Virginia Academy / Preschool

Children In Aftercare "C.I.A"

19790 Ashburn Road
Ashburn, VA 20147
571 209-5500

Dear Parents,

Welcome to a new year of aftercare at Virginia Academy / Preschool.

Our aftercare staff is excited about a new school year approaching and many creative ideas are being planned for your child.

When you arrive to pick up your child from C.I.A (children in aftercare) you will need to stop at the service desk. The safety of your students is the most important thing to us; please be prepared to show identification until our staff becomes acquainted with you and your child; there you will be instructed to sign out your child before leaving for the day. Please feel free to ask the service desk for assistance. The service desk can also direct you to your child's location.

Before Care hours of operation: 6:30am to 8:00am. Please do not drop your child off in front of the building, you must walk your child(ren) into the building and sign your child in before care. Breakfast will be provided until 7:30AM.

C.I.A hours of operation: 3:30pm to 6:30pm. Snack will be provided; if your child has food allergies, we recommend that you send a snack from home.

Our Aftercare service ends promptly at 6:30. Please be aware that you will be charged $1.00 per each minute that your child remains in aftercare past 6:30pm. Please reconcile payment in full at time of pick-up.

We would like to thank you in advance for entrusting your child (ren) with us.
If you have any questions please feel free to call (571) 209-5500 or 5000 after 4:00pm ext.126

We look forward to a rewarding year as we work together with our "C.I.A." children.

May God bless you, and keep you safe.

Sincerely,

Rosa Cancilla
Extended Care Director

~ Please scroll down for more information ~

Virginia Academy
C.I.A
Home work

Dear Parents,

The Virginia Academy Aftercare offers an opportunity for our C.I.A students 2nd through 8th grade to do their homework while waiting to be picked up for the day. Please understand that this is a courtesy service, which is not included in the aftercare program and will depend on adequate staffing, and room availability.

Homework is from 4:30 until 5:30 Monday through Thursday. Please remind your child to be prepared for homework; they will need to bring paper and pencil.

If time permits any student who has been doing their homework quietly may stay for an additional half hour for help.

If a student is disruptive or will not settle down, we do have policies of which you should be aware of:

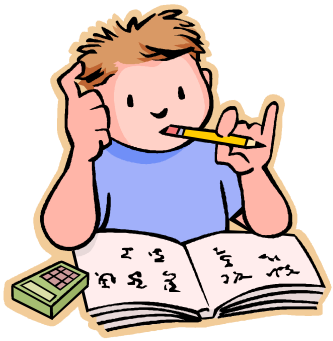
The student will be asked to leave the homework room for the afternoon, if the misbehavior continues homework privileges will be revoked.

We do not obligate any student to attend homework, but they are encouraged to do so. If you believe that your child should be in homework, please inform our staff or myself in writing.

The aftercare staff is willing to work with the parents and teachers to help our students to be successful. If you have any questions, feel free to call me at (571) 209-5000 ext 126

Thank you,

Virginia Academy



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571-209-5500 ext. 126

Aftercare/ Beforecare Student Enrollment Form

Child Name	Age	Birth Date	Entering Grade

Mothers Name:	**Phone**
Fathers Name:	**Phone**

Allergies:

Emergency contact information:

Medical Release

I _____ give permission for the Virginia Academy/Preschool staff to provide reasonable health care decisions (e.g. call 911) in the event of a health emergency.

☐ **Yes, I need aftercare service.**

☐ **Yes, I need before care service.**

Who is allowed to pick up your child other than parents?

These programs are calculated on a 37 week school term **(Fee already included in preschool full time students tuition).** We do not provide daily, weekly or monthly services. This does not include the weeks of Christmas or Spring Break. There are two payment options for these services to either pay in full by August 1st (there's no discount) or to go thru Facts Management (payment will be spread out over the ten monthly payments). Please take note that there's a: **Two week written cancellation notice required prior to cancelling aftercare and before care grades K-5 through 8th**

C.I.A. Hours 3:30pm - 6:30pm Before care 6:30 am - 8:00 am

Note: You will be charged $1.00 per minute if your child remains in aftercare past 6:30pm, and your enrollment in the aftercare program can be terminated if late pick up occurs regularly. **Late pick up fees must be reconciled in full at time of pick-up.**

Parent Signature Date

Virginia Academy/Preschool

C.I.A (Children In Aftercare)

4 Days of home work (2nd through 8th grade) 5 Days of Fun

What is so special about our After Care?

After school care is offered at minimal cost.

Goal: To provide an adequate, safe and Christ like environment for children entrusted to our care.

Homework 4 days a week: Students 2nd grade through Middle school will have the opportunity to start to work on their homework before going home for the evening. This is a courtesy service.

Our children also have lots of fun during play time especially at the play ground and Reign Forest (Reign Forest preschool only). We also offer art and crafts to those children who would like to join in.

On snow days: we offer day care to our students enrolled in our aftercare program, and to our full time Preschool students at no additional cost.

Activities that are being offered for an additional fee include:

Creative Dancing: K-3 through middle school. For additional information please contact Ms. Ramona at ramona@cdcdance.com

Horseback riding: For more information please contact Mrs. DeWoolfson at mychelledewoolfson@yahoo.com

Dietrich's Karate: an amazing team dedicated to the development and empowerment of kids. Please contact Ms. Michelle at mbuscema@hotmail.com

Gymnastics: K-4 plus through middle school. For additional information please contact our School office at (571) 209-5500 ext 116

During Christmas and Spring Break: we offer day care to our Full Time Preschool Students, and to our K-5through Middle School Students enrolled in the aftercare program.

Summer: When school is closed for the summer, we have a wonderful Summer Fun Camp (limited space) more information will be posted in April under school resources please visit our our website at www.virginia-academy.com