

VICTORY CHRISTIAN PRESCHOOL & ACADEMY
14747 Arizona Ave, Woodbridge, VA 22191 ~ www.vcmi-va.org
Business: (703) 491-7100 ~ Fax: (703) 490-8489 ~ Hours: 6:15am-6:30pm

CENTER CONTRACT TO BE READ BY STAFF OF VCP&A

We agree to notify the parent(s) or guardian if they can be located, or the designated emergency contact, whenever the child develops symptoms of an illness.

We agree to notify the parent(s) or guardian immediately of major injuries and accidents. We will report minor injuries and accidents to the parent(s) or guardian on the day they occur.

We agree to obtain immediate medical care for the child if an emergency occurs and the parents(s) or guardian cannot be immediately located.

We agree to provide, or arrange for emergency transportation to Potomac Hospital, or the nearest emergency medical facility, if an emergency occurs and the parent(s) or guardian cannot be immediately located.

We agree to give non-prescription medication only as directed by the instructions on the original container and with written consent from the parent(s) or guardian.

We agree to give prescription medication only as directed by the authentic prescription label and with written consent from the parent(s) or guardian and physician.

We have reviewed the "Alternative Behavior Methods" with the parent(s) or guardian.

We agree to provide the parent(s) or guardian with the daily activity schedule.

We agree that prior to each field trip; we will notify the parent(s) or guardian before taking the child on the field trip.

We agree that Victory Christian Preschool & Academy has an open-door policy, which permits the parent(s) or guardian to visit and pick up the child at any time, however, parent(s) or guardian must check-in with the office before proceeding to pick up the child.

If for any reason we feel that VCP&A can no longer accommodate the child in our program, which includes but is not limited to disciplinary problems, in most cases we will give the parent(s) or guardian a one week notice before the removal of the child from our care. The exception to the one-week's notice is if the child's behavior is disruptive and/or threatening. In such cases a one-day's notice will be given.

SIGNATURES:

Director Signature & Date

Parent/Guardian Signature & Date