



Virginia Beach School of the Arts

Parent & Student Handbook 2022-2023

Welcome to Virginia Beach School of the Arts! We are honored you have chosen us to help enrich your family's homeschooling experience. We know homeschooling can be a daunting experience and we are here to work hand in hand with your family to help you succeed.

Mission Statement

We are committed to empowering families to take ownership of their children's education by providing a positive, enriching, safe and stimulating environment to assist in the homeschooling process. We are dedicated to our families and students, enabling them to achieve their utmost potential and strive to encourage a lifelong love of learning and the arts.

Vision

- To empower parents to take the lead on educating their children through the homeschooling process.
- Enhance the education process through the arts and through a more hands on approach.
- Foster a partnership with parents to instill in each child a sense of independence and confidence in their learning abilities.
- Emphasize academic excellence and individual achievement.
- Challenge students to grow intellectually, artistically, and personally.
- To work directly with parents to instill in students a strong sense of responsibility to one's actions and integrity.

Virginia Beach School of the Arts will fulfill this vision by:

- Hiring an outstanding, energetic, and enthusiastic faculty and staff.
- Having open and direct communication with parents and students.
- Maintain a clear, well outlined, educational plan for the year to allow for the parent/home and instructor/classroom atmospheres to co-exist and move together as one.

Parent Partnership:

The Virginia Beach School of the Arts instructor and parent partnership is key to a successful academic year. Parents and instructors are here with the common goal of helping your student succeed. We must work together to create and sustain an effective partnership. The following principles of good practice describe the respective roles of both partners.

Parents Role:

- Parents must understand that they are working in collaboration with the staff of VBSOTA for the common goal of educating their student(s).
- Parents will ensure that student arrives on time and is ready to begin class.
- Parents understand that their involvement in the educational process is mandatory. Academic days are limited to three hours to lay a strong foundation of the day's coursework. Coursework will go home daily and will require parent involvement to complete.
- Parents agree to remain open to instructors' perspectives and suggestions for the academic, social, and individual development of students.
- When concerns arise, parents will consult with instructor(s) directly in a respectful manner at first notice of issue.

Instructor's Role:

- Instructors understand that they are working in collaboration with the families and students in their appointed classrooms for the common goal of educating the student(s).
- Instructors will ensure that they are on-time and ready to begin class.
- Instructors will clearly communicate and provide guidelines of academic process and procedures for their classrooms.
- Instructors will remain open to input from families and students when offered insight or suggestions to the academic process.
- When concerns arise, instructors will provide open and direct communication at first notice of issue.
- Instructors will maintain steady and frequent communication to support and enable parents as they progress with their student(s) through the academic year to maintain a stimulating and academically challenging process.

On Campus Parent Involvement:

The Virginia Beach School of the Arts offers multiple ways for daily parent participation on campus. If you would like to be considered for volunteer opportunities, substituting, assisting, or joining our PTO please notify your student's instructor.

Follow our two Facebook pages, Virginia Beach School of the Arts and VBSA PTA and read our email newsletters for upcoming events and volunteer opportunities.

Registration and Payment Information:

Registering your student at Virginia Beach School of the Arts is now a streamlined process. From our website, www.vabeachsa.com, you will be presented with listings for our wide selection of academic and extracurricular courses. Once your selections have been made you will "check out" through our online registration system "Sawyer". Each family will be required to create a single registration form for the entire family which will be used for registering one or more students for any future courses at VBSOTA.

There are several options for payment:

- You may select to pay via debit or credit card. There is a 2.9% fee associated with paying through the Sawyer site.

If you would like to avoid the fee, you may enter in the 100% off coupon code "PAYANOTHERWAY" in the box at checkout then send your payment by:

- Venmo – Virginia Dill @virginia-dill
- PayPal – 757-717-7187
- Cash or Check dropped off at the Main Office in Bldg. 3083.
- Automatic Bank Draft (details forthcoming)

Please make sure to note on the selected payment form your student's full name, grade, extracurricular class name, day and time.

Tuition will vary depending on which courses have been selected and does not include curriculum or supply fees. When registering via Sawyer a total for courses will be given at completion of registration. If you have questions or concerns with regards to payments or tuition dues, please contact Virginia Dill at 757-715-7187 or virgina@vbsota.com.

Tuition is to be remitted monthly, for the semester or for the entire year. Monthly tuition is due in full regardless of attendance due to illness, vacations, holidays, or inclement weather. Tuition, supply fee and curriculum costs are non-refundable.

Student tuition paid over one month late will be assessed a \$50.00 late fee per month. If you encounter financial difficulties, please consult with Virginia Dill to make arrangements before your tuition balance is outstanding.

When completing your profile for registration via Sawyer please ensure that all information fields are filled out completely and correctly. We ask that you please include two emergency points of contact other than parents or guardians. It is also of the utmost importance to ensure that full disclosure of any allergy/medical issues is detailed in registration.

Students enrolling in our academic year are required by the State of Virginia to be enrolled in an accredited public or private school or registered as a home school student by their sixth birthday. If you require assistance with completing this process, contact us and we will help your family in obtaining the proper forms.

School Hours:

Please be respectful of arrival and dismissal times and procedures. It is very disruptive to have students arriving late and interrupting classes that are already in session. We have a very compact instructional day and every minute counts. We also cannot be responsible for students who are left unsupervised by guardians outside of school operating hours.

Academic School Hours:

Pre-Kindergarten and Advanced Pre-Kindergarten:

Hours: Monday – Friday 9:00am – 12:15pm

Doors will open for arrival at 8:55 am promptly.

Kindergarten:

Hours: Monday – Friday 9:15am – 12:30pm

Doors will open for arrival at 9:10 am promptly.

First Grade – 9th Grade:

Hours: Monday – Friday 9:15am – 12:45pm

Doors will open for arrival at 9:10 am promptly.

Drop Off and Pick Up Procedure:

Preschool, Advanced Preschool, Kindergarten and First Grade students:

Students are to be dropped off in our campus parking lot. Each grade will be given a color-coded car tag to ensure students are escorted by staff to their correct classroom. Please ensure that the car tag is on display at drop off and pick up. If you require an additional tag, please let your student's instructor know.

When entering the parking lot, please turn to your immediate right, following the white painted arrows, and form a double car line pulling all the way forward to the pink arrows in front of suite 3079 even if it is past your student's classroom. This keeps traffic from getting backed up on the public roadway.

Upon entering the parking lot, please have your student ready to disembark your vehicle. Please have them unbuckled and book bag packed. Preschoolers and Kindergartners will be assisted and escorted by a staff member to their correct classroom. First Graders will be escorted as needed.

Please do not converse with staff at pick up or drop off. This slows down the flow of traffic. Please do not leave your vehicle in the car drop off line. If you have information to convey, please email us or contact your student's teacher on dojo. If it is an immediate need, please park at the far end of the lot away from the car line and walk to the building.

When leaving, please pull out of the car line safely and quickly. Please be courteous and keep to procedures listed above. If you need to get settled before pulling out onto the road, please park at the far end of the parking lot and arrange your passengers and cargo there.

We request that visitors not park in spaces directly in front of the building and limit use to center areas only between the hours of 8:45 – 9:40 or 12:00 – 1:00.

Second Grade – Ninth Grade Students:

Second grade and up are dropped off on Kings Grant Road, not on Brickhouse Court or in the campus parking lot.

When turning onto Brickhouse Court, pass the back of our building, proceed straight towards the 90° turn at the park entrance. At the park entrance, make a U turn and pull up past the building's alcove. Please have your student ready to disembark your vehicle quickly and safely on the passenger side. Our staff will be on the sidewalk to supervise and direct students to their classroom.

For dismissal, your student will be waiting on the sidewalk under the trees looking for your vehicle. Please have your vehicle ready to be boarded at 12:45 for grades two and up.

Early Drop Off & Late Pick Up Procedures:

Early Drop Off and Late Pick Up is available for an additional fee and by reservation only. Reservations can be made via the Virginia Beach School of the Arts website through Sawyer.

*****Reservations must be made 24 hours in advance to allow for staffing.**

Early Drop off is available between the hours of 7:30am – 8:45am.

Late Pick Up is available between the hours of 12:00pm – 4:30pm.

Early Drop Off Location is in Bldg. 3083

Kid's Club / Late Pick Up Location is in Bldg. 3093

Early drop off and late pick up require a credit card to be kept on file. Credit Card information is kept securely via our Sawyer Registration system. To avoid unexpected charges please ensure that reservations are kept up to date for your student. If you have questions or concerns about reservations or charges, please contact Virginia Dill at 757-717-7187 or virginia@vbsota.com.

We will be automatically charging credit cards if a parent is more than 15 minutes late. Please expect these charges if you are late. If you are registered for, early drop off and come before your registered time, your credit card will be charged accordingly. We plan staffing according to registrations so please be accurate and timely so we can maintain the proper staff to student ratio.

School Calendar:

Our School Calendar can be found on our website, www.vabeachsa.com. Please check regularly for up-to-date information. Information will also be given through our various means of communication via school newsletters, course instructors, Facebook pages, and Class Dojo. Please refer to calendar on the website regularly before emailing and texting staff requesting dates.

Our academic session always begins on the Tuesday following the Labor Day Monday holiday. For the 2022-2023 academic session the first day of school is Tuesday, September 6th.

The end of our academic session is always the Friday of the last full week of May. For the 2022-2023 academic session the last day of school is Friday, May 26th.

Communication:

At Virginia Beach School of the Arts, we believe good communication is key to our educational partnership with students, families, and staff. We offer several platforms to ensure that information is readily available. Please ensure that if you are not enrolled in all of the following, reach out to your student's

direct instructor, admin or Virginia to help remedy the situation.

Communications Sources Available are as listed:

- **School Newsletter:** This is a school wide newsletter sent out by our owner and Director, Virginia Dill which includes school wide important dates, new class listings, volunteer opportunities and critical course information. If you are not receiving, please reach out to Virginia at virginia@vbsota.com and you will be added to our mailing list.
- **Class Dojo App:** Each instructor has their own Class Dojo page and sends invitations directly to parents in email or text. This is an excellent way to communicate directly to your instructor daily, see photos and videos of your student's day and allows the instructor to communicate to each family individually or as a group. If you have not received an invite for Class Dojo, please let your instructor know immediately and they will send an invitation directly.
- **Facebook:** VBSOTA maintains two Facebook pages, "Virginia Beach School of the Arts home of the Preschool of the Arts", which is a public page and "VBSA PTA" which is a private group for our community. This is another way to get up-to-date information on upcoming events, see photos of campus wide functions, see volunteer opportunities and where families can share and communicate together. Any Photos shown on social media, will never state the child's name for their privacy and safety.

For more direct communication please feel free to reach out:

*** Virginia Dill, Owner and Director**

757-717-7187 or virginia@vbsota.com

Office Hours for Virginia are from 8:00 – 6:00pm

*** Samantha Marti, Onsite Manager and Admin**

757-619-3149 or sam@vbsota.com.

Office Hours for Samantha are from 8:00am – 5:00pm

***** Please do not text or call Mrs. Dill or Mrs. Marti outside of stated business hours. If you require assistance outside of normal business hours, please email. Email is available 24/7 at virginia@vbsota.com and sam@vbsota.com**

Attendance Policy:

Homeschooling is an opportunity to not only have more ownership over your child's educational experience, but it also affords families more flexibility for what matters most, family time. We encourage it whole heartedly! However, we are working in partnership with our families to ensure the best academic progression, so we do strongly encourage regular attendance.

With instructors and families working together and staying in good communication breaks can easily be arranged to not fall behind the class as a group. If you are planning to take time away, please inform your instructor in advance so that a plan of action can be given to stay in steady rhythm with the class upon return to the classroom.

Reporting Absences:

If you will be absent without prior arrangements being made, please contact your instructor directly or contact our onsite manager, Samantha Marti at 757-619-3149 or sam@vbsota.com

If your student's absence is due to illness, please disclose the illness so that we can prepare parents for possible outbreaks. All information will be kept private. If your student has had a fever, excessive cough, vomiting or excessive symptom within the last 24 hours they are not permitted to return to school until symptoms are managed without medication for a full 24 hours.

Tardiness:

We understand that issues arise but please be respectful of our compact instruction day. If you are running behind, please contact your instructor directly or contact our onsite manager, Samantha Marti at 757-619-3149 or sam@vbsota.com.

If you are going to be 5 minutes late, please do not call.

School Closure Policy:

In the event of inclement weather, if the Virginia Beach School of the Arts will be cancelling morning or afternoon classes due to inclement weather, parents will be notified on Class Dojo and on the private Facebook page, VBSA PTO. If roads are icy for morning travel, it is possible we will be operating on a delayed start time for Homeschool Unlimited. Afternoon classes may still be held. Please be alert for communications if inclement weather is expected. Missed days for PreK - 9th grade will not be made up. Students attending afternoon enrichment classes will be offered makeup options.

Curriculum:

With Grades PreK all the way up to middle school we want the best for your student(s) and family which is why we have selected tried and true programs and curriculums for our campus.

For PreK students we adapt “Handwriting without Tears” for early writing and phonics skills and stay current on the most up to date, fun interactive methods to develop their academic, emotional, gross, and fine motor skills.

For our Kindergarten through middle school students, we implemented “The Good and The Beautiful” curriculum for a strong foundation and supplement as needed to adapt to your students’ individual needs and to provide you with an excellent foundation to educate at home as well.

“The Good and The Beautiful” is a religious based curriculum but we do not touch on the religious aspects in the classroom and leave this to parental discretion. We want all denominations, cultures, and backgrounds to feel welcome and included on our campus. We truly believe that “The Good and The Beautiful” is the most comprehensive, family and classroom friendly homeschool curriculums available.

Order forms for curriculum will be made available at the beginning of each academic term or upon registration if enrolling during a term already in session. Each student will purchase their own personal set of curriculum books and supplies at the start of the academic year directly from our curriculum coordinator, Mrs. Kelly Gish. She can be reached by phone at 240-472-8375 between the hours of 9:00am – 4:00pm or via email 24/7 at kelbel1980@hotmail.com.

Home Schooling Requirements and Helpful Information:

Notice of Intent:

Students enrolling in our academic year are required by the State of Virginia to provide a “Notice of Intent” to their local school superintendent and be registered as a home school student by their sixth birthday.

If you require assistance with completing this process, contact us and we will assist your family in obtaining the proper forms.

Report Cards and Parent Teacher Conferences:

Parent Teacher Conferences:

Parent teacher conferences will be held twice annually. Dates are listed on the school calendar displayed on the website but will also be announced on Class Dojo, Facebook and in the school newsletter. Conferences held on these dates will be by appointment only.

Report Cards:

Home schooling does not typically require a Report Card in the traditional sense due to the fact that you are aware of your student's progress daily. The Good and The Beautiful has built in assessments so that their progress is consistently monitored, and your student's teacher will keep you abreast daily of any deficiencies or areas of concern.

However, if you would like a report card for your records, please set a time to meet together with your student's teacher and together you will discuss the appropriate grade to assign the student.

Behavior and Discipline Policies:

At Virginia Beach School of the Arts, we believe in conscious discipline and teaching our students techniques that will help them with making good, positive choices and set them up for success in their futures as they mature and grow.

With our Preschool and Kindergarten Students:

We are firm believers that manners matter and that big feelings matter. With our smaller friends, we understand that they are experiencing a lot of "new" in their lives and we want them to have a safe space to learn and grow.

When issues arise, and we know they will, we take them on a case-by-case basis. Each child's needs and abilities are different.

This process is something that takes time, patience and learning to comprehend so we do so in the most loving and supportive way that suits their age and abilities. When issues do arise, we maintain strong parent communication to work as a team to help your little one(s) succeed.

With our Older Students:

As with any age we understand that each stage of growth is full of its own unique challenges. Our goal as a community here at VBSOTA is to create a safe and loving environment for growth not just in academics but in life.

With our small classrooms our students have the opportunity to form bonds with their classmates as well as instructors. We are here to help guide them through those challenges. When behavior problems arise Instructors will maintain strong, immediate communication with parents. We also offer students safe spaces to take a moment if necessary or to have a conversation to find better solutions for their behavior choices.

In regards to excessive behavior, if a student is violent, repeatedly disrespectful, destructive to property, repeatedly uses profanity, repeatedly impedes the flow of instruction with inappropriate behavior, tantrums etc. or repeatedly disrupts the peaceful atmosphere of the classroom we do reserve the right to disenroll the student without notice. Again, the course of action VBSOTA takes will be considered on a case by case basis.

Special Needs:

If your student has special needs, ADHD, Dyslexia, ADD, Autism, Speech Delay, Academic Delay or any psychiatric condition or academic need for an IEP or special education requirements please inform the school immediately upon diagnosis. Virginia Beach School of the Arts takes these students on individual, case by case basis after assessing the student. Virginia Beach School of the Arts, as a whole, is not trained for Special Education, nor do we receive funding for resources required.

Outdoor Activities and Play:

At VBSOTA we value time that can be spent in the fresh air all season long! We regularly hold classes, picnic, and playtime throughout our campus. Our campus is beautifully situated between a lovely city-maintained nature trail with ample outdoor classroom space and directly beside The Francis Land House, a living history museum. Classes regularly take nature walks, climb trees, play, and even maintain a community garden all within walking distance to the school. We are so pleased to have these public spaces to explore with our city of Virginia Beach Community.

On campus the children have free play time at the far end of our parking area. We have various sporting equipment, bikes, and scooters for all to enjoy while taking a break from their studies. We also regularly have outdoor games, PE classes and Field Day to keep the children active throughout the school year.

Medical Care and Safety:

All Virginia Beach School of the Arts instructors and assistants are CPR and First Aid Certified and have had thorough background checks. VBSOTA complies with stated requirements and safety standards issued by the State of Virginia and is not overseen directly by any government agency. We are a privately owned business.

If your child is in need of medical care, we do maintain basic First Aid kits in each classroom. Should your child require medication during school hours please advise your child's direct instructor and onsite manager, Samantha Marti directly. We do offer onsite safe keeping of any medications required. Please do not send any medication, prescription or over the counter without prior notification. This includes sunscreen and bug spray.

If your child has any medical issue or allergy, please make sure that it is included, in detail, on your registration. Also ensure that two emergency contacts are listed who are not parents or immediate guardians.

Food:

Virginia Beach School of the Arts is a nut free school. Please ensure that your student's lunch or snack is free of any items with any form nut or trace amounts of nuts. If you send a snack containing nuts with your student, they will not be permitted to consume it and will be given a snack from our small emergency pantry in its place. If you would like to make a donation of prepackaged, allergy free snacks, please ask our staff for suggestions.

Each student will require a lunch box/bag and re-useable, leak proof water bottle. Please ensure that items are clearly labeled with your student's full name. If your child is here for an extended day of classes, please pack ample snacks and lunch to accommodate their appetite for the day.

When selecting items to pack for snacks and lunches please avoid, nuts, yogurts, fruit cups, sodas, candy, or items that require silverware or could create a slipping hazard if spilled. Please refrain from sending excessively sugary foods.

Special Occasions:

We love to celebrate with all our families and students! When families wish to send in special treats for holidays or birthdays, we happily encourage it! If you would like to send in something special, please contact your student's instructor directly or onsite manager, Samantha Marti in advance so that we can assure that any allergies or medical concerns are covered.

Withdrawing Procedure:

If your child must withdraw from the Virginia Beach School of the Arts a 30 day written notification is required and your child may attend for those 30 days. Supply and curriculum fees are non-refundable.