



Victory Christian Academy

March 16, 2020

Dear VCA Preschool Parents,

Thank you for your cooperation and patience this morning with our drop off procedures. We will continue these same procedures for the foreseeable future as a precautionary measure for your child.

Starting today, if you are not comfortable with your child attending preschool, please feel free to keep your child at home. As long as Victory Christian Academy (K-12) and Polk County Schools are CLOSED, **you will not be responsible for paying your usual weekly tuition.** We are suspending the tuition policy for those who choose not to attend due to this unforeseen pandemic crisis.

Please reply to this e-mail if you do not want your child to attend preschool at this time. We will use your reply as written notice to remove your child's weekly tuition and hold your spot until the school closure is lifted. Please be assured that we are taking extra precautions to make every effort to keep our facility as clean as possible.

If your intentions are to continue child care this week, please reply to this email so we can prepare for adequate staff. Our goal is to continue providing preschool services as long as it feasible to do so, and is agreement with the Florida Department of Children & Families' recommendations.

We pray you and your family are safe and well. Thank you for your understanding during this time.

In HIS Service,

Karla Collins, VCA Head of School
Sandy Cockman, VCA Preschool Director