2027 school year. By signing, the Parent agrees to all terms herein.

1. **ENROLLMENT PERIOD** — Effective August 2026. Continued enrollment requires compliance with all policies, timely payment, and space availability.
2. **TUITION & FEES** — Due every Monday; late after Wednesday (\$35.00 fee). Based on enrolled space, not attendance — owed even if absent. 10% sibling discount for second child.
3. **REGISTRATION FEE** — Non-refundable \$150.00 per child. Private Pay: due annually. DSS Families: due once every 12 months from enrollment date. (Ref: 22VAC40-665-520)
4. **PAYMENT METHODS** — Via Brightwheel (checking or credit card). No post-dated checks or partial payments. Returned checks = \$45.00 fee; cash or money order required thereafter.
5. **ATTENDANCE & SIGN-IN** — All children signed in and out daily. School-Age full-day students signed in as full-day. DSS portal accuracy is parent's responsibility. (Ref: 8VAC20-780-80)
6. **AUTHORIZED PICK-UP** — Only people listed in Section 3 may pick up. Photo ID may be required. Child will not be released to any unauthorized individual. (Ref: 8VAC20-780-80)
7. **HEALTH & IMMUNIZATION** — Current immunization records and physical exam on file before first day. Children displaying illness will be sent home. (Ref: 8VAC20-780-200)

8. **FOOD ALLERGY POLICY** — No outside food or peanut butter products. Any diagnosed food allergy documented on CACFP-036 and VDSS Allergy Care Plan, signed by physician. *(Ref: 22VAC40-665-520 B.11)*
9. **BEHAVIOR & CONDUCT** — Center may suspend or terminate enrollment if child's behavior poses safety risk, or parent/guardian is disrespectful toward staff.
10. **TERMINATION** — Two (2) weeks' written notice required. Immediate termination for non-payment, repeated violations, or safety concerns. All balances are due upon termination.
11. **EXTENDED DAY FEE** — On CCPS no-school, early release, or inclement weather days when TNA is open: \$15.00 Extended Day Fee applies to School-Age private pay children.
12. **INCLEMENT WEATHER** — TNA may remain open during inclement weather. \$15.00 fee applies to School-Age children. DSS: leave KinderConnect blank for unplanned TNA closures; record attendance when TNA is open.
13. **LATE PICK-UP** — \$6.00 per every 5 minutes after 6:05 p.m.; \$3.00/minute after 6:15 p.m. Infant/Toddler room closes at 5:00 p.m.
14. **COMMUNICATION** — All official notices via Brightwheel. Parents responsible for maintaining active accounts with current contact information and enabled notifications.
15. **POLICY UPDATES** — TNA reserves right to update policies and fees with advance written notice. Continued enrollment constitutes acceptance of updated policies.

Section 4 — Enrollment Agreement & Contract (continued)

Signatures Required — All Parties



By signing below, all parties confirm they have read, understood, and agreed to the terms of this Enrollment Agreement for the 2026–2027 school year.

Child's Full Name:	Date of Birth:
Parent / Guardian 1 Signature:	Date:
Printed Name:	Relationship:
Parent / Guardian 2 Signature:	Date:
Printed Name:	Relationship:
Center Director Signature:	Date:
Director Printed Name:	

OFFICE USE ONLY

Date Packet Received: _____ Initials: _____

Registration Fee Collected: ☐ Yes ☐ No Amount: \$ _____

Section 5 — DSS / Subsidy Authorization

★ (Ref: 22VAC40-665-520)



⚠ THIS SECTION APPLIES TO DSS/SUBSIDY FAMILIES ONLY.

If your child's care is **fully private pay**, skip this section and proceed to **Section 6**.

Child's Full Name:	
DSS Case Number (9 digits): ____ ____ ____ – ____ ____ ____ – ____ ____ ____	DSS Caseworker Name:
DSS Office Phone:	DSS Office Address:
Authorization Period — From:	To:
Authorized Hours/Days Per Week:	Authorized Rate: \$

DSS Agreements — Please initial each item ☐

☐	My After-Market Rate is due every Monday; late after Wednesday.
☐	My co-payment is included in my After-Market Rate and is due weekly.
☐	I always keep a current DSS authorization letter on file.
☐	I will report any changes to DSS authorization or family situation immediately.
☐	I am responsible for any weeks not covered due to expired authorization.
☐	I complete all DSS swipes BEFORE the office closes at 5:00 p.m.
☐	I understand the KinderConnect inclement weather procedures.

Signature:

Date:

Printed Name:

Section 6 — Child Security Password Form

(Ref: 8VAC20-780-60)



For the protection of your child, The Noble Academy uses a **verbal security password**. Any person not immediately recognized by staff **MUST provide this password** before the child is released. (Ref: 8VAC20-780-60)

Child's Full Name:	
Security Password:	Confirm Password:
Date Established:	

Password Change Log — Office Use Only

Date	Previous Password	New Password	Reason	Staff Initials

Date	Previous Password	New Password	Reason	Staff Initials

- Must be **MEMORIZED** — do not write on an external note or communicate via text/email
- Do not share with unauthorized individuals
- Password may be changed **ONLY in person** at the front office with valid government-issued photo ID

Parent/Guardian Signature:

Date:

Printed Name:

Section 7 — Non-Discrimination Policy

(Ref: 8VAC20-780-60)



The Noble Academy does not discriminate based on race, color, religion, national origin, sex, gender identity, disability, age, or any other protected characteristic. All children are welcome. As a CACFP participant, we comply with all applicable USDA civil rights regulations and policies. *(Ref: 8VAC20-780-60)*

Civil Rights Complaint Contact:

USDA Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

|

Washington, D.C. 20250-9410

Phone: (866) 632-9992

|

Fax: (202) 690-7442

|

Email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

USDA Non-Discrimination 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 based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, complete Form AD-3027, USDA Program Discrimination Complaint Form, available online at www.usda.gov, from any USDA office, by calling (866) 632-9992, or by writing to USDA. Submit the completed AD-3027 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: (833) 256-1665 or (202) 690-7442; (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Acknowledgment of Non-Discrimination Policy

"I have read and understand The Noble Academy's Non-Discrimination Policy and USDA Non-Discrimination Statement."

Signature:

Date:

Printed Name:

Section 8 — Parent Agreements

★ Please initial each item AND sign at the bottom. (Ref: 8VAC20-780-60; 22VAC40-665-520)



Initials	Agreement Statement
	1. Tuition is due every Monday. I agree to pay a \$35.00 late fee for any payment received after Wednesday.
	2. All tuition and rates are based on my child's enrolled space, not attendance. I owe payment even if my child is absent.
	3. I agree to sign my child in and out every day. Falsifying sign-in records may result in termination. (Ref: 8VAC20-780-80)
	4. Only authorized people listed in Section 3 may pick up my child. I agree to provide photo ID upon request.
	5. (School-Age only) I will notify TNA by phone or Brightwheel at least 2 hours before my child's afternoon pick-up time changes. \$8.00 fee applies after first warning.
	6. If my School-Age child will NOT ride the van in the morning, I will call or message via Brightwheel before 8:45 a.m. to avoid the \$8.00 fee.
	7. Late pick-up fee: \$6.00 per 5 minutes after 6:05 p.m.; \$3.00 per minute after 6:15 p.m. Infant/Toddler room closes at 5:00 p.m.
	8. I agree to keep Brightwheel active with current contact information and notifications always enabled.
	9. (DSS FAMILIES ONLY) I agree to always monitor my DSS portal for accuracy of absences and swipe activity. (Ref: 22VAC40-665-520)
	10. Returned checks incur a \$45.00 fee . After first occurrence, I must pay by cash or money order only.
	11. I agree to follow The Noble Academy's Grievance Procedure — speak with teacher, then Director in writing — before contacting outside agencies.

Initials	Agreement Statement
	12. Repeated late payments or pick-up violations may result in enrollment review or termination.
	13. The registration fee of \$150.00 per child is non-refundable . Private pay: due annually. DSS: due once per 12-month period.
	14. On CCPS no-school days, early release days, or inclement weather days when TNA is open, a \$15.00 Extended Day Fee applies to private pay children (School-Age).
	15. No outside food or peanut butter products are permitted at The Noble Academy.
	16. I have read and agree to all Policies and Procedures for the 2026–2027 school year.

Parent/Guardian 1 Signature:

Date:

Parent/Guardian 2 Signature:

Date:

Section 9 — Policy Acknowledgment & Photo/Media Release



Policy Acknowledgment

I/We acknowledge receipt and full understanding of The Noble Academy's **2026–2027 Enrollment Packet and Policies & Procedures**. I/We agree to comply with all policies herein.

Photo & Media Release

I hereby grant permission for The Noble Academy Child Care Center to use photographs, videos, and likenesses of my child for the purposes checked below. Please initial each item you authorize:

Initials	Authorized Use
	School bulletin boards, classroom displays, and internal educational materials
	The Noble Academy's official website (www.thenobleacademy.com)
	The Noble Academy's official social media pages (Facebook, Instagram, etc.)
	Marketing materials, brochures, or promotional items
	Brightwheel app communications sent to enrolled families
	End-of-year memory book or yearbook

My child's full name will not be published alongside any image without additional written consent. I may revoke this authorization at any time with written notice to the front office.

Parent/Guardian 1 Signature:

Date:

Parent/Guardian 2 Signature:

Date:

Printed Name:

Section 10 — Medical Authorization & Transportation

(Ref: 8VAC20-780-200)



Medical Authorization

In a medical emergency, if I cannot be reached, I authorize The Noble Academy to seek emergency medical treatment and contact 911 on my child's behalf. (Ref: 8VAC20-780-200)

Child's Name:	Date of Birth:
Hospital Preference:	
Health Insurance Provider:	Policy #:
Known Allergies:	
Current Medications:	Dosage:
Special Medical Instructions:	

Parent/Guardian Signature:

Date:

Transportation Authorization

School-Age Children Only. Does not apply to infants, toddlers, or preschool-age children.

Schools served by Noble Academy van:

- ☐ Hopkins Elementary ☐ Beulah Elementary ☐ Falling Creek Elementary
- ☐ Henning Elementary (school bus picks up directly from TNA — no van needed)
- ☐ My child does not attend any of the above schools

Van Schedule: Departs TNA no later than **8:45 a.m.** | Returns by approx. **4:30 p.m.**

Transportation Plan:

- ☐ My child **WILL** ride the van: Mornings ☐ Yes ☐ No Afternoons ☐ Yes ☐ No
- ☐ My child will **NOT** use the TNA van. I will arrange all transportation independently.
- ☐ This section does not apply — my child is not School-Age.

 REQUIRED: Notify TNA by phone or Brightwheel:

- If child **NOT riding van in morning** — before 8:45 a.m. (avoid \$8.00 fee)
- If child **does NOT need afternoon pick-up** — at least 2 hours in advance (avoid \$8.00 fee)

"I authorize the above transportation arrangement and release TNA from liability for delays due to weather, traffic, or school schedule changes beyond its control."

Parent/Guardian Signature:

Date:

Section 11 — Food Allergies & Nutrition

(Ref: 22VAC40-665-520 B.11; 8VAC20-780-200)



⚠ IMPORTANT — PLEASE READ:

- **NO outside food or outside drinks** permitted at The Noble Academy.
- Peanut butter and peanut-containing products **STRICTLY PROHIBITED** — life-threatening allergies are present.
- If your child has a diagnosed food allergy, you **MUST** complete:
 1. **CACFP-036 Special Dietary Prescription Form** (physician signature required)
 2. **VDSS Allergy Care Plan** (physician + parent + provider signatures required)

Both forms must be on file before your child's first day.

(Ref: 22VAC40-665-520 B.11; 8VAC20-780-200)

Food Allergy Disclosure

Does your child have any diagnosed food allergies?

- ☐ **No** — my child has NO known food allergies. (Proceed to Section 12.)
- ☐ **Yes** — my child has diagnosed food allergies/allergies. (Complete ALL items below AND return both allergy forms signed by a licensed physician.)

Allergen 1:	Severity: ☐ Mild ☐ Moderate ☐ Severe ☐ Anaphylactic
Allergen 2:	Severity: ☐ Mild ☐ Moderate ☐ Severe ☐ Anaphylactic
EpiPen on file: ☐ Yes ☐ No	Expiration Date:

CACFP-036 Special Dietary Prescription Form (CACFP-036 FY27)

Required for children with food allergies or special dietary needs. Must be signed by a licensed physician.

(Ref: 22VAC40-665-520)

1. School/Agency Name: The Noble Academy		2. Site Name: The Noble Academy Child Care Center
3. Site Telephone: (804) 275-5683		
4. Name of Participant:	5. Age / Date of Birth:	
6. Name of Parent or Guardian:	7. Telephone:	
8. Check one: ☐ Participant has a disability or medical condition requiring a special meal. LICENSED PHYSICIAN MUST SIGN. ☐ Participant does not have a disability but requests special meal due to food intolerance or medical reasons. LICENSED PHYSICIAN, PA, OR NURSE PRACTITIONER MUST SIGN. ☐ Participant requests a fluid milk substitute . LICENSED PHYSICIAN, PA, NURSE PRACTITIONER, OR PARENT/GUARDIAN MAY SIGN.		
9. Disability or medical condition:		
10. Major life activity affected (if disability):		
11. Diet prescription/accommodation (describe in detail):		

Section 11 — Food Allergies & Nutrition (continued)

CACFP-036 & VDSS Allergy Care Plan



12. Foods to be Omitted and Suggested Substitutions:

Foods to Be Omitted	Suggested Substitutions

13. Texture (circle one): REGULAR / CHOPPED / MECHANICAL SOFT / PUREED

14. Adaptive Equipment:

15. Signature of Preparer	16. Printed Name	17. Phone	18. Date

19. Signature of Medical Authority ★ PHYSICIAN REQUIRED	20. Printed Name	21. Phone	22. Date

**Physician signature required for disability cases. PA or NP acceptable for non-disability cases. Parent signatures are acceptable only for milk substitutions.*

USDA Non-Discrimination 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 based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. People with disabilities who require alternative means of communication should contact USDA's TARGET Center at (202) 720-2600 (voice and TTY) or the Federal Relay Service at (800) 877-8339. To file a complaint, complete Form AD-3027 at www.usda.gov or call (866) 632-9992. Submit to: Mail: 1400 Independence Ave. SW, Washington, D.C. 20250-9410 | Fax: (833) 256-1665 or (202) 690-7442 | Email: program.intake@usda.gov. This institution is an equal opportunity provider.

VDSS Allergy Care Plan — Required per 22VAC40-665-520 B.11

Must be signed by parent AND licensed health care provider. Both forms are on file before first day.

Child's Name:	Date of Birth:
Name of Child's Health Care Provider:	
Food Allergies:	
Steps to be taken in event of suspected or confirmed allergic reaction:	

Signature of Authorized Program Representative: I understand it is my responsibility to follow the above plan, developed in collaboration with the child's parent and health care provider. Staff administering treatments must have received Medication Administration Training, be CPR/First Aid certified, and have received any additional training required.

Provider/Facility Name: The Noble Academy	Facility Address: 5000 Ridgedale Parkway, Richmond, VA 23234
Facility Telephone: (804) 275-5683	
Authorized Child Care Provider (Print):	Date:
Authorized Child Care Provider Signature:	
Signature of Parent or Guardian:	Date:
Signature of Health Care Provider:	Date:

Both the CACFP-036 and this Allergy Care Plan must be completed, signed by a licensed physician, and returned to The Noble Academy before your child's first day. Update forms whenever allergy status or treatment changes.

Section 12 — CACFP Annual Enrollment Form (CACFP-020 FY27)

★ ALL families must complete this form — federal CACFP requirement.



Center/Provider Name: The Noble Academy	Street Address: 5000 Ridgedale Parkway
City: Richmond	State: VA Zip: 23234

Section 1 — Full Name of Enrolled Child (Include Birth Date/Age)

Child's First Name:	Child's Last Name:
Date of Birth (mm/dd/yyyy):	Age:

Section 2 — Days of Week in Attendance

- ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
- ☐ Sporadic Schedule (no set schedule of days)

Section 3 — Times Child Normally Attends

Time In:	Time Out:	Notes:
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Section 4 — Meals Received at The Noble Academy

- ☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Supper ☐ Evening Snack

Section 5 — Parent/Guardian Signature

"By signing this form, I certify that I am the parent/legal guardian of the child named above and that the information is true and correct."

Printed Name:	Phone:
Signature:	
Street Address:	
City, State, Zip:	Date:

Section 6 — Last 4 Digits of Parent/Guardian SSN

Last 4 Digits: ____ _

☐ I do not have a Social Security Number — *an SSN is not required to receive benefits*

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Section 13 — CACFP Income Eligibility Form (CACFP-019 FY27)

★ ALL families required to complete — federal CACFP requirement.



★ **ALL FAMILIES ARE REQUIRED TO COMPLETE THIS FORM** — regardless of whether you believe you qualify for free or reduced-price meals. This is a federal CACFP requirement.

SNAP / TANF / FDPIR FAMILIES: If your household receives SNAP, TANF, or FDPIR benefits, you are NOT required to complete the income section. Provide your 9-digit case number below and skip to the signature section.

★ **ALL PARENTS AND GUARDIANS:** You are required to provide the last 4 digits of your Social Security Number. This information is used solely for eligibility verification and kept strictly confidential.

Last 4 Digits of Parent/Guardian SSN: ____ _

☐ I do not have a Social Security Number (an SSN is not required to receive benefits)

Part 1 — Names of All Household Members (Adults and Children)

Name (First, MI, Last)	☐ No Income	Ages of Children in Care	☐ Foster Child	SNAP/TANF/FDPIR Case # (9 digits)

Name (First, MI, Last)	☐ No Income	Ages of Children in Care	☐ Foster Child	SNAP/TANF/FDPIR Case # (9 digits)

Part 2 — SNAP / TANF / FDPIR Case Number

If any household member has a SNAP, TANF, or FDPIR case number, list it here (**MUST BE 9 DIGITS**):

Case Number: _____

If SNAP/TANF/FDPIR case number is provided, skip to Part 6 — Signature

Part 3 — Homeless, Migrant, or Runaway

☐ Homeless ☐ Migrant ☐ Runaway

If checked, contact your School Homeless Liaison or Migrant Coordinator.

Part 4 — Total Household Gross Income (Before Deductions)

Income frequency guide: Weekly x52 | Every two weeks x26 | Twice per month x24 | Monthly x12

Household Member Name	Earnings From Work (Amount / How Often)	Welfare/Child Support/Alimony (Amount / How Often)	Pensions/Retirement/SS (Amount / How Often)	Workers Comp/Unemployment/SSI (Amount / How Often)

Part 5 — Household Size and Income Eligibility Guidelines (FY27: July 1, 2026 – June 30, 2027)

Household Size	Free — Annual	Free — Monthly	Free — Weekly	Reduced — Annual	Reduced — Monthly	Reduced — Weekly
1	\$20,748	\$1,729	\$399	\$29,526	\$2,461	\$568
2	\$28,132	\$2,345	\$541	\$40,034	\$3,337	\$770
3	\$35,516	\$2,960	\$683	\$50,542	\$4,212	\$972
4	\$42,900	\$3,575	\$825	\$61,050	\$5,088	\$1,175
5	\$50,284	\$4,191	\$967	\$71,558	\$5,964	\$1,377
6	\$57,668	\$4,806	\$1,109	\$82,066	\$6,839	\$1,579
7	\$65,052	\$5,421	\$1,251	\$92,574	\$7,715	\$1,781
8	\$72,436	\$6,037	\$1,393	\$103,082	\$8,591	\$1,983
Each add'l member	+\$7,384	+\$616	+\$142	+\$10,508	+\$876	+\$203

Part 6 — Signature

"I certify that all information on this form is true and that all income is reported. I understand that the center may verify information. I understand that if I purposely give false information, my children may lose meal benefits and I may be prosecuted."

Signature:

Date:

Printed Name:

USDA Non-Discrimination 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 based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. People with disabilities who require alternative means of communication should contact USDA's TARGET Center at (202) 720-2600 (voice and TTY) or the Federal Relay Service at (800) 877-8339. To file a complaint, complete Form AD-3027 at www.usda.gov or call (866) 632-9992. Submit to: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 | Fax: (833) 256-1665 or (202) 690-7442 | Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Section 14 — Commonwealth of Virginia School Entrance Health Form

(Ref: 8VAC20-780-200; Code of Virginia § 22.1-270)



State law (**Code of Virginia § 22.1-270**) requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school. This form must be completed **no earlier than one year before** your child's entry into school. (Ref: 8VAC20-780-200)

Part I — Health Information Form

|

★ Parent or Guardian Completes This Section

Name of School/Program: The Noble Academy		
Student's Last Name:	First Name:	
Middle Name:	Date of Birth (mm/dd/yyyy):	
Sex:	State or Country of Birth:	
Main Language Spoken:		
Student Address:		
City:	State: _____	Zip:
Parent/Guardian 1 Name:	Phone:	
Work/Cell Phone (Guardian 1):		
Parent/Guardian 2 Name:	Phone:	
Work/Cell Phone (Guardian 2):		
Emergency Contact:	Phone:	
Hospital Preference:		
Child's Health Insurance: ☐ None ☐ FAMIS Plus (Medicaid) ☐ FAMIS ☐ Private/Commercial/Employer Sponsored		

Pre-Existing Conditions — Parent completes Yes/No and Comments:

Condition	Yes	Comments
Allergies (food, insects, drugs, latex)	☐	
Life-Threatening Allergies (list):	☐	
Allergies (seasonal)	☐	
Asthma or breathing conditions	☐	
Attention Deficit/Hyperactivity Disorder	☐	
Behavioral/Psych/Social conditions	☐	
Developmental conditions	☐	
Bladder conditions	☐	
Bleeding conditions	☐	
Bowel conditions	☐	
Cerebral Palsy	☐	
Cystic Fibrosis	☐	
Dental Health conditions	☐	
Diabetes: Type 1	☐	
Diabetes: Type 2	☐	
Insulin Pump	☐	
Head injury, concussion	☐	
Hearing conditions or deafness	☐	
Heart conditions	☐	
Lead poisoning	☐	
Muscle conditions	☐	
Seizures	☐	
Sickle Cell Disease (not trait)	☐	
Speech conditions	☐	
Spinal injury	☐	
Surgery	☐	
Vision conditions	☐	

Other important health information:

☐ Feeding tube ☐ Trach ☐ Oxygen ☐ Other: _____

Describe:

Parent/Guardian Signature:

Date:

Section 14 — Immunization & Physical Health (continued)

Part II — Immunization Certification | Medical Provider Completes



Part II — Immunization Certification

|

★ Medical Provider Completes This Section. (Ref: 8VAC20-780-200)

Provider Name:	Date of Visit:
Provider Address:	Phone:

Immunization Record

Vaccine	Date(s) Given	Lot Number	Site
DTaP/DTP/Td/Tdap (list all doses)			
Polio (IPV/OPV)			
MMR (Measles, Mumps, Rubella)			
Varicella (Chickenpox)			
Hepatitis B (list all doses)			
Hepatitis A			
Hib (Haemophilus influenzae type b)			
PCV (Pneumococcal)			
Meningococcal			
Influenza (annual)			
COVID-19			
Other: _____			

Medical Exemption: ☐ Medical Exemption attached (licensed physician documentation required)

Religious Exemption: ☐ Religious exemption — parent signature required

Provider Signature	License #	Date

Section 14 — Immunization & Physical Health (continued)

Part III — Comprehensive Physical Examination | Medical Provider Completes



Part III — Comprehensive Physical Examination

|

★ Medical Provider Completes This Section

Date of Examination:	Height:	Weight:	BMI:
Blood Pressure:	Vision: R _____ L _____ Corrected? ☐ Yes ☐ No	Hearing: R _____ L _____ Within normal limits? ☐ Yes ☐ No	

Systems Review

System	Normal	Abnormal	Comments
Eyes	☐	☐	
Ears / Nose / Throat	☐	☐	
Cardiovascular	☐	☐	
Respiratory	☐	☐	
Gastrointestinal	☐	☐	
Genitourinary	☐	☐	
Musculoskeletal	☐	☐	
Neurological	☐	☐	
Skin	☐	☐	
Dental	☐	☐	

System	Normal	Abnormal	Comments
Mental / Behavioral Health	☐	☐	

Special Concerns or Follow-Up Needed:

Child is: ☐ Cleared for full participation ☐ Cleared with restrictions (describe):

Medical Provider Printed Name	Medical Provider Signature	Date

Provider Address	Phone	License #

IMPORTANT: This completed form must be returned to The Noble Academy **before the child's first day of attendance**. Records must be updated annually or as required by state schedule. (Ref: 8VAC20-780-200; Code of Virginia § 22.1-270)

Thank you for completing The Noble Academy 2026–2027 Enrollment & Registration Packet.

Please return all completed pages to the front office at:

5000 Ridgedale Parkway | North Chesterfield, VA 23234 | (804) 275-5683

Confidential — For Enrolled Families Only | www.thenobleacademy.com



THE NOBLE ACADEMY

Child Care Center

2026 – 2027 Family Calendar

School Year: August 2026 – July 2027

5000 Ridgedale Parkway | Richmond, VA 23234
(804) 275-5683 | www.thenobleacademy.com
Monday – Friday | 6:30 a.m. – 6:00 p.m.

COLOR KEY — HOW TO READ THIS CALENDAR

PURPLE header = Month name

WHITE cell = The Noble Academy is **OPEN** — Regular Day

RED cell = The Noble Academy is **CLOSED** — Center Holiday

GOLD cell = CCPS No School / Early Release — The Noble Academy is **OPEN ALL DAY**. An additional **\$15.00**

Extended Day Fee applies to all School-Age children (private pay). DSS/Subsidy families: please swipe accordingly in KinderConnect.

GRAY cell = Weekend — Center Closed

★ *The Noble Academy is open year-round, Monday–Friday, 6:30 a.m. to 6:00 p.m. Infant/Toddler Room closes at 5:00 p.m. The \$15.00 Extended Day Fee applies to School-Age children on all GOLD-highlighted days and on any day Chesterfield County Public Schools (CCPS) are closed but The Noble Academy remains open.*

AUGUST 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 <i>CCPS 1st Day (Gr. 1–6, 9)</i>	25 <i>CCPS 1st Day (Gr. 7–8, 10–12)</i>	26	27	28	29
30	31					

Notes for August

CCPS begins Aug. 24–25. The Noble Academy is OPEN every weekday in August. School-Age extended day program begins.

SEPTEMBER 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 CCPS Holiday — TNA Open \$15 Ext. Day	5
6	7 Labor Day — CLOSED	8	9	10	11	12
13	14	15	16	17	18	19
20	21 CCPS Holiday — TNA Open \$15 Ext. Day	22	23	24	25	26
27	28	29	30			

Notes for September

Labor Day — Sept. 7: Center CLOSED. Sept. 4 & Sept. 21: CCPS No School — TNA Open. School-Age Extended Day Fee (\$15) applies.

OCTOBER 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 CCPS Early Release — TNA Open All Day \$15 Ext. Day	31

Notes for October

Oct. 30 is CCPS 3-Hour Early Release. The Noble Academy is open a full day. School-Age Extended Day Fee (\$15) applies.

NOVEMBER 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CCPS Holiday — TNA Open \$15 Ext. Day	3 CCPS Holiday — TNA Open \$15 Ext. Day	4	5	6	7
8	9	10	11 Veterans' Day — CLOSED	12	13 CCPS Early Release — TNA Open All Day \$15 Ext. Day	14
15	16	17	18	19	20	21
22	23	24	25 CCPS Holiday — TNA Open \$15 Ext. Day	26 Thanksgiving — CLOSED	27 Day After Thanksgiving — CLOSED	28
29	30					

Notes for November

Nov. 2–3 CCPS Holiday — TNA Open (\$15). Nov. 11 Veterans' Day — CLOSED. Nov. 13 CCPS Early Release — TNA Open All Day (\$15). Nov. 25 CCPS Holiday — TNA Open (\$15). Nov. 26–27 Thanksgiving Holiday — CLOSED.

DECEMBER 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Winter Break — TNA Open \$15 Ext. Day	22 Winter Break — TNA Open \$15 Ext. Day	23 Winter Break — TNA Open \$15 Ext. Day	24 Christmas Eve — CLOSED	25 Christmas Day — CLOSED	26
27	28 Winter Break — TNA Open \$15 Ext. Day	29 Winter Break — TNA Open \$15 Ext. Day	30 Winter Break — TNA Open \$15 Ext. Day	31 Winter Break — TNA Open \$15 Ext. Day		

Notes for December

Dec. 21–23 & Dec. 28–31 CCPS Winter Break — TNA OPEN, \$15 Extended Day Fee. Dec. 24 Christmas Eve — CLOSED. Dec. 25 Christmas Day — CLOSED. Happy Holidays from The Noble Academy family!

JANUARY 2027



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day — CLOSED	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 MLK Jr. Day — CLOSED	19	20	21	22 CCPS Early Release — TNA Open All Day \$15 Ext. Day	23
24	25	26	27	28	29	30
31						

Notes for January

Jan. 1 New Year's Day — CLOSED. CCPS resumes Jan. 4. Jan. 18 MLK Jr. Day — CLOSED. Jan. 22 CCPS 3-Hour Early Release — TNA Open All Day (\$15). Jan. 31 is a Sunday — Center closed.

FEBRUARY 2027



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 CCPS Early Release — TNA Open All Day \$15 Ext. Day	6
7	8	9	10	11	12	13
14	15 Presidents' Day — CLOSED	16	17	18	19	20
21	22	23	24	25	26	27
28						

Notes for February

Feb. 5 CCPS 3-Hour Early Release — TNA Open All Day (\$15). Feb. 15 Presidents' Day — CLOSED.

MARCH 2027



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 CCPS Holiday — TNA Open \$15 Ext. Day	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Good Friday — CLOSED	27
28	29 Spring Break — TNA Open \$15 Ext. Day	30 Spring Break — TNA Open \$15 Ext. Day	31 Spring Break — TNA Open \$15 Ext. Day			

Notes for March

March 9 CCPS Holiday — TNA Open (\$15). March 26 Good Friday — CLOSED. March 29–31 CCPS Spring Break — TNA Open Full Day (\$15 Extended Day).

APRIL 2027



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Spring Break — TNA Open \$15 Ext. Day	2 Spring Break — TNA Open \$15 Ext. Day	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 CCPS Early Release — TNA Open All Day \$15 Ext. Day	24
25	26	27	28	29	30	

Notes for April

April 1–2 CCPS Spring Break — TNA Open Full Day (\$15 Extended Day). April 23 CCPS 3-Hour Early Release — TNA Open All Day (\$15).

MAY 2027



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day — CLOSED					

Notes for May

May 31 Memorial Day — CLOSED. Every other weekdays TNA is open. CCPS ends June 4.

JUNE 2027



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 CCPS Early Release — TNA Open All Day \$15 Ext. Day	4 CCPS Last Day Early Release — TNA Open All Day \$15 Ext. Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Juneteenth Observed — CLOSED	19
20	21 CCPS Summer School Begins	22	23	24	25	26
27	28	29	30			

Notes for June

June 3–4 CCPS Early Release Last Days — TNA Open Full Day (\$15). June 18 Juneteenth Observed — CLOSED. June 21 CCPS Summer School begins. TNA is open all summer!

JULY 2027



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 <i>Independence Day</i>	5 <i>Independence Day Observed — CLOSED</i>	6	7	8	9	10
11	12	13	14	15 <i>CCPS Summer School Ends</i>	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes for July

July 4 Independence Day (Sunday). July 5 Observed Holiday — CLOSED. July 15 CCPS Summer School last day. TNA continues open through end of July.

At a Glance — 2026–2027 Key Dates



The Noble Academy — Closed Dates

- Labor Day — Monday, September 7, 2026
 - Veterans' Day — Wednesday, November 11, 2026
 - Thanksgiving Day — Thursday, November 26, 2026
 - Day After Thanksgiving — Friday, November 27, 2026
 - Christmas Eve — Thursday, December 24, 2026
 - Christmas Day — Friday, December 25, 2026
 - New Year's Day — Friday, January 1, 2027
 - Martin Luther King Jr. Day — Monday, January 18, 2027
 - Presidents' Day — Monday, February 15, 2027
 - Good Friday — Friday, March 26, 2027
 - Memorial Day — Monday, May 31, 2027
 - Juneteenth (Observed) Friday, June 18, 2027
 - Independence Day (Observed) Monday, July 5, 2027
-

Extended Day Fee Days (\$15 — School-Age)

- Friday, September 4, 2026 — CCPS Holiday
- Monday, September 21, 2026 — CCPS Holiday
- Friday, October 30, 2026 — CCPS Early Release
- Monday–Tuesday, November 2–3, 2026 — CCPS Holiday
- Friday, November 13, 2026 — CCPS Early Release
- Wednesday, November 25, 2026 — CCPS Holiday
- Monday–Wednesday, December 21–23, 2026 — CCPS Winter Break
- Monday–Thursday, December 28–31, 2026 — CCPS Winter Break
- Friday, January 22, 2027 — CCPS Early Release
- Friday, February 5, 2027 — CCPS Early Release
- Tuesday, March 9, 2027 — CCPS Holiday
- Monday–Wednesday, March 29–31, 2027 — CCPS Spring Break
- Thursday–Friday, April 1–2, 2027 — CCPS Spring Break
- Friday, April 23, 2027 — CCPS Early Release
- Thursday–Friday, June 3–4, 2027 — CCPS Early Release / Last Day

★ IMPORTANT REMINDERS FOR ALL FAMILIES

- **The \$15.00 Extended Day Fee** applies to ALL School-Age private pay children on every GOLD-highlighted day.
- **DSS/Subsidy families:** please swipe in KinderConnect as usual on all days The Noble Academy is open. Contact your case worker to request an additional authorized unit for full-day school closure days not covered by your regular authorization.
- **If a school closure is unplanned (weather/emergency):** Leave KinderConnect blank. Do not record attendance or absence. Do not record it as a "day of non-operation."

- The Noble Academy is **OPEN** during all inclement weather days unless a formal closure notice is sent via Brightwheel. An additional \$15.00 fee applies to school-age children on weather-related closure days when TNA remains open.
- Emergency closings, delays, or early dismissals will be communicated via the Brightwheel app and notices on facility doors.
- All schedules are subject to change. Updates will be communicated through Brightwheel.



THE NOBLE ACADEMY

Policies & Procedures

2026 – 2027 School Year | Effective August 2026

“

To honor God, enrich lives, and serve people excellently — fostering responsible citizens who are lifelong learners.

”

Child Care Center | Founded 2006 by Sandra & William D. Noble Sr.

5000 Ridgedale Parkway | Richmond, VA 23234

☎ (804) 275-5683 📠 (804) 275-6429

🌐 www.thenobleacademy.com

This document is part of your enrollment packet.

Please read, sign, and return the acknowledgment page.

Welcome to The Noble Academy

We are so glad your family is part of ours! The Noble Academy is built on a foundation of faith, excellence, and genuine care — and every policy in this document exists to protect your child and support your family. Please read everything carefully and reach out with any questions.

Founded: September 2006 Founders: Sandra & William D. Noble Sr. Licensed by: Virginia Department of Education (formerly VDSS) under 8VAC20-780

Ages Served: 6 weeks – 12 years CACFP Participant: Nutritious meals provided at no extra charge Equal Opportunity Provider

Hours of Operation

Program	Hours
General Center Hours	Monday – Friday 6:30 a.m. – 6:00 p.m.
Infant / Toddler Room	Monday – Friday 8:00 a.m. – 5:00 p.m.
Office Hours	Monday – Friday Until 5:00 p.m.

 Closed the Following Holidays

New Year's Day

-

MLK Jr. Day

-

Presidents' Day

-

Good Friday

-

Memorial Day

-

Juneteenth

-

Independence Day

-

Labor Day

-

Veterans' Day

-

Thanksgiving Day

-

Day After Thanksgiving

-

Christmas Eve

-

Christmas Day

Late Arrival Policy

Children must arrive before 10:00 a.m.

Late arrivals will not be accepted unless prior arrangements are made with administration

by 9:30 a.m.

Emergency & Weather Closings

- Closings communicated via **Brightwheel app** and/or phone call as early as possible.
- Ensure Brightwheel notifications are **always ACTIVE on your device**.
- Closing notices will also be posted on facility doors.

(Ref: 8VAC20-780-60)

Enrollment & Attendance

What You Need to Enroll

- Completed **2026–2027 Registration Packet** (all pages)
- Certified copy of child's **birth certificate** (within 7 business days of enrollment)
- Current **immunization records** and **physical exam** on file *before* first day
- All required **DSS forms** (subsidy families)
- **Non-refundable Registration Fee: \$150.00 per child**
 - Private Pay: due annually at enrollment/re-enrollment
 - DSS Families: due once every 12 months from enrollment date

(Ref: 8VAC20-780-70; 8VAC20-780-80; 22VAC40-665-520)

Daily Sign-In / Sign-Out (Brightwheel app)

- **ALL children** must be signed in and out **EVERY day**.
- School-Age children attending **FULL DAY** (summer, spring break, holidays) must be signed in as **Full-Day students**.
- DSS families: monitoring your child's absences and swipe activity through your DSS portal — accuracy is **YOUR** responsibility. Sign in on the **DSS** portal and **Brightwheel** portal in the building.

(Ref: 8VAC20-780-80; 22VAC40-665-520)

Teacher-to-Student Ratios

We strictly maintain state-required teacher-to-student ratios to ensure every child receives safe, quality supervision. If staffing shortages prevent ratio compliance, a classroom may be temporarily closed, and families will be notified as early as possible.

Age Group	Maximum Ratio
Infants (under 16 months)	1 : 4
Toddlers (16–23 months)	1 : 5
Two-Year-Olds	1 : 6
Preschool (3–5 years)	1 : 10
School-Age (6–12 years)	1 : 18

(Ref: 8VAC20-780-100; 8VAC20-780-110)

The Noble Academy | 2026–2027 Policies & Procedures | www.thenobleacademy.com

THE NOBLE ACADEMY Child Care Center | 5000 Ridgedale Pkwy, Richmond, VA 23234 | (804) 275-5683

Tuition & Fee Policies

TUITION IS DUE EVERY MONDAY

LATE AFTER WEDNESDAY = \$35.00 LATE FEE

Payment Rules

- Tuition is based on your child's **enrolled space** — not attendance. You owe tuition even if your child is absent.
- Payments processed through **Brightwheel** (checking account or credit card).
- No post-dated checks or partial payments accepted.
- A **10% sibling discount** applies to the second child in the same family.

Fee Schedule

Fee Type	Amount
Late Payment (after Wednesday)	\$35.00
Returned Check Fee	\$45.00
Registration Fee (annual)	\$150.00 per child
Late Pick-Up (6:05 – 6:15 p.m.)	\$6.00 per 5 minutes
Late Pick-Up (after 6:15 p.m.)	\$3.00 per minute
Pick-Up Notification Fee (School-Age Van)	\$8.00 after 1st warning
Extended Day Fee (CCPS no-school days)	\$15.00 per day (School-Age)

DSS / Subsidy Families — Your Rate Explained

After-Market Rate = Our published tuition rate *minus* what DSS pays on your behalf. You are **never** responsible for the full rate. Your rate is set at enrollment and updated with every DSS authorization change. Always keep a current authorization letter on file with us.

- DSS After-Market Rate and Co-Payments are due **EVERY MONDAY**.
- Co-payments are included in your After-Market Rate balance.
- Accounts with no communication and an unresolved balance will receive a **Stop-Care Notice**.

(Ref: 22VAC40-665-520)

Stop-Care Notice Policy

Accounts with an unpaid balance week by week are considered **PAST DUE**. The Noble Academy reserves the right to issue a Stop-Care Notice at any time. Once issued, care will **not** resume until the **full balance — including all late fees — is paid**. Re-enrollment is not guaranteed and may require a new registration fee.

 *We work with families in financial hardship. Please contact the Director **BEFORE** your account becomes past due.*

Meals & Nutrition

The Noble Academy participates in the **USDA Child and Adult Care Food Program (CACFP)**. Nutritious meals and snacks are served daily at **NO extra charge** to enrolled families. (Ref: 8VAC20-780-340)

Daily Meal Schedule

Meal	Time
Breakfast	8:00 a.m. – 8:45 a.m.
Lunch	11:00 a.m. – 11:30 a.m.
Snack (Infant – Preschool)	3:00 p.m.
Snack (School-Age)	4:30 p.m.

Important Meal Rules

- Meals **CANNOT** be saved or served after the posted end time.
- **NO outside food or outside drinks** are permitted in the center.
-  **Peanut butter and peanut-containing products are STRICTLY PROHIBITED** due to severe allergies among enrolled children.
- Any child with a diagnosed food allergy **MUST** have a completed **CACFP-036 Special Dietary Prescription Form** AND **VDSS Allergy Care Plan** on file — both require a licensed physician's signature.

(Ref: 22VAC40-665-520 B.11)

The Noble Academy | 2026–2027 Policies & Procedures | www.thenobleacademy.com

THE NOBLE ACADEMY Child Care Center | 5000 Ridgedale Pkwy, Richmond, VA 23234 | (804) 275-5683

Transportation — School-Age Children Only

Transportation service is provided **exclusively for School-Age children**. This does not apply to infants, toddlers, or preschoolers.

Schools Served

School	Transport Method
Hopkins Elementary	Noble Academy Van
Beulah Elementary	Noble Academy Van
Falling Creek Elementary	Noble Academy Van
Henning Elementary	School Bus (picks up from TNA directly)

Daily Schedule

-  **Van departs The Noble Academy:** NO LATER THAN 8:45 a.m.
-  **Van returns to The Noble Academy:** by 4:30 p.m. (most days)

Critical — You Must Notify Us If:

- Your child will **NOT be riding the van in the morning** — notify before 8:45 a.m.
- Your child does **NOT need afternoon pick-up** — notify at least 2 hours in advance.

Failure to notify after the first warning = \$8.00 fee.

(Ref: 8VAC20-780-350)

Health & Wellness

When to Keep Your Child Home

Your child may **NOT** attend if they have any of the following:

- ☐ **Fever** (100.4°F or higher)
- ☐ **Vomiting or diarrhea**
- ☐ **Contagious rash or pink eye**
- ☐ **Any undiagnosed or contagious illness**
- If a child becomes ill during the day, parents will be **contacted immediately** for pick-up.

- Child must be **symptom-free for 24 hours** before returning — or present a physician's clearance note.

(Ref: 8VAC20-780-200)

Immunization & Physical Requirements

- Current immunization records must be on file **BEFORE** child's first day.
- A current physical examination is required on file.
- Records must be updated as required by the state schedule.
- Children with medical exemptions must provide licensed physician documentation.

(Ref: 8VAC20-780-200; 8VAC20-780-80)

Medication Policy

Important — Medication Administration

THE NOBLE ACADEMY DOES NOT CURRENTLY ADMINISTER MEDICATION. If your child requires medication during the day, please discuss with the Center Director.

(Ref: 8VAC20-780-210)

Food Allergy Protocol

- All food allergies **MUST** be documented in writing before enrollment.
- Required forms: **CACFP-036** (Special Dietary Prescription) + **VDSS Allergy Care Plan**.
- Both forms require a **licensed physician's signature**.
- EpiPen (if prescribed) must be on file with a **current expiration date**.

(Ref: 22VAC40-665-520 B.11; 8VAC20-780-200)

Daily Health Checks

Staff conduct a **visual health check** of each child upon arrival daily. Any concerns are documented and communicated to parents. *(Ref: 8VAC20-780-200)*

THE NOBLE ACADEMY Child Care Center | 5000 Ridgedale Pkwy, Richmond, VA 23234 | (804) 275-5683

Extended Day & Inclement Weather

Extended Day Fee — School-Age

- When CCPS has a **no-school day, early release, or holiday** and The Noble Academy is **OPEN**: an additional **\$15.00 Extended Day Fee** applies to School-Age children (private pay).
- DSS/Subsidy families: swipe in KinderConnect as usual; contact your caseworker to request an additional authorized unit for full-day coverage.
- This fee also applies on any day The Noble Academy remains **OPEN** during inclement weather school closures.

Inclement Weather — KinderConnect Instructions (DSS Families)

Situation	KinderConnect Action
TNA is CLOSED (unplanned)	Leave days blank — do NOT enter attendance or absence.
CCPS closed, TNA OPEN	Record attendance as usual; request additional unit from caseworker.
Days TNA is closed for non-operation	Do NOT record as "days of non-operation."

THE NOBLE ACADEMY Child Care Center | 5000 Ridgedale Pkwy, Richmond, VA 23234 | (804) 275-5683

Child Safety & Authorized Pick-Up

- Only people listed on the **Authorized Pick-Up Form** may pick up your child.
- Valid **photo ID may be required** at any time.
- A verbal **Security Password** is established at enrollment time. Anyone not recognized by staff must provide it.
- Password can only be changed **in person** at the front office with valid photo ID.

(Ref: 8VAC20-780-80; 8VAC20-780-60)

Unauthorized Pick-Up — Zero Tolerance

The Noble Academy will **NOT** release a child to any unauthorized individual — regardless of relationship. If a court order restricts custody, please provide **certified documentation** to the front office.

(Per § 22.1-4.3 Code of Virginia)

The Noble Academy | 2026–2027 Policies & Procedures | www.thenobleacademy.com

THE NOBLE ACADEMY Child Care Center | 5000 Ridgedale Pkwy, Richmond, VA 23234 | (804) 275-5683

Stay Connected — Brightwheel

Brightwheel Is Our Official Communication Channel

- **ALL** official communication is sent through the Brightwheel app.
- Parents **MUST** keep Brightwheel notifications active at all times.
- Messages, alerts, closings, transportation updates, and billing notices are sent through Brightwheel.
- Download Brightwheel free: **App Store** or **Google Play**.

Contact Us Directly

 **Phone: (804) 275-5683** 
Fax: (804) 275-6429

 **Website: www.thenobleacademy.com**  **Address: 5000
Ridgedale Parkway, Richmond, VA 23234**

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THE NOBLE ACADEMY Child Care Center | 5000 Ridgedale Pkwy, Richmond, VA 23234 | (804) 275-5683

Concerns & Grievances

We are committed to resolving concerns quickly and professionally. Please follow these steps in order:

STEP 1	Talk to your child's teacher. Most concerns are resolved here quickly and informally.
STEP 2	Still unresolved? Submit your concern IN WRITING and request a meeting with the Center Director.

STEP 1	Talk to your child's teacher. Most concerns are resolved here quickly and informally.
STEP 3	Allow The Noble Academy a reasonable opportunity to respond before contacting outside agencies.
STEP 4	Only after all internal steps are exhausted: contact the Virginia Dept. of Social Services, Division of Licensing at (804) 662-9025.

Retaliation Policy

The Noble Academy strictly **prohibits retaliation** against any child or family for raising a legitimate concern. All grievances are handled with **confidentiality and professionalism**.

(Ref: 8VAC20-780-60)

Non-Discrimination Policy

The Noble Academy welcomes **ALL children and families** regardless of race, color, religion, national origin, sex, disability, age, or any other protected characteristic. We are an **equal opportunity provider**. As a CACFP participant, we comply with all applicable USDA civil rights regulations. *(Ref: 8VAC20-780-60)*

 **To File a USDA Civil Rights Complaint**

USDA Office of the Assistant Secretary for Civil Rights

1400 Independence Ave. SW, Washington, D.C. 20250-9410

☎ (866) 632-9992 | ✉ program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

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 Parent Acknowledgment

By signing below, I/we confirm that I/we have received, read, and understood **The Noble Academy's 2026–2027 Policies and Procedures**. I/we agree to comply with all policies outlined in this document and understand that failure to do so may affect my child's enrollment.

Child's Full Name

Date of Birth

Program Enrolled In

Parent / Guardian 1

Full Name (Print)

Relationship to Child

Signature

Date

Parent / Guardian 2

Full Name (Print)	Relationship to Child
Signature	Date

The Noble Academy Parent Handbook is available at www.thenobleacademy.com. In the event of any conflict between the Handbook and this document, this document shall supersede and take precedence. The Noble Academy reserves the right to update policies with advance written notice to enrolled families.