

# VICTORY KIDZ AFTER SCHOOL PROGRAM

2023-2024  
REGISTRATION PACKET  
"Pick Up With A Purpose"



Program Offered Through



1060-A Willow Industrial Ct.

Cookeville, TN 38501

931.526.4960

[victorysportscentertn.com](http://victorysportscentertn.com)

# After School Program-Registration Packet

## Program Cost

Weekly Rate	With 10% Discount	With 15% Discount	Daily Rate	With 10% discount	With 15% discount
\$80.00	\$72.00	\$68.00 each	\$40	\$36.00	\$34.00
	10% discount for any combination of 2 kids or 2 classes	15% discount for any combination of 3 kids or kids & classes		10% discount for any combination of 2 kids or 2 classes	15% discount for any combination of 3 kids or kids & classes

## Payment

Victory After School Program requires that you register for E-check Auto Payments from your Checking/Savings or register a Credit Card through our online payment system. Your child's pick up will be charged and drafted each Monday for that week's pickup. There will be a 10%-15% discount for additional students or classes and other discounted rates for daily pick up if more than one day of transportation is needed. Registration of this ACH draft is mandatory for every child registered for Victory After School. **There will be no exceptions.** Cash or other forms of payment can be made as long as your child's pickup is paid a week in advance. A debit, credit or checking account will still need to be kept on file.

## Registration

Victory After School Program Registration is complete once all paperwork has been submitted and an automatic payment form is on file. Victory After School Program will pick up your child on his/her designated pick up days for which they have been registered.

## Absences

We ask that you notify us of your child's absence for any reason by **2:00 p.m.** of that day. If we do not answer, we ask that you leave a voicemail on our answering machine. All messages are checked before drivers leave on their routes. If we are not notified of your child's absence it will cause delays in our routes and our arrival time to V.S.C. We do not issue refunds for absences.

## Class Procedures

If your child is attending other programs through V.S.C. the staff of Victory After School Program will make sure that your child makes it to and from class. Parents will be responsible for packing proper class attire for class days or your child may not be able to participate in the class in which they are enrolled. Makeup classes can be scheduled for these missed class dates at the front desk.

## Victory Van-Pick Up Procedure

Once your child has registered for pick up, we will carry a copy of your child's van permission slip with us each day in case verification is needed. Each school's pickup procedure is different and the times of exact pickup will vary depending on the route taken each day. If you should need to add a day of pick up that you are not registered for, please call Victory to make arrangements. Your child's school office will also need to be notified of this change in pick up schedule beforehand. The same process is required if your child is having a friend ride with him/her for birthday parties, sleepovers, etc. Extra charges will apply for this service. Please be sure to call and verify that seats are available for any schedule changes or additions.

## Procedures for Parent Pick Up

If you arrive to pick up your child before 4:00 p.m. and the After School students are playing out on the gym floor, you will need to notify the staff by ringing the doorbell by the After School entrance.

**Please do not walk out on the gym floor at any time to bring/pick up your child.**

Any person picking up a child from the After School Program must show proper identification as well as be on the child's approved pick up list before the child will be allowed to leave. If you should need to add a person or persons to your child's pick up, please call the gym to add that person to your paperwork.

# After School Program-Registration Packet

## Late Arrival for Pick Up

Your child must be picked up on or before 6:00 p.m. There will be a 5 minute grace period allotted after 6:00 p.m. After this grace period has passed your account will be charged a \$1.00 per each additional minute. This balance will be added to your account and will be drafted the following Monday.

## Notice of Taking A Break

A two week written paid notice is required and must be submitted to the front office in order for your child to withdraw from the After School Program. Once this notice has been submitted and paid then your account will no longer be drafted because your child will be no longer enrolled in the After School Program.

## Early Dismissal Days

If school is dismissed for any reason, Victory After School Program will AUTOMATICALLY pick up your child at the designated dismissal time if it is your child's normal day of pick up. If you do not need your child to be picked up on these early dismissal days, please notify us a.s.a.p.

If school is dismissed before their usual 3:00 release time, the charge for this extra time at the gym will be \$5 per hour/child until 3:00 p.m.

## School Holidays & Snow Days

If Putnam County Schools are closed for Holidays or Inclement Weather, you will be given a credit on your account for that day's pick up. The credit on your account will be used for your child's pick up for the following week.

You may enroll your child in our Victory Kidz Day Camp Program for these days as well as any Snow Day (weather permitting) that may occur during the school year. **We will not offer a Snow Day Camp unless schools have been canceled by 8 p.m. the previous day.** Victory Kidz Day Camps consist of a variety of age appropriate floor games, trampoline and foam pit play time, as well as a time they can be social with their friends. The cost of School Holiday and Snow Camps are as follows:

### **DAY CAMP WEEKLY RATES** (Early Registration pricing in same week)

	<u>1ST DAY</u>	<u>2ND DAY</u>	<u>3RD DAY</u>	<u>4TH DAY</u>	<u>5TH DAY</u>
<b>1ST CHILD</b>	\$53	\$42	\$40	\$35	FREE* REACHED WEEKLY RATE
<b>2ND CHILD ETC...</b>	\$48	\$38	\$36	\$31	FREE* REACHED WEEKLY RATE (10% discount on additional children)

For parent's convenience we offer a morning drop off time between 7:30 a.m. to 9:00 a.m. Day camp instruction and organized activities begin at 9:00 a.m. and will end at 3:30 p.m. In the afternoons, parents may pick up their child as early as 3:30 p.m. to as late as 6:00 p.m. On these days, you will need to send a packed lunch, drink and water bottle. We will serve a morning snack (ex: Goldfish, Animal Crackers) and a treat box in the afternoon which children may purchase items if parents have provided money.

If your child has a food allergy that we need to be aware of when serving snack, please be sure that the Victory After School and/or Day Camp Staff is aware of these food allergies. If you would like to leave an Epi Pen for you child in case of an emergency, all Epi Pens will be locked in a secure cabinet that only After School staff have access to.

# After School Program-Registration Packet

## School Calendar

Victory After School Program follows the Putnam County School Calendar. If your child attends a different school or has a different calendar or early dismissal/closures, please make sure that the After School Program will be open. Our Victory Vans will not pick up on these days for private schools.

## Schools & Sickness

For the Safety and Health of our After School Students and Staff we will not be offering camp at any time during the school year should Putnam County Schools close for sickness.

## School Holiday Camps

There will be several days that we **will be** offering Victory Kidz Day Camps because Putnam County Schools are already scheduled to be closed. These days are as follows:

<b>No School Held On: *Subject to Change*</b>	<b>Camp Date Offered: Separate Registration, Required</b>
Teacher Work Day (2023)	Monday, July 31st
Martin Luther King, Jr. Holiday (2024)	Monday, January 15th
Presidents Day Holiday (2024)	Monday, February 19th
Election Day (2024)	Tuesday, March 5th
Easter Monday (2024)	Monday, April 1st
Teacher Work Day (2024)	Thursday, May 23rd
Last Day of School-No pickup provided-10 am dismissal	Friday, May 24th

There will be days that the After School Program will be closed and No Camp will be provided. These days are as follows:

<b>No Camp Offered on These Days:</b>	<b>Date:</b>
Labor Day	Monday, September 4th
Putnam County Fall Break (2nd Week)	Monday-Friday, October 9th-13th
Thanksgiving Holiday Break	Wednesday-Friday, November 22nd-24th
Christmas/Winter Break (2023-2024)	December 20th through January 2nd
Good Friday (2024)	Friday, March 29th

## School Break Weekly Camps

Victory Kidz Day Camp Program will offer weekly camps for most of the weeks that Putnam County Schools are closed. These camp weeks are a separate charge from the After School Program but are available to any child ages 5 to 11 years. All After School Program parents will not be charged for pickup during those weeks that Putnam County Schools are closed. (\*subject to change)

These camp dates are as follows:

2023 Fall Break Camp-October 2nd-6th

2024 Spring Break Camp – March 11th-15th  
(\*camp availability subject to change)

# After School Program-Registration Packet

## Sample Schedule

**3:20-3:40**

Arrive to Victory Sports Center

**3:30-4:00**

**Play Time** in Gym-this time will consist of Floor games, Trampoline and Pit Play time. Activities and Games will vary each day.

**4:00-4:30**

**Snack Time** (provided) and Snack Box will be offered. Snack Box purchases are optional and most items are \$1-\$1.25. We use an envelope payment system if you would like to put money in your child's envelope at any time. Snack Box purchases can be made from this envelope each day unless a child has lost this privilege due to bad behavior, etc.

**4:30-5:30**

Designated Study and Homework time. The After School Program Staff will make sure homework is finished and that all papers are checked. If your child finishes his or her homework before parent pick up time, they may have free time. If your child does not have homework there are other games, activities, craft time provided for them to play during this time.

**5:30-6:00**

Once homework is complete, children are able to have free time to play table games, video games, draw & color in our art stations and have social time until parent pick up.

\*\*\*PLEASE REMEMBER THAT **ALL** ID'S ARE CHECKED FOR ANY PERSON PICKING YOUR CHILD UP FROM THE AFTER SCHOOL PROGRAM! NO EXCEPTIONS!\*\*\*

## Behavior System:

Victory Kidz After School & Camps Program uses a 3 Strike System of Behavior for any student who cannot follow the rules of the Gym or After School especially in regards to the safety of other students and staff. Strikes are given only when the student has failed to comply with requests to correct behavior

### **Strike 1: Verbal Warning**

Students are given Strike 1 to make the student aware of the unacceptable behavior and the specific way to fix it or ensure that it doesn't happen in the future.

### **Strike 2: Call to Parents**

Parents are advised of the unacceptable behavior the child is continuing to demonstrate despite having been given a verbal warning to correct behavior. If mis-behavior continues, the parent will be called back to send the child home.

### **Strike 3: Child Sent Home**

Call to send child home with possible suspension from Program with no refund for missed day(s).

# 2023-2024 After School Registration Forms

1st CHILD'S NAME \_\_\_\_\_ SCHOOL ATTENDING \_\_\_\_\_

(Please Circle) Middle Elementary

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

ALLERGY/MEDICAL/ BEHAVIORAL INFORMATION THAT STAFF NEED TO BE AWARE OF:

---

---

---

2nd CHILD'S NAME \_\_\_\_\_ SCHOOL ATTENDING \_\_\_\_\_

(Please Circle) Middle Elementary

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

ALLERGY/MEDICAL/ BEHAVIORAL INFORMATION THAT STAFF NEED TO BE AWARE OF:

---

---

---

MOM'S NAME \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

WORK # \_\_\_\_\_

DAD'S NAME \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

WORK # \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

EMAIL \_\_\_\_\_

EMERGENCY CONTACT (OTHER THAN PARENTS) \_\_\_\_\_

RELATIONSHIP TO CHILD \_\_\_\_\_ PHONE # \_\_\_\_\_

# 2023-2024 After School Registration Forms

WHAT DAYS WILL YOUR CHILD \_\_\_\_\_ (1st child's name) BE PICKED UP?  
(please circle) WEEKLY INDIVIDUAL DAYS

IF INDIVIDUAL DAYS, WHAT DAYS? \_\_\_\_\_

---

WHAT DAYS WILL YOUR CHILD \_\_\_\_\_ (2nd child's name) BE PICKED UP?  
(please circle) WEEKLY INDIVIDUAL DAYS

IF INDIVIDUAL DAYS, WHAT DAYS? \_\_\_\_\_

---

## PLEASE LIST ALL PERSONS THAT ARE AUTHORIZED TO PICK UP YOUR CHILD FROM AFTER SCHOOL?

NAME \_\_\_\_\_ RELATION \_\_\_\_\_

NAME \_\_\_\_\_ RELATION \_\_\_\_\_

NAME \_\_\_\_\_ RELATION \_\_\_\_\_

NAME \_\_\_\_\_ RELATION \_\_\_\_\_

---

## VICTORY AFTER SCHOOL PROGRAM PICK UP PERMISSION SLIP

My child \_\_\_\_\_ (child's name)

Has my permission to ride the Victory Vans for the school year of 2023-2024 until further notice.

PARENT/GUADIAN NAME \_\_\_\_\_ (please print)

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

---

## VICTORY AFTER SCHOOL PROGRAM PICK UP PERMISSION SLIP

My child \_\_\_\_\_ (child's name)

Has my permission to ride the Victory Vans for the school year of 2023-2024 until further notice.

PARENT/GUADIAN NAME \_\_\_\_\_ (please print)

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# 2023-2024 After School Registration Forms

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INITIAL EACH LINE. BY INITIALING, YOU ARE AGREEING TO THE POLICIES OF VICTORY KIDZ AFTER SCHOOL PROGRAM.**

\_\_\_\_\_ The Victory Vans are authorized to pick up my children from the school on the days they are registered for the program.

\_\_\_\_\_ Authorized payment of weekly pick up through ACH draft from checking/savings or auto payment of tuition through online credit card registration. No Exceptions! Payment in some other form can be made the Friday before pickup begins.

\_\_\_\_\_ If your child's fees for pick up are returned for insufficient funds through draft, your child will NOT be picked up the following day unless prior arrangements have been made and a \$35 overdraft charge will also be due.

\_\_\_\_\_ Once registered for the After School Program, a TWO WEEK written paid notice is required before your child withdraws from the program. Pick up during these two weeks is at parents discretion.

\_\_\_\_\_ All children must be picked up by 6:00 p.m. There will be a 5 minute grace period and a \$1.00 per minute charge will be added to your account.

\_\_\_\_\_ If your child does not need to be picked up on his or her regular pick up day, you agree to notify us by 2:00 p.m. at 931-526-4960. There will be no refunds for any absences on your child's pick up day.

\_\_\_\_\_ There will be days that the Victory After School Program will be closed and a day camp will not be offered. These specific dates are noted in the registration packet, and I am aware of those dates.

\_\_\_\_\_ You are aware and agree to our 3 Strike Behavior System.

\_\_\_\_\_ You are aware that there will be no camp offered if Putnam County Schools should close due to sickness and Snow Day Camp is not offered unless school has been canceled by 8 p.m. the previous day.



**PLEASE TURN OVER FOR WAIVER AND PERMISSION SLIP FOR YOUR**





