



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

## 2025-26 STUDENT HANDBOOK

### **ATTENDANCE POLICIES**

#### **Be Prepared for Class**

It is the parent's responsibility to make sure their children are prepared to attend classes. We understand that attending classes all day and being prepared to do so can be a new and challenging skill for our families; however, to ensure the safety and wellbeing of all of our students, these policies will be strictly enforced.

1. **Lunch and snacks:** Pack a lunch and 2 snacks. There is snack time once in the morning and once in the afternoon. Please plan accordingly depending on your child's appetite knowing that they may be more hungry on a school day because we keep them very active. Please practice opening food items at home before sending them in. Due to allergies, dietary restriction and cleanliness, sharing food with anyone is not permitted. We also cannot store food in a refrigerator or warm-up food for your child. We recommend using a thermos for hot foods.
2. **Reusable Water Bottle:**
  - a. Send a no-spill water bottle of at least 16 oz for your child daily, **with their name on it.**
  - b. Students who forget their water bottle will be given a new, unused bottle to use for the day and take it home that day. Each time we need to supply a bottle parents will be charged a **\$5 fee** which will be added to their Brightwheel account balance. This fee is not covered under scholarships.
  - c. No disposable water bottles allowed.
  - d. A small juice or flavored drink is allowed only during lunch, however, please **do not send soda or caffeinated beverages.**
3. **Athletic Shoes:** Students need to wear athletic shoes and appropriate attire for sports and recess (see Dress Code.) Boots, crocs, slip-ons, etc. do not work well for kicking sports like soccer and can be harmful to your child and our other students. **Students who do not have appropriate footwear and attire will not be allowed to participate in sports that day.**

## **Arrival and Dismissal**

**Arrival:** At least one member of our staff will be on the premises from 9:00am-4:00pm each day with class times running from 9:30am - 3:20pm. Doors open no earlier than 9:20am. Please be cautious in the parking lot while waiting for the doors to open. Classes begin promptly at the designated time on the schedule so we prefer that parents drop-off between 9:20 am and 9:30 am. Parents are responsible to ensure the safety of their child at drop-off and pick-up by walking them to the entrance. Students who arrive late need to be checked in at the office.

**Dismissal Procedures:** Form a one-way line at pick-up. Children are only allowed to be released to parents, guardians or a pre-designated person who is authorized to pick up the child. If the person picking up the child is not on the registered list or pre-arranged, a staff member will contact the child's parent to confirm permission to pick up the child. Upon identity confirmation, students will be called and released to the pick-up person. **Please keep in mind that the church has graciously allowed us to use their building and property and we must show respect to their space.** This includes immediately leaving church property upon dismissal, keeping children out of the landscaping and trees, not leaving any trash behind, and not allowing children in the parking lot unsupervised.

**Dismissal pick-up window (3:20 pm -3:40 pm):** If you will be later than 3:40, please call us. There is a **\$1 late pick-up fee for every minute past 3:40 pm.** For example, pick up at 3:45, then the fee is \$5.00. You will be asked to note the time of pick-up on the sign-out form and billed accordingly on the Brightwheel App. This fee is not covered under any scholarships.

## **Illnesses**

**Please keep sick children at home** to minimize the spread of illnesses. Keep your child home if he or she:

- A. Has a fever of 100 or more within the previous 24 hours,
- B. Has experienced vomiting or diarrhea the previous night or the morning of classes,
- C. Has a rash due to a disease or the cause is unknown (seek physician's advice),
- D. Has head lice or nits,
- E. Has a new cough, runny nose, or frequent sneezing (not related to allergies),
- F. Has been recently diagnosed or displays symptoms of a contagious illness.
- G. **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.

If your child has seasonal allergies, please email us their typical symptoms so that we do not mistake them for an illness. Otherwise, **we will call parents if a student appears to be sick.**

## **FINANCIAL POLICIES**

### **Refunds, Exchanges, Absences and Vacations**

Due to planning and supplies, there are no refunds on classes or make-up days for missed classes including students who have been dismissed from the program. We understand that families may travel or have special events when they will be unable to attend classes certain days/weeks, but your child's tuition saves their seat in the class. Monthly tuition and registration fees are non-refundable. We do not require doctor's notes or written excuses for absences, however the teachers like to know who will be absent to help with the seating chart and planning of supplies. **Please text the My Village phone number to notify us of absences or late arrivals.**

### **Academic Calendar / Holidays**

Classes begin on August 11, 2025 and end May 21, 2026. 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 supply fee (see the tuition and fees schedule.) A copy of the calendar is available on our website.

### **Book Fees**

Some classes have specific books that we will need to order. Should that be the case for your child's class, the fee will be listed on the website and we will invoice you. Or, if your child has a scholarship, we will email you to ask you to reserve the funds through EMA.

### **Tuition**

For students without a state scholarship, tuition is prepaid on the 1st of the month which is charged automatically on a credit or debit card provided on the Recurring Payment Form. Prepaid tuition and all fees are non-refundable and non-transferable (not able to be used for other fees or other accounts). For students that have a scholarship, please see the Scholarship Payment Agreement.

### **Tutoring Policies**

1. Canceled tutoring sessions will be billed at a rate of 50% of the normal tutoring rate unless it was canceled by the tutor or My Village was closed.
2. There is a \$25 registration fee to add tutoring services after classes have begun.
3. A late fee of \$25 will apply 30-days after the invoice/tutoring log was emailed.
4. Early withdrawal fee for dropping tutoring, regardless of notice given: \$50.
5. Student assessments are billed the same rates as tutoring sessions.

## **Early Withdrawal Policy**

There are multiple situations in which families need to withdraw their child early (before May) from My Village. Should you decide to withdraw your child(ren), the early withdrawal fee is equal to the following month's tuition. For example, if you withdraw on January 10th, tuition has been paid for the month and is non-refundable. February's tuition will be charged at 100% of the normal rate and there will be no more additional payments. After classes have begun on August 11, 2025, the early withdrawal fee is applicable in addition to the current month's tuition. This fee also applies when reducing the number of days per week that the student is enrolled. For example: dropping down from 3 days a week to 2 days a week will have a fee equal to the difference between the 2 and 3 day a week rates.

## **Drop Date**

Should you decide not to send your child(ren) to My Village, you have until July 30th to drop-out/reduce number of days attending without incurring an early withdrawal fee (one month's tuition); however, registration and application fees are non-refundable.

## **Hold Fee**

Occasionally there are circumstances where a child will be absent for an extended period of time. We will only hold a spot during a long absence if tuition is paid in full.

## **Closings**

Should we need to close due to unforeseen circumstances, like a hurricane, we will consider adding days to the calendar only if we are closed longer than one week. The last week of May will be used for this purpose. We typically follow Martin County School District closings for weather.

# GENERAL POLICIES

## Field Trips

Parents are required to accompany and supervise their children during field trips. Siblings may or may not be able to attend depending on where we are going and their requirements.

## 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 OR all of the girls or all of the boys**. You may send in printed invitations and we will distribute.

## Photo and Video Release

At My Village, there will be many exciting learning moments that we will all want to capture through photographs and video. We may use these photos and videos on our website or on social media or for other means of publicity. When photos are used, My Village will not use your child's name. **To opt-out, please send us an email with the request to admin@myvillagepsl.com.**

## Toys

Please do not allow your child to bring in toys, including Pokemon Cards and other items that children like to trade. Toys can be a distraction and cause conflict among the children. If your child needs a fidget or lovey because of an emotional need, please make this request known to us before sending it in. We also have Show-N-Tell days periodically which is a great time to bring a toy in to show to the class.

## Holiday Celebrations

We no longer host holiday celebrations at our My Village location. Instead, parents can meet up at parks for holidays like Halloween and Valentine's Day. Please do not send in treats/exchanges for these holidays. For Christmas, we host a Christmas Assembly, typically the last Thursday before the holiday break. We also host an assembly at the end of the year, in May. Only those students enrolled in a Drama class will participate in a skit or speeches. All students are welcome to participate in singing at these assemblies.

## **BEHAVIOR POLICIES**

### **Student Behavior Expectations**

We have one rule that encompasses the expectations for behavior and that is to **BE RESPECTFUL**. Staff, parents and students will be respectful of themselves, other students and adults. This means that, as a community, we work together to assume the best in others and communicate, respectfully, about issues that arise. We wait for our turn to speak. We listen to others. We treat the supplies, materials and environment well, so that they are not wasted and/or damaged. Keep in mind that the church has graciously allowed us to use their building and property and we must show respect to their space. Parents are responsible for any damages to the building or property that is caused by their child. **Prior to the first registered day of class, parents are required to notify a Director of any ongoing history of negative behaviors in a group setting.** Please also notify us, if you see fit, if there are challenges your family is currently facing so that we may be sensitive to your child's needs. We are mothers. We understand. Parenting is challenging, and we firmly believe that we are, as a homeschooling community, a village of parents here to support each other.

### **Parent/Guardian Behavior Expectations**

Parents are expected to be respectful to the church property, My Village staff and families. Parents can be respectful by following all of our policies, keeping sick kids home and contacting us directly when there's a problem. Please refer to this Handbook for all of your policy questions. Understand that by signing your child up for our classes, you are agreeing to all of these policies. Students may be dismissed from the program if a parent or guardian does not follow the expectations laid out in this Student Handbook.

### **Behavior Management Procedures**

If a student is having behavior problems that disrupt the class, inappropriate language for young children and/or aggressive behaviors, one of our Directors will contact their parent(s). A Director (or both) will meet with the parent to help identify the cause and work together to find a solution. We understand that sometimes students need to learn the expectations and adjust to a new environment and a lot of children have not been in a classroom or group setting before and we will attempt to help the child to adjust quickly. If a solution cannot be found, we will dismiss the student from our program, however, we will do so in a manner that is respectful by giving you proper notice of the change and possibly waiving the early withdrawal fee.

## **Zero Tolerance Policy**

My Village Learning Center will implement a strict enforcement of regulations and bans against undesirable behaviors or possession of dangerous items. A zero-tolerance policy will be in place for the following actions or behaviors: Brandishing or using a weapon; physical assault; damaging, destroying, or sabotaging property; intimidating others; harassing, stalking, bullying, or verbal abuse including offensive, profane, and vulgar language; threats, whether made in person or through letters, texts, phone or email; kissing another student; **possession of alcohol or illegal drugs (including any type of vape, as it is illegal for minors to possess vapes and alcohol)**, possession of legal or prescribed medications or substances; terrorist threats; bomb threats, or threats of any kind; fighting, including minor scuffles; insubordination, which could include talking back to a teacher or swearing; and inappropriate or offensive attire, language, or discussion. Any of the above actions or behaviors may result in immediate student dismissal from My Village Learning Center.

## **Cell Phones and Other Personal Technology Devices**

Cell phones and other personal technology devices, including smartwatches are not allowed to be used at My Village. A student may leave their device, with the ringer off, in their backpack. If a student needs to contact their parents, or vice versa, admin staff can make the call on the My Village phone. Parents will be contacted if their child uses their device as their one warning. If after contacting parents, the expectation is still not met, the student may be dismissed from My Village.

## **Social Media, Cell Phone and Computer Use Outside of My Village**

Our students often become friends and may want to exchange phone numbers or engage in communications via social media and online video games. While we encourage friendships, electronic communications can be difficult for young people to manage. Please monitor your child's electronics use closely. If a situation comes up online that affects the well-being of our other students, we will address it with the parents and students involved which may lead to discipline or dismissal from My Village.

# SPECIAL NEEDS POLICIES

## Student Policies

We would love to be able to provide classes for all children, whether they have a special need or not, however, there are times when our classes are not the best environment for children with special needs. We will often plan a trial day to assess the child's skill set to help us determine whether or not we anticipate the child will be able to adjust to the classroom setting. If we decide to give it a try, knowing that some skills will need to be taught, we will do our best to teach children the expectations and allow them time to adjust to those expectations. However, parents may be asked to withdraw their child if one or more of the following continues to occur.

1. The child requires so much of the teachers' time that the teachers cannot give adequate attention to the needs of other students in the classroom.
2. The child disrupts the classroom to the point that the education of the student or other students is hindered.
3. The child isn't able to complete projects with the level of independence required for the class they are enrolled in. We understand that there may be some one-on-one guidance required, however item #1 also applies to help with projects.

If a child with special needs attends My Village and is unable to adjust to the classroom environment within a reasonable amount of time, depending on their age (likely 4-6 weeks), we may waive the early withdrawal fee.

## Medical Special Needs

Upon registration, please notify My Village of any special medical needs e.g. conditions, allergies, tendencies or learning difficulties that your child may have. The staff will do their best to accommodate the needs of your child, and we will let you know if we are not able to accommodate those needs. If your child takes medication or has a medical condition, please speak directly with Lisa or Tresa. **We will administer medication only with a prescription AND a note from a doctor.**



# DRESS CODE

## General Guidelines

Students are required to dress appropriately for classes and activities at My Village. As a general policy, we do not address concerns directly with students. Instead we will contact parents if a student is wearing something that doesn't work well at My Village and request a change of clothes be dropped off or for that particular clothing not to be worn in the future.

## Pants/Shorts

- Avoid leggings and shorts made of thin materials.
- Length of shorts needs to be long enough so that students can move freely during sports and for classes when they sit on the carpet with a minimum of a 4" inseam. The shorts need to fit appropriately so that they do not ride up/bunch up any shorter than the 4" inseam requirement and not be revealing while sitting or playing.
- Ripped jeans are acceptable so long as they are not revealing high above the knee.

## Shirts/Tops

- Avoid shirts that are too short to play sports in or that may be revealing when moving around/lifting up arms. Mid-drifts need to be covered at all times. We recommend T-shirts.
- Shirts may not be tied in a knot at the waist if it causes the shirt to become revealing. Students will be directed to untie their shirt, if necessary.
- Sleeves are required to avoid revealing situations with sports/activities (no spaghetti straps or sleeveless shirts.)
- Undergarments need to be covered at all times.
- No low-cut tops that may become revealing.
- Hoodies are popular with some age groups, however, keep in mind that we have a lot of outdoor activities and we do not allow them to wear the hood inside the building. We find that it is not conducive to the classroom environment.

## Dresses

- No shorter than 4" above the knee AND wear shorts underneath.
- No spaghetti straps or sleeveless tops.
- No low-cut tops that may become revealing with movement.

## Footwear

- Athletic shoes are required all day. Changing shoes for outside time is too time-consuming because students go outside twice a day.
- Contact us if your child has a sensory problem with certain shoes and we will attempt to make the necessary accommodations.
- Shin guards advised during soccer block (typically 6-9 weeks of PE.)
- No cowboy boots, crocs or slip-ons.

## PARENT COMMUNICATIONS

### By phone

Admin staff monitor the phone(s) during regular class times. Phone calls will be returned during our regular business hours. **772-801-8461**. There will be a second phone line for New Hope location which will be available before classes begin in August.

### Brightwheel App

Parents must install the Brightwheel App on their phones. This app is used as the main communication between staff and parents as well as for attendance and billing.

### Text Messages

Please use text messages (My Village phone number) to alert us if you will be late for pick up or your child will be tardy or absent on a day they normally attend. You may also text or call us during the school day if there's something that needs our immediate attention, otherwise, please email us.

### Email

We send out emails regularly and recommend that you either check it frequently. If you have a concern about your child or have any general questions, please use email instead of texting or calling unless it is something urgent. Email gives us flexibility and helps to keep records of communications.

### Communications with teachers

If you have a concern about your child or a question about our events, please contact an administrator/director. Teachers have been instructed not to have discussions about students with parents, but to instead speak with the administration if anything needs to be communicated to the parent. There are several reasons for this including but not limited to: limiting the teacher's responsibilities, avoiding conflicts of interest and keeping them focused on supervising children during drop-off and pick-up. **If you need to speak to a Director in person, please email or call us to set up a time.** We often have meetings or other activities before and after classes, so impromptu meetings are difficult to accommodate.

### 'My Village Parents' Facebook Page

The Parents Facebook Page is a closed group so that only those that are approved can be a part of the group. Search 'My Village Parents' to request entry into the group. Your Facebook friends will not be able to see your posts; it is a private page. If you are on social media, some of our teachers are on the My Village Parents Facebook Page. Teachers are on the page so that they can easily share photos from their classes. Please respect their time and privacy by not sending them private messages. You may, however, post a general question on the page and one of us will answer it.

## **RELEASE, WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT**

In consideration of the agreement by My Village Learning Center, LLC, a Florida limited liability company (“MVLC”) with its principal meeting location at the Episcopal Church of the Advent, 4484 SW Citrus Blvd, Palm City, FL (“Church”) and any additional meeting locations, to permit my minor child to participate in MVLC tutoring, online learning, and in-person classes including, but not limited to art, music, STEAM, reading, physical education, history, science, robotics, electronics, field trips, (collectively, the “Program”), I hereby agree as follows:

**Release; Waiver of Liability.** I, individually, and on behalf of my minor child and our respective heirs, successors, assigns and personal representatives, knowingly and voluntarily enter into this Release, Waiver of Liability and Indemnification Agreement (“Agreement”) and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my child’s participation in the Program, and do hereby release and forever discharge the MVLC, the Church, managers, members, agents, attorneys, employees, staff, agents, volunteers, representatives, successors and assigns (in their official and individual capacities) for any and all damages, losses or injuries, including death, mental anguish or emotional distress to my child or myself including, but not limited to any claims, demands, actions, causes of action, damages, costs, expenses (including hospital and medical expenses) and attorney’s fees, which arise out of, occur during, or result from my child’s participation in the Program, including travel to and from an event related to this Program.

**Indemnification.** I, individually, and on behalf of my minor child and our respective heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless MVLC, the Church, managers, members, agents, attorneys, employees, staff, agents, volunteers, representatives, successors and assigns (in their official and individual capacities) from any and all liability, loss or damage they or any of them incur or sustain as a result of any claims, demands, actions, causes of action judgments, costs or expenses, including attorney’s fees, which result from arise out of or relate to my child’s participation in the aforementioned Program, including travel to and from an event related to this Program.

**Acknowledgement of Full Understanding.** In signing this Agreement, I hereby acknowledge and represent that I am at least 18 years of age, fully competent, that I have read this entire Agreement, that I understand its terms and provisions, that I understand it affects my legal rights and those of my minor child (or children), that it is a binding Agreement, and that I have signed it knowingly and voluntarily.

**Severability.** In the event that any provision contained within this Agreement shall be deemed to be severable or invalid, or if any term, condition, phrase or portion of this Agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the Parties. If a court should find that any provision of this Agreement to be invalid or unenforceable, by that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

WAIVER SIGNATURE PAGE

AS PARENT OR GUARDIAN I HAVE READ AND VOLUNTARILY SIGN THIS RELEASE, WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT AND DO SO VOLUNTARILY AND WITH THE UNDERSTANDING THAT SUBSTANTIAL RIGHTS AND/OR REMEDIES UNDER FLORIDA LAW ARE BEING WAIVED.



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## **STUDENT HANDBOOK SIGNATURE PAGE**

I, the undersigned, in consideration of the participation of my child(ren) in My Village Learning Center, agree to the terms, policies and conditions specified in this **Student Handbook (all 12 pages) including the Liability Waiver**. I understand this agreement is binding when I register my child(ren) and acknowledge reading and understanding the policies and expectations.