My Village Learning Center

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# 2026-27 Student Handbook

## Purpose and Use of Student Handbook

This handbook serves as the primary reference for My Village policies.
Parents should consult it before contacting staff with policy-related questions. Enrollment and continued attendance constitute agreement to all policies, including financial, behavioral, safety, and dismissal policies. Policies apply to students, parents/guardians, and authorized pick-up persons.

When questions arise, please reference the appropriate section first. If clarification is needed, contact administration using the communication guidelines outlined in this handbook.

## What This Handbook Covers

- Student Preparedness & Daily Expectations
- Health and Illness Policies
- Arrival and Dismissal Procedures and Policies (both locations)
- Financial Policies
- Program Policies
- Communication Information and Instructions
- Behavior and Discipline
- Special Needs & Accommodations
- Dress Code
- Liability Waiver

## Locations

**Church of the Advent** (referred to as COTA location) has classes for students in Grades K-5th, located at **4484** SW Citrus Blvd, Palm City. These grades are separated into four groups. Primary A (Kindergarten), Primary B (1st Grade), Primary C (2nd - 3rd Grade) and Primary D (4th-5th Grade)

**New Hope Fellowship** (referred to as New Hope location or Tweens and Teens) has classes for students in Grades 6th-10th, located at **3900** SW Citrus Blvd, Palm City. These grades are separated into two groups,

Tweens (6th-7th Grade) and Teens (8th-10th Grade.)

# Student Preparedness Expectations

Parents and guardians are responsible for ensuring that their child arrives at My Village Learning Center prepared for a full day of classes. We recognize that attending classes all day may be a new and challenging experience for some students and families; however, to protect the safety, health, and well-being of all students, the following preparedness policies are strictly enforced.

## Lunch and Snacks

- Parents must provide **one lunch and two snacks** each day. Note: Tweens and Teens do not have a morning snack; they have an early lunch instead.
- Please plan portions based on your child's appetite, as students are typically more active and may be hungrier on school days.
- For younger students, families are encouraged to practice opening food containers at home prior to sending them to class.
- Due to allergies, dietary restrictions, and sanitation concerns, **food sharing is not permitted**.
- Include a cold pack in student lunch pails. Families are encouraged to use a thermos for hot items as we do not heat up student lunches.

## Reusable Water Bottle

- Students must bring a **no-spill, reusable water bottle** (minimum 16 oz) each day, clearly labeled with the student's name.
- Disposable water bottles are **not permitted**.
- If a student forgets a water bottle, My Village will provide a new bottle for the day and is allowed to take it home. A new bottle will be required each time it is forgotten. A **$5 replacement fee will be charged to the card on file. This fee is not covered by scholarships**.
- Fruit juice or white (or clear) sports drinks are allowed. **Soda, sports drinks (with food dyes), and caffeinated beverages are not allowed. These have been shown to negatively affect the classroom environment.**

## Athletic Shoes and Attire - Adhere to the Dress Code on Page 11 of this Handbook.

## Health and Illness Policy

**Parents will be called by Admin staff if a student appears to be sick. Keep your child home if he or she:**

- Has a fever of 100 or more within the previous 24 hours,
- Has experienced vomiting or diarrhea the previous night or the morning of classes,
- Has a rash due to a disease or the cause is unknown,
- Has head lice or nits,
- Has a new cough, runny nose, or frequent sneezing (not related to allergies),
- Has been recently diagnosed or displays symptoms of a contagious illness.
- **Has a sibling or family member with any of the above symptoms**. If one child is sick, the other tends to follow shortly afterwards. Please assume the siblings are contagious even before symptoms appear.

# Arrival Procedures and Policies

## Church of the Advent (COTA) Location

## Arrival Procedures

- **Arrival window: 9:15 a.m. – 9:30 a.m.**
    - Students must be dropped off during this window.

## Arrival Policies

- Park and walk students to the entrance for check-in.
- Form a **single-file line** on the south side of the breezeway.
- Do not allow students or siblings to play on campus before or after drop-off.
- Have your family Brightwheel code ready (families share one code; each approved pick-up adult has a separate code).
- Only adults may use the kiosk.
- **Late Arrival Procedure: After 9:30 a.m.**
    - Report absences or late arrivals by texting the COTA phone or messaging Admin through Brightwheel.
    - Use the **Honey Terrace entrance** or Citrus entrance for arrival.
    - If you accidentally enter the wrong way, **do not move cones if they've already been set up for P.E.** Exit using the entrance on **Citrus Blvd.**
    - Check in at the **office door** to avoid disrupting classes. Ring My Village door bell.
    - Students arriving after classes have begun may be required to wait until the next teaching block to enter in order to prevent classroom disruption.

# Dismissal Procedures and Policies

## Church of the Advent (COTA) Location

## Dismissal Procedures

- **Dismissal Window: 3:15 p.m. – 3:30 p.m.**
    - Students must be picked up during this window.
- **Early Pick-Up:** Students needing early dismissal must be picked up **by 3:00 p.m.**
    - Students will NOT be released between **3:00 p.m. and 3:15 p.m.**, as staff are preparing for dismissal.
- **Late Pick Up:** Families who anticipate arriving after **3:30 p.m.** must notify Admin as soon as reasonably possible. Late pick up fees apply (see below).

## Dismissal Policies

- Students will only be released to a parent, guardian, or pre-authorized individual listed in Brightwheel.
    - Unfamiliar individuals must present a valid photo ID.
- The correct four-digit Brightwheel pick-up code is required.
- Families must supervise children at all times on the property and respect the building and grounds by:
    - Avoiding landscaping and trees
    - Leaving no trash behind
    - Promptly exiting the property after pick-up
    - Ensuring children are not unsupervised in vehicles or the parking lot

## Late Pick-Up Fees

- A fee of **$1 per minute** will be assessed for each minute after **3:30 p.m.**
    - Example: Pick-up at 3:45 p.m. = $15 late fee.
- Pick-up time is automatically recorded through the Brightwheel app.
- Late fees are billed through Brightwheel and are **not covered by scholarships**.
- Payment may be charged on a credit card on file or bring in cash.

# Arrival Procedures and Policies

# New Hope Location

## Arrival and Dismissal Procedures

- Have your family **Brightwheel code ready** (each family has one code; approved pickup individuals have separate codes). If you do not have your code yet, **request your code via email or phone prior to arrival.**
- Form a **single line** in the carline at the back of the church property.
- Use caution and patience while driving in the parking lot.
- Remain in your vehicle at all times.
- For staff and student safety, **cell phone use is prohibited** in the carline.

## Arrival Policies

### Arrival Times

- **9:15 a.m. – 9:30 a.m.**
  Students must be dropped off during this window. Classes begin promptly at 9:30 a.m.
- Students may not be dropped off before 9:15 a.m.
- Students may not enter the building unless a staff member is present.

### Late Arrival (After 9:30 a.m.)

- If no staff member is present in the carline, call the **New Hope phone** for assistance.
- To prevent disruption, students arriving after a class has begun may be required to wait until the next class block to enter.
- Students who miss instructions may not be able to participate in that day's assignment or project.
- Students who miss their **Small Group (Math)** block may be required to miss a later class to complete the missed lesson.

# Dismissal Procedures and Policies

# New Hope Location

## Dismissal Procedures

- **Dismissal Window: 3:15 p.m. to 3:30 p.m.**
    - **Late for Dismissal:** Families who anticipate arriving after 3:30 p.m. are required to notify admin as soon as reasonably possible. Late fees apply, see section below.
- **Late Pick Up:** Families who anticipate arriving after **3:30 p.m.** must notify Admin as soon as reasonably possible. Late pick up fees apply (see below).

## Dismissal Policies (Carline)

- Carline is at the back of the building behind the Worship Center.
- Stay in your vehicle.
- **No cell phone use** while students are entering vehicles.
- **Put the car in park** before students enter.
- Do not pass other cars in line
- Be prepared to **provide 4-digit Brightwheel code**
    - Students will be released only to a parent, guardian, or pre-authorized individual listed in Brightwheel and verified by the correct four-digit pick-up code.
    - If the individual picking up a student is not on the approved list, administration will contact the parent or guardian to confirm authorization prior to student release.
    - Unfamiliar persons may be required to show their ID.

## Late Pickup Fee

- A **late pick-up fee of $1 per minute** will be assessed for each minute after 3:30 p.m.
    - Example: Pick-up at 3:40 p.m. results in a **$10 late fee**.
    - The exact time of pick-up is recorded automatically through the Brightwheel app and will be billed accordingly
- Late pickup fees will be billed through Brightwheel and are **not covered by scholarships**.
- Parents may also pay late pickup fees through Zelle (772-200-5290) or with cash.

# FINANCIAL POLICIES

## Refunds, Exchanges, Absences and Vacations

Due to advance planning and supply commitments, My Village Learning Center does not offer refunds or make-up days for missed classes, including for students who have been dismissed from the program. We understand that families may have planned travel or special events that result in absences; however, tuition secures a student's place in the class, regardless of attendance. Monthly tuition and any and all paid fees are non-refundable. Doctor's notes or written excuses are not required for absences.

## Academic Calendar / Holidays

Classes begin on Monday, August 10, 2026 and end Thursday, May 20, 2027. Tuition is not discounted in months with holidays or breaks, as they are averaged into the monthly fees. The month of August will not be prorated, however, we are also not charging a personal supply fee. There are other supply fees depending on workbooks that are needed, see the tuition and fees schedule. A copy of the calendar is available on our website.

## Tuition

For students paying out-of-pocket (no scholarship), tuition is prepaid on the 1st of the month starting August 1st, which is charged automatically on a credit or debit card through Brightwheel or through Stripe on auto payment. Prepaid tuition and all fees are non-refundable and non-transferable (not able to be used for other fees or other student accounts). For students that have a scholarship, they are required to sign and agree to the Scholarship Payment Agreement which provides due dates to reserve funds and other terms.

## Tutoring Fees Policies **See Tutoring Contract for tutoring policies.**

## Early Withdrawal Policy

Families may withdraw a student from My Village Learning Center prior to the end of the academic year; however, early withdrawal fees apply to withdrawals occurring before May. Upon withdrawal, families are responsible for the current month's tuition plus an early withdrawal fee equal to **one additional month of tuition** at the student's enrolled rate.

For example, if a family withdraws on January 10, January tuition remains due and non-refundable if paid, and February tuition will be charged at 100% of the normal rate.

This fee also applies to any reduction in a student's enrollment schedule. For example, reducing enrollment from four (4) days per week to two (2) days per week will result in a fee equal to the difference between the four-day and two-day weekly tuition rates for one month ($250.)

- A **$55 early withdrawal fee** applies to any reduction in tutoring sessions or discontinuation of tutoring services, regardless of the amount of notice provided.

## Drop Date

Should you decide not to send your child(ren) to My Village, you have until **June 30, 2026** to drop-out OR reduce the number of days attending without incurring an early withdrawal fee which is the equivalent of one month's lost tuition. Email changes in enrollment to the Director of Administration, Tresa Shirrell at tresa@myvillagehomeschool.com.

- Example #1, your child drops from 4 days a week to 2 days a week, the August Tuition will still be at the 4 day a week rate.
- Example #2, you notify us your child will not attend on July 10th, August Tuition will still be due.
- Example #3, you notify us your child will not attend, no tuition is due, however, registration fees are not refundable.

## Hold Fee

In the event of an extended student absence, My Village Learning Center will hold a student's enrolled spot only if tuition continues to be paid in full for the duration of the absence.

## Closings

In the event of an unexpected closure due to circumstances such as severe weather or emergencies, My Village Learning Center will consider adding make-up days only if the closure extends beyond one (1) full week. When applicable, the final week of May will be used for this purpose.

My Village generally follows Martin County School District weather-related closures; however, final decisions regarding closures and make-up days remain at the discretion of administration.

# PROGRAM POLICIES

## Meet-ups

Parents are required to accompany and supervise their children during meet-ups. Siblings may or may not be able to attend depending on where we are going and their requirements. Meet-ups are on the BAND App Calendar. We ask that students follow the dress code policy in regard to modest and appropriate attire.
It is not required, but we request that students wear their My Village T-shirts to meet-ups.

## Birthdays

Parents are allowed to send in a small gift for their child to share with the class; **no food** please. If you invite students to a birthday party, **please invite the whole class, all of the girls, or all of the boys**. You may send in printed invitations and we will distribute.

## Photo and Video Release

My Village Learning Center may photograph, video record, or otherwise capture student participation in program activities for educational, informational, or promotional purposes, including use on the Center's website, social media, publications, and other marketing or publicity materials. Student images may be used with or without accompanying content but without the use of a student's name.

Enrollment at My Village Learning Center constitutes **parental consent for the use of such images and recordings unless a written opt-out request is submitted to administration at admin@myvillagehomeschool.com.** My Village will make reasonable efforts to honor opt-out requests; however, the Center is not responsible for the exclusion of a student from incidental or background appearances in group photographs or recordings.

This consent remains in effect for the duration of the student's enrollment unless revoked in writing.

## Toys

Students may not bring toys to My Village Learning Center, including trading items such as Pokémon cards or similar collectibles, as these items can be distracting and may lead to conflict among students.

If a student requires a fidget or comfort item due to an emotional or documented need, parents must notify administration and receive approval prior to sending the item to class.

My Village schedules Show-and-Tell days periodically; these occasions provide an appropriate opportunity for students to bring a toy or special item to share with their class.

**Advertising**: Parents may not post advertisements, pass out flyers or have students ask their teachers to purchase items.

## Holiday Celebrations

Families may independently organize holiday meet-ups at local parks for occasions such as Halloween or Valentine's Day. Please do not send treats, gifts, or exchanges for any holidays to My Village, unless requested. See calendar on BAND for any meet-ups arranged by parents or that My Village will host.

## Personal Technology Policy

Cell phones and personal technology devices, including smartwatches, may not be used during the My Village Learning Center program day. Devices must be turned off or silenced and kept in the student's backpack at all times. Exceptions may be made for documented medical or safety-related needs with prior administrative approval. If a student needs to contact a parent or guardian, or if a parent needs to reach a student, administration will facilitate the call using a My Village phone. **Any use of a personal device without approval (or seen outside of a backpack) will result in parent notification and will serve as the student's one warning.** Continued failure to follow this policy after parent notification may result in dismissal from My Village Learning Center.

## Personal Technology Use Outside of My Village

Students may form friendships and communicate outside of My Village through phone calls, text messages, social media, online games, or other electronic platforms. While positive relationships are encouraged, parents and guardians are solely responsible for monitoring their child's use of personal technology outside of the program.

Electronic communication that occurs outside of My Village but involves My Village students and results in bullying, harassment, intimidation, threats, or other conduct that disrupts the safety, well-being, or learning environment of the program may be addressed under My Village Learning Center's bullying, harassment, and disciplinary policies. Such conduct may result in disciplinary action, up to and including dismissal from My Village.

My Village Learning Center is not responsible for supervising, monitoring, or controlling student interactions or electronic communications that occur outside of program hours or off campus; however, the Center reserves the right to act when off-campus conduct has a direct impact on the My Village community.

# Academic Requirements

### (Students enrolled full-time, Monday - Thursday)

## Core Academic Requirements: Language Arts and Math

When students attend My Village classes all four days i.e. full-time, it can be challenging for families to also provide instruction in Language Arts and Math at home. For this reason, My Village offers structured support in these subjects; however, responsibility for ensuring completion of core academic instruction remains a shared effort between families and My Village.

To support families in meeting their academic goals for their children, My Village Learning Center requires that each student who attends Monday - Thursday, have an **Education Plan** developed in partnership with administration. This ensures that students are receiving consistent and appropriate instruction in **core academic subjects**, particularly Language arts and Mathematics.

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## COTA Location (Kindergarten–5th Grade)

Students at the COTA location may receive language arts and math instruction through **Miacademy** and/or **individual tutoring**, depending on their education plan.

- Miacademy provides structured curriculum support for language arts and math.
- Individual tutoring is intended as **supplemental support** and does not constitute a complete language arts or math curriculum on its own.
- Tutoring may support students who complete a homeschool curriculum at home and need additional reinforcement or students enrolled in Miacademy who require targeted assistance.

## New Hope Location (Tween and Teen Programs)

**Language Arts:** Students who attend Monday - Thursdays at the New Hope location receive most of their **language arts instruction** during class time; however, certain components may still need to be completed at home or through Miacademy or tutoring, depending on the course and individual student needs.

**Math:** We offer Miacademy, MiaPrep, or Denison support during the normal academic hours. Some students may require alternative math curricula; however, My Village is not able to provide or support all curriculum options on site.

Math tutors at My Village provide **concept reinforcement and academic support**, but they do not deliver a full math curriculum. Tutoring is designed to assist students with specific skills or challenges rather than replace structured math instruction.

# Participation Requirements

## Drama Class and Performances Participation

Participation in skits or speeches is limited to students enrolled in a Drama class. All enrolled students are welcome to participate in group singing during assemblies.

**Enrollment in a Drama class includes a commitment to attend all scheduled rehearsals and performances**. Families are expected to plan vacations, appointments, and other activities accordingly to avoid absences that may impact rehearsals or performances. Repeated or unexcused absences may affect a student's role or participation in performances, at the discretion of the Drama instructor.

## Class Participation Requirements

My Village Learning Center expects all students to make a genuine effort to participate in all scheduled classes and activities, including physical education, academic classes, and assigned work. We recognize that students may have personal preferences or challenges; however, consistent participation is essential to maintaining a positive learning environment. Allowing students to opt out of activities without cause often disrupts instruction and impacts other students' engagement.

Participation expectations include completing assigned classwork and homework when applicable. Not all grade levels or classes assign homework; however, certain classes at the New Hope location do require homework as part of the course expectations. Students who do not complete assigned homework may be required to complete it during recess or another designated non-instructional time.

Reasonable accommodations for documented medical, learning, or emotional needs may be considered with prior administrative approval. Participation requirements do not override approved accommodations but do apply to all students otherwise.

# BEHAVIOR AND DISCIPLINE POLICIES

## Student Behavior Expectations

At My Village Learning Center, all members of our community are expected to **be respectful**. Students, parents, and staff must demonstrate respect toward themselves, others, and the learning environment. This includes listening attentively, waiting for turns to speak, using appropriate language, and caring for materials, facilities, and shared spaces.

My Village operates within church facilities, and students are expected to respect the building and property at all times. Parents and guardians are financially responsible for any damage caused by their child.

Prior to a student's first day of attendance, parents must disclose to administration any known or ongoing behavioral concerns in group or classroom settings. Parents are also encouraged to share information regarding family circumstances that may affect a child's behavior so that staff may respond with appropriate care and sensitivity. While My Village values partnership and support within our community, disclosure does not exempt a student from behavioral expectations or disciplinary action.

## Parent/Guardian Behavior Expectations

Parents and guardians are expected to treat My Village staff, families, and church property with respect at all times. This includes adhering to all policies outlined in this Handbook, keeping ill children home, and addressing concerns directly with administration in a respectful manner.

Enrollment at My Village Learning Center constitutes agreement to comply with all policies and procedures in this Handbook. Failure of a parent or guardian to meet these expectations, or conduct that disrupts the program or undermines staff authority, may result in disciplinary action up to and including student dismissal, at the discretion of administration.

## Zero Tolerance Policy

My Village Learning Center enforces a zero-tolerance policy for conduct that compromises the safety, order, or learning environment of the program. The following behaviors and possessions are strictly prohibited and may result in immediate dismissal:

- Possession, display, or use of weapons or any object capable of being modified to be used as a weapon, including 3-D printed weapons
- Physical aggression, fighting (including minor altercations), or assault
- Damage to, destruction of, or tampering with property
- Harassment, intimidation, bullying, stalking, or verbal abuse, including profane or vulgar language

- Threats of any kind, whether verbal, written, or electronic
- Inappropriate sexual conduct or contact
- Possession or use of alcohol, illegal drugs, vapes, or any substance prohibited for minors, including unauthorized possession of medications
- Terroristic threats, bomb threats, or similar conduct
- Insubordination or refusal to comply with staff direction
- Inappropriate, offensive, or disruptive attire, language, or discussion

**Violations of this policy may result in immediate dismissal from My Village Learning Center, at the sole discretion of administration.**

## Behavior Management and Dismissal Procedures

When a student exhibits behavior that disrupts the learning environment, involves inappropriate or profane language, aggressive conduct, or insubordination, a Director will notify the parent or guardian. Administration will make reasonable efforts to meet with the family to identify concerns and attempt corrective strategies.

My Village recognizes that some students may require an adjustment period, particularly if they are new to structured group environments, and reasonable support may be provided at the discretion of administration.

Behaviors that fall under the **Zero-Tolerance Policy** may result in immediate dismissal without prior warning. If behavioral concerns persist and a workable solution cannot be reached, the student may be dismissed from the program. All dismissals will be handled respectfully and in accordance with My Village Learning Center policies. Notice may be provided when appropriate; however, My Village reserves the right to dismiss a student immediately when necessary to protect the safety, well-being, or order of the program.

# Student Name and Pronoun Policy

My Village Learning Center is a private Christian educational program. We affirm that parents hold primary authority over their children's upbringing and education, consistent with Florida law. We believe that God intentionally created each person male and female (Genesis 1:27), and that biological sex is a gift from God. Our policies reflect this belief.

## Legal Names

Students will be referred to by their legal first name as listed on official enrollment documents.

- Parents may request approval of a customary nickname derived from the student's legal name at the time of enrollment.
- Approved nicknames must clearly relate to the student's legal name.
- The Learning Center reserves discretion in approving nickname requests.

Alternate names that are not derived from the student's legal name, or that indicate a gender identity inconsistent with the student's biological sex, will not be recognized or used.
Official school records will only be updated upon receipt of legal documentation reflecting a court-approved name change.

## Pronoun Usage

Students and staff will use pronouns corresponding to the student's biological sex as indicated on enrollment records.
The Learning Center does not adopt individualized pronoun preferences that differ from a student's biological sex. Students may not require peers or staff to use alternate pronouns.

## Respectful Conduct

All students are expected to:

- Address one another with kindness and respect
- Use names and pronouns recognized by the Learning Center
- Refrain from correcting or pressuring others regarding pronoun usage outside of established policy

Harassment, teasing, or unkind behavior toward any student will not be tolerated. Failure to comply with this policy may result in disciplinary action.

# Student Relationship & Conduct Policy

## Biblical Standard of Conduct

Our Learning Center seeks to cultivate an environment that reflects Christ-centered values, modesty, purity, self-control, and mutual respect. To preserve a focused and wholesome learning community, the following expectations apply to all students while on campus or participating in any learning center-sponsored activity:

## On-Campus Expectations

- Students shall not engage in romantic or dating relationships while on campus or during any learning center-sponsored event.
- Students shall not present themselves as a couple.
- Public displays of affection are not permitted.
- Physical contact must remain appropriate for general peer interaction. Hand holding, prolonged hugging, sitting together in an exclusive or intimate manner, kissing, or similar conduct is not permitted.
- Students are expected to interact with one another in a manner consistent with Christian modesty, dignity, and self-control.

## Off-Campus Relationships

The Learning Center does not regulate lawful private relationships outside of school hours. However, if an off-campus romantic relationship results in conflict, emotional disruption, social division, inappropriate behavior, or any impact to the spiritual, social, or academic environment of the school, administration reserves the right to intervene. Intervention may include parent meetings, student conferences, written behavior agreements, schedule adjustments, or disciplinary measures as deemed appropriate.

## Accountability & Discipline

Enrollment at the Learning Center is voluntary and contingent upon adherence to all behavioral expectations. Failure to comply with this policy may result in corrective action, including but not limited to:

- Verbal warning
- Parent conference
- Separation within classes or activities
- Suspension
- Dismissal from the program

Administration retains sole discretion in determining whether conduct violates this policy and what disciplinary response is warranted.

# Special Need Policies

## Accommodations

My Village Learning Center welcomes a diverse range of learners; however, not every class setting is the appropriate environment for every child, including children with special needs. When appropriate, a shadow day may be scheduled to help assess a student's skills, support needs, and ability to function within a group classroom setting.

If enrollment proceeds, My Village will make reasonable efforts to teach classroom expectations and allow time for adjustment. However, parents may be asked to withdraw their child if one or more of the following concerns persist:

- The student requires a level of individual attention that significantly limits the teacher's ability to meet the needs of other students
- The student's behavior or support needs consistently disrupt the learning environment
- The student is unable to complete classroom activities or projects with the level of independence required for the enrolled class, despite reasonable guidance

If a student with special needs is unable to adjust to the classroom environment within a reasonable period of time, as determined by administration (typically four to six weeks, depending on age and circumstances), My Village Learning Center may, at its discretion, waive the early withdrawal fee.

## Medical Special Needs

Upon registration, parents and guardians are required to disclose any medical conditions, allergies, medications, or learning-related needs that may affect their child's participation in My Village Learning Center programs. This includes conditions that may require emergency intervention. My Village will make reasonable efforts to support a child's needs and will notify families if accommodations cannot be safely or appropriately provided.

Parents must promptly inform administration of any changes to their child's medical status. For students with medical conditions requiring emergency care (such as severe allergies, asthma, seizures, or diabetes), parents must provide a completed Emergency Action Plan (through Brightwheel app) and all required medication or equipment prior to the child's first day of attendance.

My Village Learning Center staff will administer medication only when accompanied by a valid prescription, written physician authorization, and written parental consent, and in accordance with My Village policies. Medications must be provided in the original, labeled container. Staff are not authorized to diagnose medical conditions or provide medical treatment beyond the scope outlined in the approved Emergency Action Plan.

# DRESS CODE

## General Guidelines

Students are expected to dress appropriately for all classes and activities at My Village Learning Center. All grades/classes have the same dress code. The Dress Code Enforcement Policy is on the next page.

## Pants and Shorts

- Avoid leggings and form-fitting shorts i.e. biker shorts/sports shorts made with spandex.
- Shorts must have a **minimum 4-inch inseam**, fit appropriately, and allow for free movement during sports and seated floor activities.
- Ripped jeans are permitted **only if not revealing above the knee**.

## Shirts and Tops

- Tops must fully cover the midriff at all times and not become revealing at any time.
- Shirts may not be tied or altered in a way that causes them to be revealing.
- **No** spaghetti straps or tanktop-style tops permitted. Sleeveless (to the edge of the shoulder) are allowed. If your child wears a tanktop under a cardigan or sweater/sweatshirt, the cardigan or sweater/sweatshirt must stay on all day.
- Undergarments must be covered at all times.
- Low-cut or revealing tops are not permitted.
- Hooded sweatshirts are allowed; however, hoods may not be worn inside the building.
- Clothing or backpacks with scary, graphic, or inappropriate images are not permitted. Halloween costumes are not allowed at My Village.

## Dresses, Skirts and Skorts

- Dresses, skirts and skorts must be **no shorter than 2 inches above the knee** and **shorts must be worn underneath dresses and skirts.**
- **No** spaghetti strapped dresses or shirts are permitted. Sleeveless (to the edge of the shoulder) are allowed. Low-cut or revealing styles are not permitted.

## Footwear

- **Athletic shoes are required to be worn all day** to support frequent outdoor activities and limit time to change shoes for P.E. or recess.
- Cowboy boots, Crocs, slip-ons, or other non-athletic footwear are not permitted.
- Shin guards are highly recommended during the soccer unit (typically 6–9 weeks).
- Families should contact administration regarding sensory concerns; reasonable accommodations may be considered.

## Additional Guidelines

- No heavy makeup for **K–5th grade students** (e.g., mascara, blush, foundation). Chapstick or a light colored eye shadow is acceptable.
- Strong-smelling perfume, lotions and colognes are not permitted as fragrances are a common allergen.
- Students may be required to remove their hat if it interferes with learning, affects classroom culture negatively, or conceals a student's eyes.
- All clothing should not be form fitting.

## Dress Code Enforcement Policy

Our goal in enforcing the dress code is to maintain a modest and safe learning environment while minimizing disruption to the learning environment. Families are expected to review attire at home before arrival. When in doubt, families should choose the more conservative option.

**1. Initial Review & Discretion**

Administration and teachers reserve the right to determine whether clothing meets the spirit and letter of the dress code. Because clothing may appear appropriate while standing but become revealing during movement, final determinations will consider classroom activities (including floor seating, outdoor play, sports, and P.E.).

**2. When a Violation Is Identified**

**A. Minor or Correctable Violations**

If the violation can be corrected without leaving campus (e.g., midriff showing during movement, sleeveless shirt, overly short shorts, inappropriate graphic, etc.), the following steps will occur:

1. The student will be privately notified.
2. The student will be provided a My Village t-shirt (if applicable) to wear over the clothing.
3. The student will change immediately and return to class.

This allows the student to remain at school without interruption to instruction or requiring a parent to leave work. **Loaned shirts must be returned clean. In lieu of returning the shirt, parents may opt to keep it and pay a $12 fee which will be on the student's account after they receive the shirt.** The fee will be waived if the shirt is returned within 7 days.

**B. Footwear Violations**

- If inappropriate footwear is worn and it is not noticed upon arrival, parents may be contacted to bring proper shoes and/or the student may be restricted from certain physical activities that day.

**C. Significant or Repeated Violations**

If a violation cannot be remedied with a t-shirt or simple correction is particularly revealing or inappropriate or becomes a repeated issue parents will be contacted and may be required to bring appropriate replacement clothing. The child may be required to wait in the office for their parent to arrive. Repeat offenses may require an in-person meeting.

**4. Communication & Documentation**

- Parents will be notified of dress code violations on the day it occurs by administrative staff.
- Parents will be emailed by a Director for significant or repeated violations.

# Communication Methods

To ensure timely and accurate communication, My Village Learning Center uses several methods to share information with families. Please review the guidelines below so you know the best way to contact us.

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## Phone

Administrative staff monitor phone calls during regular class times. Calls will be returned during normal business hours.

- **Church of the Advent (COTA):** 772-801-8461
- **New Hope:** 772-262-0444

## Brightwheel App (Required)

All parents are required to install and use the **Brightwheel App**. This is our **primary communication platform** for:

- Staff–parent messaging
- Attendance (every parent or approved pickup person has their own 4-digit code required for drop-off and pick-up)

## Email (Preferred for non-urgent communication)

Email is the preferred method of communication for matters that require documentation or Director review.

- **Educational or student-related concerns:**
  Lisa Green – lisa@myvillagehomeschool.com
- **Billing or registration questions:**
  Tresa Shirrell – tresa@myvillagehomeschool.com

## BAND App (Required)

The **BAND App** is used primarily for:

- The program calendar
- Closings and schedule changes
- Meet-ups and special events
- General announcements and reminders

# Which communication method should parents use?

| Reason for contact | Method | Notes |
|---|---|---|
| General info (policies, tuition rates) | Website: www.myvillagehomeschool.com | Always available |
| Calendar, closing, meet-ups, special events details, general or non-urgent questions | BAND | Primary source for program information |
| Questions about your child's education or behavior | Email Education Director Lisa Green | lisa@myvillagehomeschool.com |
| Questions about tuition, scholarship, enrollment or waiting list | Email Administration Director Tresa Shirrell | tresa@myvillagehomeschool.com |
| Notification of absence, early pickup or tardiness | Text Business Phone OR Message on Brightwheel | COTA: 772-801-8461<br>New Hope: 772-262-0444 |
| Time-sensitive concern outside of business hours | Message to Admin on Brightwheel to request a call | A Director (Lisa or Tresa) will call parent |
| Not sure who to contact | Email admin@myvillagehomeschool.com | Both Directors receive email to this address |

Normal Business Hours: Monday - Thursday 9:00-4:00

Please avoid personal texts or calls to Directors for routine questions or things that can wait to be addressed during normal business hours. Directors check emails outside of normal business hours. To request a phone call, send an email to Lisa or Tresa depending on the reason for contact as stated.

# Release, Waiver of Liability and Indemnification Agreement

In consideration of My Village Learning Center, LLC, a Florida limited liability company ("MVLC"), with its principal meeting location at the Episcopal Church of the Advent, located at 4484 SW Citrus Blvd, Palm City, Florida ("Church"), and any additional meeting locations, permitting my minor child to participate in MVLC tutoring, online learning, in-person classes, field trips, and related activities, including but not limited to art, music, literature, physical education, history, math, and drama (collectively, the "Program"), I, the undersigned parent or legal guardian, agree as follows:

## Release and Waiver of Liability

To the fullest extent permitted by Florida law, I, individually and on behalf of my minor child, knowingly and voluntarily release, waive, discharge, and covenant not to sue My Village Learning Center, LLC, the Church, and their respective managers, members, officers, employees, staff, agents, volunteers, representatives, successors, and assigns (collectively, the "Released Parties") from any and all claims, demands, actions, causes of action, damages, losses, costs, or expenses of any kind, including but not limited to personal injury, illness, emotional distress, or death, arising out of or related to my child's participation in the Program, including travel to and from Program-related activities, except to the extent caused by the gross negligence or willful misconduct of the Released Parties.I understand and acknowledge that participation in the Program involves inherent risks that cannot be eliminated, and I voluntarily assume all such risks on behalf of myself and my child.

## Indemnification

To the fullest extent permitted by Florida law, I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all claims, liabilities, damages, losses, costs, or expenses, including reasonable attorney's fees, arising out of or related to my child's participation in the Program or any breach of this Agreement by me or my child, except to the extent caused by the gross negligence or willful misconduct of the Released Parties.

## Acknowledgment and Understanding

I represent and warrant that I am the parent or legal guardian of the minor child, am at least eighteen (18) years of age, and have the legal authority to enter into this Agreement on behalf of my child. I acknowledge that I have carefully read this Agreement, understand its contents, and understand that it affects my legal rights and those of my child. I enter into this Agreement knowingly, voluntarily, and without inducement.

## Severability

If any provision of this Agreement is held to be invalid, illegal, or unenforceable under Florida law, such provision shall be severed or limited to the minimum extent necessary so that the remainder of this Agreement remains in full force and effect.

**Governing Law** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

### WAIVER ACKNOWLEDGMENT

By signing this agreement, I acknowledge that I have read and voluntarily agreed to this release, waiver of liability, and indemnification agreement, and I understand that I am waiving certain legal rights and remedies available under Florida law. (The signature page follows.)

My Village Learning Center

4484 SW Citrus Blvd
Palm City, FL 34990
(772) 801-8461
admin@myvillagehomeschool.com

# Student Handbook Acknowledgment and Agreement

I, the undersigned parent or legal guardian, acknowledge that I have received, read, and understand the My Village Learning Center Student Handbook (all 22 pages), including the Liability Waiver and all policies, procedures, and expectations contained therein.

In consideration of my child(ren)'s participation in programs offered by My Village Learning Center, I voluntarily agree to comply with and be bound by the terms and conditions of the Student Handbook. I understand and agree that this acknowledgment and agreement are legally binding and become effective upon my electronic signature or submission of my child(ren)'s registration.

I further acknowledge and agree that my electronic signature, electronic acceptance, or registration submission constitutes my legal signature and has the same force and effect as a handwritten signature under applicable law.