



Seacoast Charter Academy VPK  
**ENROLLMENT APPLICATION**  
2025-2026 School Year

Student Start Date: \_\_\_\_\_

Date \_\_\_\_\_

VPK # \_\_\_\_\_

Student's Name \_\_\_\_\_

Nickname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male  Female  SS# \_\_\_\_\_ Ethnicity \_\_\_\_\_

Sibling YES  NO

Referred By \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell # \_\_\_\_\_

Cell# \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Child Lives with: Both Parents / Mother / Father / Other \_\_\_\_\_ Name/Relationship \_\_\_\_\_

Emergency Contact: Please list two additional contact persons. All emergency contacts are allowed to pick up students.

Name \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cell/Work \_\_\_\_\_

Cell/Work \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

**Authorized Pickup (All authorized individuals must provide identification)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

**NOT ALLOWED TO PICK-UP: Please attach legal documentation (Court Ordered Injunction, Custody Orders, Etc.)**



**Seacoast Charter Academy Preschool  
PARENT QUESTIONNAIRE  
2025-2026**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

How did you hear about Seacoast Charter Academy Preschool?

Radio  Magazine  TV  Word of Mouth  VPK or ELC  Postcard  Social Media  Other \_\_\_\_\_

Why have you chosen Seacoast Charter Academy Preschool for your Child? \_\_\_\_\_  
\_\_\_\_\_

What are your three basic priorities regarding the total education and care of your child?

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Has your child attended a Child Care facility before?  No  Yes

If yes, what type of facility?  Preschool  Day Care  Home Day Care

Is your child fully potty trained?  No  Yes

\*Children 4 years and above must be fully potty trained to attend Seacoast Charter Academy.

Has your child been diagnosed with a specific learning disability or an attention deficit disability?  No  Yes

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Does your child have any discipline problems?  No  Yes

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Does your child have behavioral habits such as biting, finger sucking, temper tantrums, etc.?  No  Yes

If yes, please explain how you work with him/her \_\_\_\_\_  
\_\_\_\_\_

Has your child ever been dismissed or suspended from a preschool for behavior issues?  No  Yes

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Does your child play well with others?  No  Yes

Special Concerns (eating habits, toileting, etc.) \_\_\_\_\_  
\_\_\_\_\_

Does your child have a history of any physical/medical conditions?  No  Yes

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Does your child have any of the following?

Vision problems  No  Yes

Speech difficulty  No  Yes

Hearing loss  No  Yes

Allergies  No  Yes If yes, please explain \_\_\_\_\_  
\_\_\_\_\_



## MISSION STATEMENT

The mission of Seacoast is to provide a **student-centered education**, focusing on the whole child. We want our **students to develop a true love for learning by creating a positive learning environment** with innovative technology and high-quality education, focused on an arts integrated, **hands-on curriculum** with the overall goal of giving our students a **lifetime appreciation of learning** and the development of their **unique talents and abilities**.

## VISION STATEMENT

Seacoast Charter Academy strives to be a light in the Arlington community partnering with area businesses, parents, and teachers to give our students a lifetime appreciation for learning. In order to do this we must do the following:

*For the intellectual and academic growth of students, Seacoast will endeavor:*

1. To train students to evaluate all subject matter.
2. To promote high academic standards, encouraging students to use their potential and work to the best of his/her ability.
3. To work with students at a level appropriate to their development and ability, recognizing the uniqueness of each student.
4. To assist students to see that their total being, including their mind and learning, is an instrument.
5. To teach basic facts, concepts, and skills necessary for further education and subsequent experience by:
  - Teaching and encouraging good study habits.
  - Training students in the development of effective communication skills in the area of reading, writing, speaking, and listening.
  - Introducing students to the fundamentals of independent research, critical thinking, logical reasoning, and enjoyment of learning.
  - Helping students to use their talents creatively and resourcefully and to develop an appreciation for the talents of others.
6. To assist students to develop the capacity to understand people, including those of other national, ethnic, and social groups.
7. To teach responsible citizenship, preparing students to become participating members of society, with respect for our legacy of freedom, proper submission to authority, and the determination to uphold standards.
8. To aid students in the interpretation of international events.
9. To produce an understanding of and appreciation for the world, an awareness of our role in our environment, and our responsibility to use and preserve it properly.

*Working with school families, Seacoast will endeavor:*

1. To assist parents in instructing their children to lead wholesome lives.
2. To provide parents with resources regarding healthy family living.
3. To foster consistency, cooperation, and communication between the home and school.
4. To help parents understand the purposes and programs of the school and encourage them to be actively involved in the life of the school.
5. To seek parental input on important school issues.

## **PHILOSOPHY**

Preschoolers are active learners who learn at different rates of speed according to their age and stage of development. Developmentally appropriate activities in learning centers aid in the education process. The curriculum will strive to incorporate spiritual, emotional, social, physical, and mental concepts that children can use in their daily lives. The purpose of Seacoast Charter Academy VPK is:

- ❖ To help children to feel good about him/herself
- ❖ To help children grow in trust, independence, and initiative
- ❖ To help children explore the world around him/her
- ❖ To help children develop small muscles through art, puzzles, blocks, and home living activities
- ❖ To help children exercise large muscles through movement activities indoors and outdoors
- ❖ To help children enjoy creative expression through music, art, and other play activities
- ❖ To help children to think and make choices through individual and group activities
- ❖ To help children make progress in solving problems, sharing, and expressing oneself
- ❖ To help children begin to show respect, love, and acceptance for others

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Seacoast Charter Academy VPK  
ADMISSION POLICY  
2025-2026**

Acceptance to SCA is granted to those families and students of any race, color, national or ethnic origin who demonstrate a sincere desire to have an excellent VPK education. A student is admitted to SCA on the basis of available space. Every student enrolled at SCA is placed on a 90-day probationary period. If during that time, the student does not cooperate with any aspect of the educational program or whose attitude and/or actions are not in harmony with the goals and ideals of Seacoast, we reserve the right to dismiss the student. The student will be invited to re-admit for the following school year on the basis of his/her progress.

Seacoast Charter Academy reserves the privilege of setting and maintaining its own standards for student's conduct and dress. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements. It also maintains the right to suspend or expel any student who violates the standards herein.

Seacoast Charter Academy also reserves the right to refuse re-enrollment to students or families who have demonstrated disharmony regarding purpose, objectives, standards, policies, rules, and regulations of the school.

**TUITION & FEES**

VPK	Weekly	\$75.00 (current family) \$100	8:30 am-3:30 pm
Registration Fee	One-time Per Year	\$100.00	Non-refundable
Supply Fee	One-time Per Year	\$50.00	Non-refundable
Late Tuition	Per occurrence	\$25.00	

**TUITION IS DUE BY FRIDAY AT 6:00 PM FOR THE UPCOMING WEEK.**

**LATE TUITION PAYMENT WILL INCUR A \$25.00 CHARGE**

By my signature, I acknowledge that I have read and agree to comply with the admission policy of Seacoast Charter Academy.

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_



**Seacoast Charter Academy VPK  
FINANCIAL COMMITMENT AGREEMENT  
2025-2026**

Student's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Student's SS# \_\_\_\_\_ Grade \_\_\_\_\_

Male  Female

**REGISTRATION:** \$100.00 *Non-Refundable*; due upon enrollment

**SUPPLY FEE:** \$50.00 *Non-Refundable*; due upon enrollment

**HOURS:** Extended Day Hours of operation are 6:30 AM to 6:00 PM, Monday through Friday. Late pick-up fees after 6:00 pm are \$20 cash and \$25 credit card. The school day is from 8:30 am – 3:30 pm. Students are permitted to be in school at 7:45 am without being a part of EDC for breakfast.

**TUITION:** Tuition is **DUE by Friday at 6:00 pm** for the upcoming week. Payment received after Friday is considered late and a **\$25 late fee** will be assessed. **I understand that my child may be dismissed from the preschool if my account is delinquent longer than ONE WEEK.** If I fail to pay all my indebtedness to Seacoast, I understand that my account will be turned over to an attorney for collection. I agree to pay all costs of collection, including any incurred attorney fees.

**PAYMENTS:** Payments can be made by automatic withdrawal only.

**NSF:** A returned credit card, or automatic withdrawal (EFT) will incur a **\$40 NSF** handling fee. If two (2) NSF payments are received. Seacoast will require future payments be made by cashier's check or money order **ONLY**.

**VACATION CREDIT:** Each child may take up to 2 weeks' vacation per school calendar year (**August 11, 2025 to May 28, 2026**) in which you will not be charged a weekly tuition fee.

**Early Learning Coalition School Readiness Program?**  No  Yes If yes, please attach documentation.

**RESPONSIBLE BILLING PARTY:**  Mother  Father  Both  Other: \_\_\_\_\_

\_\_\_ Registration Fee (\$100) non-refundable

\_\_\_ Supply Fee (\$50) non-refundable

\_\_\_ VPK Weekly Tuition (\$75/\$100)

**By my signature below, I acknowledge that I have read and agree to comply with the provision herein.**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



**Voluntary Pre-Kindergarten (VPK/K4) Program  
Attendance and Tardiness Policy  
2025-2026**

**School starts:** August 11, 2025

**School ends:** May 28, 2026

**Weather make-up days:** As needed

All families will receive a calendar showing scheduled days off for the operational school year of 2025-2026. Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Attendance is the “Key to Success” for VPK funding and your child’s education.

**5 Day Start-Up Period:** All children attending the VPK Program are expected to be in attendance each day of the Start-Up Period. This is important for establishment of funding and also establishing classroom community and routines to help assure a successful and meaningful program.

**Tardiness:** The instructional day starts promptly at 8:30 am and all students are expected to be ready to start the day. Arrivals after 8:30 am are disruptive to the classroom and difficult for the arriving child. We understand that an occasional tardiness is unavoidable; however, more than twice a month is cause for termination from the VPK program. If a child arrives after 8:30 am, a tardy slip must be issued before entering the classroom.

**Absences:** Students enrolled in the VPK program are allowed 3 unexcused absences per month. Students with absences beyond 3 days are required to provide documentation to the school for continued funding in the VPK program. Without proper documentation, the parent will be required to pay the Tuition Cost and also the VPK funding amount.

**\*\*Note: A student that is absent for 5 consecutive instructional days, without a phone call from a parent, will be considered terminated from the VPK program.**

**Verification:** The Seacoast Preschool Teachers will ask you to sign a monthly attendance log. Your signature will verify the attendance of your child, and will allow the Early Learning Coalition of Duval County to make the payment for your child’s education.

**\*\*Note: Without the monthly signature, VPK will not reimburse Seacoast for your child’s tuition and you will be responsible for the tuition.**

**To participate in the VPK Program at Seacoast Charter Academy Preschool, I agree to comply with the terms of this Attendance and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the term of this policy.**

Child’s Name: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Seacoast Charter Academy Preschool  
VPK SCHEDULE  
2025-2026**

37 Week Program = 180 Days  
3 hours per day = 540 hours

<b>Full Day Program</b>	Drop off:	8:00 am – 8:30 am
	Tardy:	8:30 am
	Pick Up:	3:00 pm – 3:30 pm
	Late Fees:	apply after 3:30 pm if not in EDC or after 6:00 pm if in EDC

**Weather make-up days      As needed (We follow DCPS Calendar)**

**Absences:** Children who are part of the VPK program are allowed 3 unexcused absences a month. Children who miss 4 or more days, during a month, MUST provide documentation.

- Doctor's notes: must be turned into the FRONT OFFICE upon child's return to school.
- Vacation Form: must be turned into the FRONT OFFICE at least 2 weeks in advance.

Failure to comply with the Absentee Policy of SCA will result in the withdrawal of the students from SCA. Students that are absent in excess of seven days in a month can be withdrawn from SCA.

**Tardiness:** Students are allowed two (2) tardies during month. Excessive tardiness can result in the withdrawal of the student from SCAP.

**Sign In/Out Logs:** These logs are a safety and security policy of SCA. We understand that mornings can be chaotic; however, the sign in/out logs ensure the safety of your child and is used to verify attendance.

**I have read, understand, and/or had the Administration answer any questions I may have had about the above information. I agree to comply with the rules and regulations of the Seacoast VPK Program.**

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**Seacoast Charter Academy  
PRESCHOOL ATTENDANCE POLICY & SCHEDULE  
2025-2026**

**School Extended Day Care Hours:** 6:30 am – 6:00 pm  
Drop off full day: 6:30 am (if enrolled in EDC) 7:45 am – 8:30 am  
Tardy: 8:30 am (Tardy slip required to enter class)  
Pickup full day: 3:30 pm EDC – 6:00 pm  
Late Fees: 6:00 pm (\$20 cash and \$25 credit card)

**Absences:**

- We ask parents to call and notify the school regarding their child’s illness. This enables the staff to notify other parents in the event of a contagious illness.
- Vacation forms **MUST** be turned in 2 weeks in advance.

**Sign In & Out Books/ Kiosks:**

- Please be aware that it is State Law that parents log their child in and out on the electronic system or written logs. These logs will ensure an accurate attendance in the event of an emergency evacuation.
- We understand that it is chaotic during certain times of the day; however, your child’s safety depends on us knowing the attendance of the day. Please understand that your signature helps to ensure that everyone is accounted for and receiving government funding, if applicable (VPK and School Readiness).

**I have read, understand, and/or had the Administration answer any questions I may have had about the Attendance Policy. I agree to comply with the policy and regulations of Seacoast Charter Academy, and all government assistance agencies.**

Child’s Name: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Seacoast Charter Academy Preschool  
DISCIPLINARY PRACTICES ACKNOWLEDGEMENT  
2025-2026**

It is our responsibility to model for the children what is acceptable behavior at our preschool. Our staff establishes and consistently enforces reasonable, age-appropriate limits which help foster self-discipline within a child. SCA emphasis on what children “may do” rather than on what they “may not do”.

- We use a positive approach, using firmness
- We make a suggestion rather than give commands
- We give a child reasons why we do certain things
- We follow through when we have asked for a response to a request
- We teach a child to finish what he/she has begun
- We let a child do for him/herself in appropriate situations
- We use soft voices when speaking with a child
- We remember that children learn through actions
- We clearly define limits for children to follow
- We are consistent
- We try to anticipate and avoid unpleasant situations
- We talk with a child in regards to “inappropriate choices” and also let him/her know that we still love them
- When needed, a child may be sent to the “thinking area” to rest and collect himself

**CLASSROOM POLICIES & DISCIPLINE PROCEDURES**

We have set forth a Simple Rule System. There are only 5 major rules that children are asked to obey:

- I will keep my hands, feet, and objects to myself
- I will respect myself, my classmates, my Teacher, and my Teacher Aide
- I will listen and follow directions the first time they are given
- I will raise my hand when I want to answer questions
- I will always do my best

We have developed the following Classroom Disciplinary Plan that will be in effect at all times. We use the “Clip Chart System”. The “Clip Chart” is divided into 7 sections that are labeled. Students will have clothespins with their names written on them. The clothespin can be moved up and down the chart. All students will begin at the level of “Ready to Learn” each day. Teachers will ask students to either “clip up” or “clip down” to a certain level depending on the student behavior. If your child is required to move their clip, the teacher will note it on their Daily Communication Folder. This report is signed nightly by you, the parent.

If a child continues to have difficulty in the class, a conference may be requested by the Teacher or Director to discuss a plan of action. If the plan of action does not appear to help the child regain self-control, then the parent may be asked to withdraw the child. This is strictly enforced for the safety and well-being of the child and his/her fellow classmates. If deemed necessary, a child may be sent home for the day for aggressive or inappropriate behavior. If the parent does not pick-up the child within 1 hour of the phone call, the child will be suspended for the following day.

**I have read and understand the above disciplinary practices used by Seacoast Charter Academy and agree to give my full cooperation in teaching my child self-discipline.**

**Child's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_



**Seacoast Charter Academy**  
**SUPPLIES ACKNOWLEDGEMENT FORM**  
**2025-2026**

**K4 Full day students**

**Please label all these items:**

- 1 complete set of uniform clothes, to include socks and shoes
- 1 Kinder Mat (should be at least 1 ½ inches thick) NO sleeping bags
- 1 small blanket
- 1 small fitted sheet (to cover mat)
- 1 Refillable water bottle
- 1 small pillow (optional: travel size ONLY)

**Do not label these items:**

- 1 – 1 & ½ Binder
- 1 bottle of hand sanitizer
- 2 boxes of Tissues
- 1 ream of copy paper
- 1 pack of construction paper
- 2 rolls of paper towels
- 1 plastic folders with clips inside
- 1 plastic folders with holes
- 4 boxes of crayons
- 1 box of washable markers
- 1 watercolor paint pack
- 1 zipper pouch with holes for binder
- 1 pack of dry erase makers
- 4 glue sticks
- 1 bottle of glue
- 3 containers of Clorox wipes
- 1 pair of **blunt tip** scissors
- 1 composition **book**
- 2 Ticonderoga My First beginner pencils

Blankets and sheets **MUST** be taken home on Fridays and washed. Your child's full name **MUST** be labeled on all items.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Seacoast Charter Academy

VPK UNIFORM POLICY

2025-2026

<u>GIRLS</u>	<u>BOYS</u>
Blouse: Seacoast Charter Polo Slacks: Khaki or Navy Sweater: Any solid color Shorts/Skirts/Pants: Khaki or Navy Shoes: Tennis shoes or closed toe shoes (NO OPEN TOES)	Shorts/Pants: Khaki or Navy Polos: Seacoast Charter Polo Shorts: Khaki or Navy Shoes: Tennis shoes (NO OPEN TOES) Sweater: Any solid color

Uniforms are available through the school website at [www.seacoastcharteracademy.org](http://www.seacoastcharteracademy.org).  
Bottoms may be purchased at Wal-Mart, Target, JC-Penney, and most major department stores.

**I understand that Seacoast Charter Academy has a uniform policy in effect. I am aware that if my child arrives at school out of compliance with school policy, that I will be called to come to the school and bring acceptable attire for my child.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**NOTE: Please be aware that dress code infractions may go unnoticed on occasion; however, action will be taken promptly to enforce the policy when violations are observed.**



**Seacoast Charter Academy  
ACKNOWLEDGEMENTS  
2025-2026**

**ACTIVITIES PERMISSION STATEMENT**

**I hereby grant permission for my child to use all the play equipment, to participate in all activities of the school, and to leave the fenced playground under the supervision of a staff member for fire drills and walks on the campus grounds. I understand that reasonable measures will be taken to safeguard the health and safety of my child and that I will be notified as soon as possible in case of an emergency.**

Parent/Guardian Signature: \_\_\_\_\_

**VIDEO/AUDIO/PHOTOGRAPH RELEASE**

**I, on behalf of myself, my child, my child's other birth parent, and any family member, authorize Seacoast Charter Academy, its Affiliates and/or assigns or any other entity authorized by Seacoast to use and reproduce any and all audio and video tapes and photographs of me/us including my/our names, biography, likeness, voice, or performance for the purpose of publicizing and/or selling any and all programs, promotions, advertisements or any other use Seacoast Charter Academy may choose including, but not limited to, the sale of the rights thereof without any compensation to me/us for such action(s).**

**I/we further authorize Seacoast Charter Academy to edit, duplicate, reuse and/or distribute the authorized items listed above for broadcast in any form via video, radio, television, cablecast, Internet, satellite, audiovisual, closed circuit, or any other electronic or mechanical means of distribution throughout the world.**

**I/we also agree that no compensation will be paid for any of the services and/or products mentioned herein to any person or entity granting this permission covered under this agreement from this date forward.**

Parent/Guardian Signature: \_\_\_\_\_



**Seacoast Charter Academy**  
**PLEDGE OF COOPERATION**  
**2025-2026**

**STUDENT & PARENT**

Student's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

I understand that Seacoast Charter Academy reserves the right to dismiss any student who does not cooperate with any aspect of the educational program, attitude, and/or actions are not in harmony with the models of Seacoast.

I pledge to become involved in my child's education, and I understand that Seacoast Charter Academy is a school, not a daycare.

I pledge to support my child's teacher by scheduling or attending any conferences regarding my child's education or behavior.

**By signing this pledge, I agree to abide by the policies of Seacoast, and I understand that my continued enrollment is contingent upon my compliance with all stated policies in the Parent Handbook.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Seacoast Charter Academy**  
**PARENT & STUDENT HANDBOOK**  
**ACKNOWLEDGEMENT**  
**2025-2026**

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Parent/Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Seacoast Charter Academy and is subject to change without notice by decision of Seacoast Charter Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Please Print Parent Name)

Child Name \_\_\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

**Administration makes a conscientious effort to address every school policy. However, changing fads and unforeseen circumstances may require changes or additions.**



Seacoast Charter Academy

**VOLUNTEER ACKNOWLEDGEMENT FORM**  
**2025-2026**

We encourage you to consider volunteering your time and talent as we work together to educate your child. You may assist in the classroom by doing story time, or by sharing information about your career. Volunteering is a wonderful sense of unity for children to understand that the teacher and parent are a working team. As a volunteer, you will understand what your child and teacher experience on a daily basis.

**Volunteer Workers**

The teacher and director greatly appreciate parents who are able to volunteer their time and talents to help in the programs of the school. At times, you may be called upon to help with special projects and/or field trips. Your participation, when possible, is a gift to the school, teacher, and your child. Please let your teacher know if you are available so that we may best utilize your talents.

\_\_\_\_\_ I have read and understand the volunteer statement. I understand that I am not obligated to volunteer; however, I am interested in volunteering.

\_\_\_\_\_ I am unable to participate as a volunteer.

\_\_\_\_\_ Date

Parent Signature

**Volunteer Information**

Child's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

\_\_\_\_\_ Room Parent      \_\_\_\_\_ Crafts      \_\_\_\_\_ Music  
\_\_\_\_\_ Story Time      \_\_\_\_\_ Others \_\_\_\_\_

A copy will be given to your child's teacher





**Seacoast Charter Academy**  
**SCREENING & ASSESSMENT PERMISSION**  
**2025-2026**

Dear Parents/Guardians:

The first five years of life are very important to your child because this time sets the stage for success in school and later in life. During infancy and early childhood, many experiences should be gained and many skills learned. It is important to ensure that each child’s development is proceeding without problem during this period; therefore, we are interested in helping you follow your child’s growth and development.

**Screening** is a process to determine if a child has any developmental concerns that may require further attention and follow-up.

**Assessment** is the process to monitor growth and development of certain skills and knowledge on an ongoing basis.

Screenings and assessments are directly linked to lesson planning and meeting the individual needs of children. Our goal is to ensure that your child is prepared to enter kindergarten at the age of five.

Seacoast will be administering the FAST using Star Early Literacy. VPK classes will participate in our Seacoast assessments in the beginning, middle and end of the school year. In addition, the VPK assessment will be administered 3 times a year for VPK students.

Information gathered from the observations and screenings will be used to help your child with developmental growth and success. These results are confidential and will be shared with you in writing or in a documented parent-teacher conference.

Sincerely,

Marla Stremmel, Administrator

\*\*\*\*\*

**Permission to Screen**

- I give permission for my child to participate.  
 I do NOT give permission for my child to participate.

Child’s Name: \_\_\_\_\_

Child’s Date of Birth: \_\_\_\_\_ If child was premature, original due date \_\_\_\_\_

Parent/Guardian’s Phone Number(s): \_\_\_\_\_

The results may be shared with the center’s Episcopal Children’s Services *Jacksonville Early Literacy Partnership* coaches on a need to know basis (Please check one)  YES  NO

Print name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Seacoast Charter Academy  
**EMERGENCY MEDICAL AUTHORIZATION FORM**  
2025-2026

I understand that no emergency treatment may be given without parental consent except in a life-threatening situation. I understand that in the event of a medical emergency every effort will be made to contact the persons I have designated to authorize emergency care.

However, in the event that a legal guardian cannot be reached and my child requires emergency medical care, as legal guardian of the student whose name(s) appears below, I authorize SCA Administration to give emergency treatment, including First Aid and CPR by a qualified staff member. Should my child need to be transported to a hospital, I understand and accept responsibility for any charges incurred. In the event my child is well enough to return to school before I am able to arrive at the emergency room, my child may be released into the custody and care of the Administrator of Seacoast Charter Academy, and returned to School.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male  Female

SS# \_\_\_\_\_

Mother's name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

SS# \_\_\_\_\_

SS# \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Work: \_\_\_\_\_

**Additional Local Emergency Contact**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

SS#: \_\_\_\_\_

SS#: \_\_\_\_\_

Home: \_\_\_\_\_ Cell \_\_\_\_\_

Home \_\_\_\_\_ Cell \_\_\_\_\_

Work: \_\_\_\_\_

Work: \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

**HOSPITAL** \_\_\_\_\_

**PHYSICIAN** \_\_\_\_\_

**PHYSICIAN PHONE** \_\_\_\_\_

**INSURANCE #** \_\_\_\_\_

**Parent signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_  
Notary Signature Date

NOTARY STAMP/SEAL



**Seacoast Charter Academy  
Enrollment Checklist  
2025-2026**

Student Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**As per the Florida codes regarding Childcare Facility, the following documentation must be on file.  
Thank you for your cooperation.**

- \_\_\_ **Copy of student's Birth Certificate**
- \_\_\_ **Copy of student's Social Security Card**
- \_\_\_ **HRS form 3040: Health Exam (Original) less than one year old**  
**Please note: we require the original form, signed by your physician.**
- \_\_\_ **HRS form 680: Certificate of Immunization (Original)**  
**Please note: we require the original forms, signed by your physician OR**
- \_\_\_ **Waiver of Immunization (Original)**
- \_\_\_ **Copy of Parent/Guardian Driver's License or state issued ID**

**Also needed**

- \_\_\_ **Completed Enrollment Application**
- \_\_\_ **Registration Fee (\$100.00) non-refundable, if applicable**
- \_\_\_ **Educational Book/Supply Fee (\$50.00) non-refundable, if applicable**
- \_\_\_ **First week tuition, if applicable**
- \_\_\_ **Automatic Tuition Agreement**

**VPK Students**

- \_\_\_ **VPK Certificate**
- \_\_\_ **VPK School Schedule**
- \_\_\_ **VPK Attendance/Tardiness Policy**

**SEACOAST CHARTER ACADEMY  
AUTOMATIC TUITION PAYMENT AGREEMENT  
Via: Credit or Debit Card**

I/We hereby authorize Seacoast Charter Academy, Inc. to initiate debit entries to my (our) Credit or Debit Card Account indicated below. This authorization will be in effect until I notify the Accounting Department in writing that I no longer desire this service, allowing the Accounting Department reasonable time (7 days notice) to act on my notification. It is my responsibility to notify Seacoast of any problems or changes to the Account information provided herein. **Notification of changes must be submitted in writing.**

**STUDENT(S) NAME:** \_\_\_\_\_ **RENWEB ID#:** \_\_\_\_\_

**NAME & ADDRESS OF RESPONSIBLE PARTY:** Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SOCIAL SECURITY # OF RESPONSIBLE PARTY:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **TELEPHONE#:** \_\_\_\_\_

**PAYMENT FREQUENCY & SCHEDULE:**      **Weekly**    **Bi-Weekly**    **Every 4 Weeks**

**Scheduled Date of 1st Payment:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**1<sup>st</sup> Payment will cover week ending:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*The date of first payment must be at least two weeks after the completion of this form to ensure enough time for the Accounting Department to schedule the payment. Please see attached deduction schedule.*

Amount to charge Credit/Debit Card: \$ \_\_\_\_\_

*(Weekly Tuition Fee multiplied by:*

*1 for weekly Deduction, 2 for Bi-Weekly, 4 for 4/Weeks)*

**PAYMENT TYPE & ACCOUNT INFORMATION**

**CREDIT / DEBIT CARD (Circle One):**      **Visa**      **Master Card**      **Discover**

Name as it appears on credit card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

3 Digit SIC# (on back of card): \_\_\_\_\_ Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(The address where you receive your Credit Card statement)

**TERMS & CONDITIONS**

By signing this agreement, the responsible party guarantees he/she is an authorized signer on the account provided. The responsible party acknowledges that the origination of transactions to his/her account must comply with the provisions of U.S. Law. The responsible party understands all payments will be deducted on Friday per the payment frequency schedule. If the payment due date falls on a Holiday, served by the Federal Reserve, then the payment will be attempted on the next business day. The responsible party understands that a \$40 missed payment fee will be charged for any payment attempt that is missed and that he/she will be required to make any missed payments by delivering a cashiers check or money order to Seacoast for the amount of the missed payment plus the missed payment fee. We do not sell or share any personal information or clients to any third party, except as agreed by you, or as may be necessary to complete a transaction in the ordinary course of business, or as required under an applicable law. It is our policy to protect all information provided to us. This Agreement shall be governed by the laws of the State of Florida.

**RESPONSIBLE PARTY SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_