

Family Handbook | 2026–2027 Program Year

Foundations Fine Arts Academy

Welcome to the Family

You work tirelessly to do it all for your family. Let us stand in the gap. Foundations Fine Arts Academy (FFAA) is honored to partner with homeschool families by taking the pressure off your daily routine. While you enjoy guilt-free, uninterrupted breathing room to work, rest, or recharge, we provide your child with elite real-world development.

Our signature program builds confidence, capability, and deep social connections through hands-on exploration. This handbook serves as our shared partnership roadmap. By enrolling your child, you agree to join us in following these guidelines to keep our community safe, organized, and thriving.

Program Model & Compliance

Foundations is a part-time, specialized homeschool enrichment program for students ages 8+.

- **Open-Access Status:** We operate under specialized open-access youth instructional track. We are not a daycare, childcare facility, or private school.
- **Homeschool Responsibility:** Parents retain ultimate legal custody and supervisory responsibility. You remain fully responsible for your child's legal homeschool compliance, portfolio records, curriculum selections, and annual evaluations.
- **The 4-Hour Session Boundary:** Each registered program day consists of one 4-hour session. Students may not be on-site outside of their designated program window. We do not provide care or supervision between separate daily tracks.

Attendance & The Daily Rhythm

Our multi-disciplinary curriculum is engineered as a seamless weekly progression.

- **Roster Continuity:** Regular attendance allows your child to complete large team projects and build lasting friendships. Please send a quick text or email if your child will be absent.
- **Fixed Scheduling:** Missed sessions belong exclusively to that calendar day. To keep our staff-to-student ratios stable, missed days cannot be rolled over, refunded, or traded for different days of the week.
- **Arrival & Pickups:** Please respect our Guides' lesson blocks by dropping off within the designated arrival window. Late pickups directly impact our staff's personal time and will result in a standard late care fee of \$25 per occurrence.

Financial Commitment & Payment Policy

By registering, you are securing your child's dedicated seat for a full 5-month semester track.

- **Guide Consideration:** Our staff salaries, facility costs, and project supplies are committed for the entire season based on your registration. Therefore, you are financially responsible for the entire semester tuition, even if your child withdraws early.
- **The \$100 Deposit:** Your initial registration deposit counts directly toward your first month's total cost. This fee is strictly non-refundable if you change your mind before the semester begins.
- **Monthly Due Dates:** If you choose our monthly payment plan, all tuition invoices are due by the **last day of the previous month** (e.g., August tuition must be paid in full by July 30th).
- **The 3-Day SUFS Rule:** State scholarship funding is fully welcomed! If you use Step Up For Students (SUFS) Direct-Pay, you **must** log into your portal and submit the finds at least **3 business days before our monthly due date**. This allows the funding to clear the system on time.
- **Backup Card Requirement:** Families must keep a valid payment method on file. If SUFS funding is delayed, paused, or rejected by the state, the family remains responsible for the balance, and the card on file will be charged to keep the child's seat active.

Community Behavior & Culture

We maintain a warm, inspiring environment where every child feels safe to share their big ideas.

- **Student Expectations:** Participants are expected to treat peers and Guides with active kindness, follow safety instructions, and respect the shared facilities.
- **Progressive Redirection:** Disruption is handled with supportive correction, a quick break from the activity, and/or parent notification. If a student's behavior continuously risks the safety or well-being of the group, we reserve the right to end their enrollment immediately.
- **Parent Conduct:** We value open, respectful communication. Hostile, abusive, or threatening behavior toward our staff, volunteers, or other families will result in immediate termination of registration.
- **Zero Tolerance:** Violence, bullying, property destruction, or weapons result in immediate, permanent dismissal with no refunds.

Dress Code & Technology

- **PE & Movement Clothes:** Growing minds need moving bodies! Students must arrive dressed in comfortable clothing and closed-toe athletic shoes that allow them to safely run, jump, and participate in active physical education (PE).
- **Dress Code:** To prevent classroom distractions, costumes, capes, animal ears, tails, masks, cosplay outfits, pajamas, etc., are not permitted during standard program sessions.
- **Screen-Free Zone:** Personal electronic devices and cell phones must remain turned off and zipped inside backpacks during scheduled sessions to encourage deep social connection.

Health, Safety, & Medical Boundaries

- **Illness Guidelines:** To protect our community, please keep your child home if they have a fever, are vomiting, or display a persistent, contagious cough. Students must be symptom-free for a full 24 hours without medication before returning.
- **Medication Boundary:** To prevent accidental dosing, our Guides do not hold, manage, or distribute medications. Any long-term daily medications must be administered by a parent prior to arriving for their 4-hour session. Emergency items like EpiPens or inhalers must be clearly labeled and checked in directly with administration.
- **Medical Emergencies:** If a medical emergency arises, our staff will apply immediate first aid and contact parents immediately. If parents cannot be reached, staff are authorized to contact emergency medical services (911).

Liability, Safety, & Legal Disclosures

- **Belongings Waiver:** We recommend labeling all personal gear. Foundations is not legally or financially responsible for any lost, stolen, or damaged personal belongings brought to the facility.
- **Inherent Risks:** Hands-on science experiments, culinary tools, and physical recreation involve normal, inherent risks. By enrolling, families release Foundations, its owners, staff, and facility partners from liability for injuries occurring during standard participation.
- **Emergency Closures:** For severe weather or regional emergencies, we follow the closure decisions of Hillsborough County Public Schools. Sessions cancelled due to county-wide or city-wide closures cannot be rescheduled or refunded.
- **Dispute Resolution:** Any community concerns must first be addressed directly with program leadership through private communication. If a resolution cannot be reached, both parties agree to use formal mediation prior to initiating any legal action.

Final Acknowledgment of Policy & Consent

By completing your registration payment, submitting your intake form, or dropping your child off for attendance at Foundations Fine Arts Academy, you formally acknowledge that you have read, understood, and agree to abide by all the policies, financial commitments, liability releases, and operational guidelines outlined in this Family Handbook.