



Victory Alliance Family Handbook

2026-2027
Think in a New Direction



Homeschool-Hybrid Drop-Off Program

Fellowship Church, 2555 Garfield Rd. N, Traverse City, MI

va@victoryalliance.net | 231-493-2551

Quick Reference for Families

Program Basics

Program Day: 10:00 AM - 4:00 PM

Doors Open: 9:45 AM

Pickup: Promptly at 4:00 PM

Location: Fellowship Church, 2555 Garfield Rd. N, Traverse City, MI

General Contact: va@victoryalliance.net | 231-493-2551

Primary Communication Tools

Spark: Primary family communication and billing platform. Families should check Spark regularly and keep notifications on.

Facebook: General announcements, reminders, public updates, and broad program communication.

For general program questions, please check the handbook, official calendar, Spark, Facebook, and notices sent home before contacting faculty.

Who to Contact

Contact your student's primary teacher for:

- absences
- late arrivals
- early pickups
- illness
- student-specific academic questions
- student-specific behavior, adjustment, or classroom concerns
- make-up work after an absence

Contact Victory Alliance directly for:

- enrollment questions
- membership or billing questions
- general program questions
- information not specific to one student's classroom experience

Illness and Absences

Please keep students home when they are ill, contagious, feverish, vomiting, experiencing significant symptoms, or unable to participate well in the school day.

When your student will be absent, late, or picked up early, notify your student's primary teacher as soon as possible.

Important Reminders

- Parents are responsible for transportation to and from regular program days.
- Students should bring lunch, snack, and a spill-proof water bottle each day.
- Personal phones and devices may be used only as permitted by teachers.
- Families should keep emergency contacts, medical information, approved pickup adults, and billing information current in Spark and the forms packet.
- Separate forms will be sent home for medical authorization, medication authorization when applicable, media permission, liability/hold harmless acknowledgment, and field trip or transportation permission when applicable.

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1. Welcome to Victory Alliance

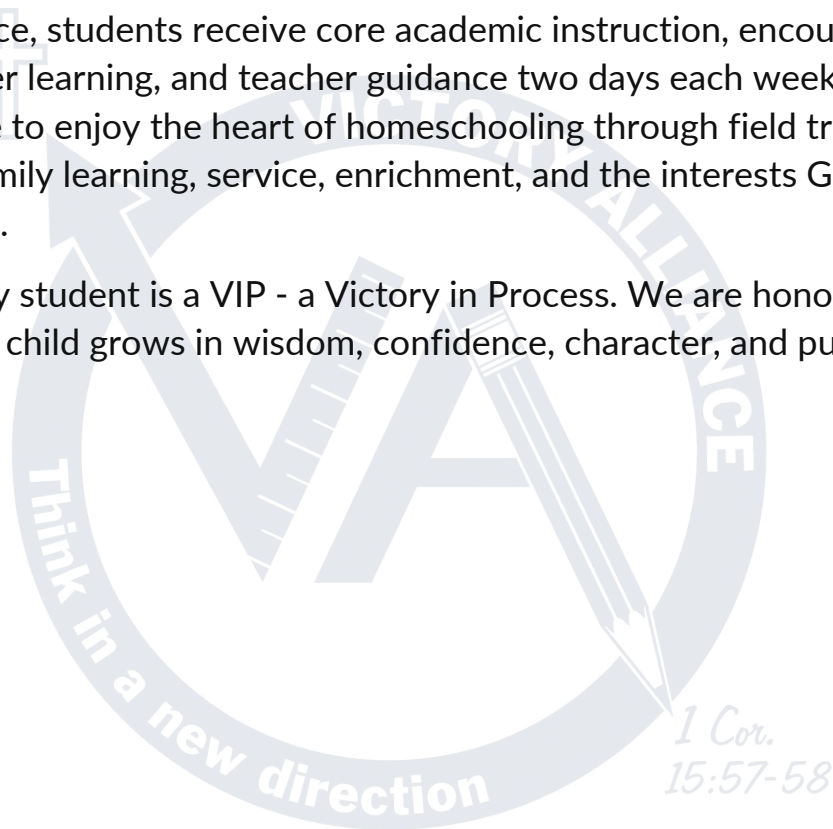
Welcome to Victory Alliance! We are so glad your family is part of this community.

Victory Alliance exists to come alongside homeschooling families with consistent, professional academic support while preserving the freedom, flexibility, values, and family rhythm that make homeschooling so valuable.

Our goal is not to replace the home. Our goal is to strengthen it.

At Victory Alliance, students receive core academic instruction, encouragement, collaborative peer learning, and teacher guidance two days each week. On off-days, families continue to enjoy the heart of homeschooling through field trips, electives, music, sports, family learning, service, enrichment, and the interests God has placed within each child.

We believe every student is a VIP - a Victory in Process. We are honored to partner with you as your child grows in wisdom, confidence, character, and purpose.



2. Our Mission and Philosophy

Victory Alliance is a Christ-centered homeschool-hybrid program serving families in the Grand Traverse area. Our desire is to equip students to grow in knowledge and implement what they have learned with wisdom. We define wisdom as "Thinking God's Way."

We believe students grow best when they are known, encouraged, challenged, and supported. Our teachers help students approach learning with a victorious mindset, seeing academic growth not simply as checking boxes, but as part of becoming who God created them to be.

At Victory Alliance, we value:

- academic excellence with grace and encouragement
- wisdom before mere information
- strong character and respect for others
- parent partnership
- flexible, student-aware instruction
- a small, relational learning community
- a relaxed homeschool culture
- growth in confidence, responsibility, and purpose

Parents remain the primary educators of their children. Victory Alliance supports that calling by providing consistent instruction, resources, encouragement, and accountability in key academic areas.

What We Believe About Learning

Victory Alliance teaches students that learning is not simply about finishing assignments. Learning is an opportunity to grow in wisdom, discipline, perseverance, curiosity, and confidence.

We want students to understand that mistakes are part of learning. A student who is willing to try, ask questions, correct misunderstandings, and keep going is

developing far more than academic skill. That student is developing a teachable spirit.

Our desire is for students to leave Victory Alliance with a stronger sense of who they are, what they are capable of learning, and how to approach hard things with courage and faith.



3. Program at a Glance

Victory Alliance provides a drop-off homeschool-hybrid program with core academic support two days each week.

Program Focus:

- Language Arts
- Reading, writing, grammar, vocabulary, literature, communication, and evidence-based writing
- Mathematics, including upper-level math support
- Hands-on Science
- Christian encouragement, character development, and peer learning
- Teacher guidance, progress support, and academic accountability

Program Day: 10:00 AM - 4:00 PM

Arrival: Doors open at 9:45 AM. Classes begin at 10:00 AM. Students should arrive on time and ready to learn.

Dismissal: The program day ends at 4:00 PM. Students should be picked up promptly.

Victory Alliance offers both Monday/Wednesday and Tuesday/Thursday program options, depending on enrollment and placement availability.

A Drop-Off Program With Parent Partnership

Victory Alliance is designed to give families meaningful academic support while allowing parents to remain the primary educators. Parents do not need to stay on site during the program day unless they are serving in an approved volunteer role or attending a scheduled meeting or event.

This drop-off structure gives families time for work, errands, younger children, lesson planning, appointments, household needs, ministry, rest, or other responsibilities while students receive consistent academic instruction and encouragement.

4. The Homeschool-Hybrid Partnership

Victory Alliance works best when families and teachers partner with shared expectations and open communication.

Two days each week, students receive structured academic instruction, support, teacher guidance, peer learning, and encouragement at Victory Alliance. The remaining days belong to the family for home learning, electives, field trips, rest, service, sports, music, family rhythms, and special interests.

This model gives families room to breathe while helping students stay supported in core academic areas.

Families can expect Victory Alliance teachers to:

- prepare meaningful instruction in core subjects
- provide learning support in the classroom
- communicate important academic or behavioral concerns
- encourage students with patience and care
- help students grow in responsibility and confidence
- support the homeschool journey without replacing the parent's role

Victory Alliance asks families to:

- communicate absences, concerns, and needed updates promptly
- help students arrive prepared and on time
- support follow-through at home when assignments or make-up work are needed
- complete required forms and keep emergency information current
- partner with teachers in a spirit of grace, respect, and shared purpose
- review appropriate handbook expectations with their students

Home Days Matter

Because Victory Alliance is a hybrid program, home days remain an important part of the learning rhythm. Teachers may give assignments, practice work, reading,

projects, or make-up work to be completed outside of program days.

Parents are encouraged to help students build routines at home that support the work being done at Victory Alliance. A simple weekly routine for reviewing assignments, reading, practicing math, and preparing supplies can make a significant difference in student confidence and progress.



5. Academic Support, Curriculum, and Student Placement

Victory Alliance provides consistent instruction in key academic areas while honoring the flexibility of the homeschool model.

Core Academic Support

Victory Alliance focuses on the academic areas that many families appreciate having additional support for:

- Language Arts
- mathematics
- upper-level math support when available
- hands-on science
- reading and literature
- writing and evidence-based communication
- vocabulary, grammar, and academic skill-building

Teachers select and use curriculum, resources, technology, classroom activities, and assignments that serve the needs of the students in front of them.

Curriculum and Resources

Victory Alliance uses a variety of curriculum resources, subscription tools, classroom technology, hands-on materials, and teacher-selected learning supports. These may include printed materials, digital resources, iPads or Chromebooks, smart boards, whiteboards, hands-on labs, group activities, independent practice, and teacher-created materials.

Curriculum is chosen to help students understand concepts well, grow in confidence, and make steady academic progress. When appropriate, teachers may adjust pacing, practice, or support so students can move forward with greater success.

Multi-Age Flexibility

Victory Alliance is intentionally flexible. Students may work with classmates of different ages when it serves the learning need well.

Some students may be ready to move ahead in a subject. Others may need a concept retaught, practiced differently, or filled in before moving forward. This flexibility allows teachers to support students based on readiness rather than relying only on age or grade level.

Families should expect that placement and grouping may shift when teachers determine that a different arrangement would better support learning.

Student Progress and Parent Communication

Teachers will communicate with families when there are significant academic concerns, behavioral concerns, missing work patterns, or areas where a student needs additional support.

Parents are encouraged to reach out to the student's primary teacher when they have questions about their child's progress, assignments, or classroom experience.

Additional Tutoring

When additional instruction is needed beyond the regular program day, families may ask whether tutoring is available. Tutoring is not included in regular membership and may involve additional cost, depending on availability and the arrangement made with the teacher.

6. Calendar and Program Days

Victory Alliance follows a published program calendar each year. Families should use the official calendar for their assigned pod for exact class days, missed class days, return dates, and special notes.

For the 2026-2027 program year:

- Monday/Wednesday begins: Monday, Sept. 14, 2026
- Tuesday/Thursday begins: Tuesday, Sept. 15, 2026
- Last day for all programs: Thursday, May 27, 2027

Full Program Breaks:

- Thanksgiving Break: Nov. 23-27, 2026
- Christmas Break: Dec. 21, 2026-Jan. 1, 2027
- Spring Break: March 22-26, 2027
- Easter Break: March 29-April 2, 2027

Because students attend in different pods, individual pod calendars may show the class days missed and the exact return date for that pod.

Calendar Reminders

Please keep your program calendar in a place where it can be checked regularly. Families are responsible for knowing which days their student is scheduled to attend.

When special events, presentations, field trips, schedule adjustments, or weather updates occur, Victory Alliance will communicate through Spark and/or other appropriate channels.

7. Communication

Clear communication helps the program run smoothly, protects faculty time, and helps students feel supported.

Primary Communication Pipeline: Spark

Victory Alliance's primary family information pipeline is Spark. Spark is the parent communication and billing platform Victory Alliance uses for important program information, family updates, membership billing details, notices, and other school-year communication.

Families should check Spark regularly and keep notifications turned on so they do not miss important updates. Families are also responsible to keep phone numbers, email addresses, emergency contacts, and billing information current in Spark.

Facebook and General Announcements

Victory Alliance also uses Facebook for general announcements, reminders, public updates, and broad program communication. Facebook is helpful for program-wide reminders, community encouragement, and general information, but it should not be used as the main place for private student-specific conversations.

For general program questions, families should first check the handbook, the official calendar, Spark, Facebook, and notices sent home.

Contacting Teachers

Parents are always welcome to contact teachers directly using the included Faculty Contact Information when they have questions or concerns about their specific student.

Teacher contact is best reserved for:

- student-specific academic questions
- concerns about a child's progress, behavior, or adjustment

- clarification about a specific assignment or class expectation
- make-up work after an absence
- information that is not already included in the handbook, sent home as a notice, or available on Spark

To be courteous and respectful of our faculty members and their family time, families should avoid contacting teachers for general program information that has already been shared through Spark, Facebook, the handbook, the calendar, or notices sent home.

Teachers will do their best to respond in a timely manner. Please allow reasonable response time, especially during evenings, weekends, family time, and non-program days.

General Victory Alliance Contact

For general program questions, enrollment questions, membership questions, billing questions, or information that is not specific to one student's classroom experience, families may contact Victory Alliance directly.

Email: va@victoryalliance.net

Call/Text: 231-493-2551

Location: Fellowship Church, 2555 Garfield Rd. N, Traverse City, MI

Parents should notify their student's primary teacher as soon as possible regarding:

- absences
- late arrivals
- early pickups
- illness
- changes in emergency contacts
- medical updates
- transportation changes
- family concerns that may affect the student's day

Communication Tone

Victory Alliance values respectful, gracious communication. Concerns are best handled directly, calmly, and with a shared desire to support the student well.

If a concern involves a specific class, assignment, student interaction, or classroom issue, please begin by contacting the appropriate teacher. If additional support is needed, Victory Alliance leadership may become involved.



8. Attendance, Tardiness, Early Pickups, and Travel

Consistent attendance helps students receive the full benefit of the instruction, peer learning, and teacher support Victory Alliance provides. We understand that family life, travel, illness, and unexpected circumstances happen, and we ask families to communicate as early as possible when a student will be absent, late, or picked up early.

Program Day Timing

Victory Alliance's program day runs from 10:00 AM to 4:00 PM. Doors open at 9:45 AM so students can get settled and be ready to learn when classes begin.

Students should arrive on time and be picked up promptly at dismissal. Arriving on time helps students begin the day with focus and prevents disruptions once instruction has started.

The time before and after programming is used by faculty for set-up, clean-up, planning, preparation, and student support. Prompt pickup is an important courtesy to faculty and helps the program day end smoothly.

Absences

When a student will be absent, parents should notify the student's primary teacher as soon as possible. If the absence is due to illness, we appreciate knowing so we can support your family and give appropriate guidance for missed work.

Learning continues at home, too. When a student misses a program day, parents should plan to help their child review missed material, complete make-up work, or follow any guidance provided by the teacher.

Planned Travel or Extended Absences

Victory Alliance recognizes the value of family travel and special opportunities. When a planned absence will overlap with program days, please communicate with your student's primary teacher as far in advance as possible.

Advance notice gives teachers time to determine whether make-up work, learning packets, or other arrangements are appropriate. Please understand that preparing alternate plans requires extra teacher time, especially when multiple students are involved.

In some situations, additional tutoring may be recommended or available at an additional cost to help a student catch up after an extended absence.

Late Arrivals

We understand that mornings can be hectic. If your student will arrive late, please notify the student's primary teacher as soon as possible.

When arriving after the program day has begun, students should enter quietly, follow any posted instructions, and join the class with as little disruption as possible.

Early Pickups

If an early pickup is needed, please communicate in advance whenever possible. This allows teachers to prepare the student, gather belongings, and help the transition happen smoothly.

For student safety, students may not leave the premises during the program day unless they are picked up by a parent or another approved adult.

Transportation to and From Victory Alliance

Parents are responsible for transportation to and from Victory Alliance. Carpooling is welcome and encouraged when it works well for families.

If someone other than a parent will regularly pick up a student, that person should be listed as an approved pickup contact. Please communicate temporary pickup changes as early as possible.

Student Drivers

Student drivers, when permitted by their families, should arrive no earlier than the approved arrival window, park in designated spaces, and leave promptly after

dismissal.

Students may not return to vehicles during the program day, including lunch or recess, unless given permission by a teacher or staff member.



9. Illness, Health, Medication, and First Aid

We want Victory Alliance to be a healthy and safe learning environment for students, teachers, and families. Please use wisdom and consideration when deciding whether your child should attend on a program day.

When Students Should Stay Home

Students should stay home when they are ill, contagious, feverish, vomiting, experiencing significant symptoms, or unable to participate well in the school day.

If your child is staying home due to illness, please notify your student's primary teacher as soon as possible so the teacher can provide guidance on missed work and so we can support your family in prayer.

Because Victory Alliance serves multiple families in a shared classroom environment, we ask parents to be considerate of other students and staff when illness is present.

Returning After Illness

Students should return when they are well enough to participate fully and when symptoms are no longer likely to spread illness to others.

If a student becomes ill during the program day, a parent or approved adult may be contacted to pick up the student.

Medical and Emergency Information

Families are responsible to keep emergency contacts, allergy information, medical needs, and other important student health information current in Spark and in the required forms packet.

If your child has allergies, medical needs, dietary restrictions, or health concerns that may affect the school day, please communicate directly with your student's primary teacher before the first day of programming or as soon as the concern becomes known.

First Aid and Medical Authorization

Victory Alliance may provide basic first aid when needed during the program day. Families will be asked to complete a separate medical/emergency authorization form as part of the required forms packet.

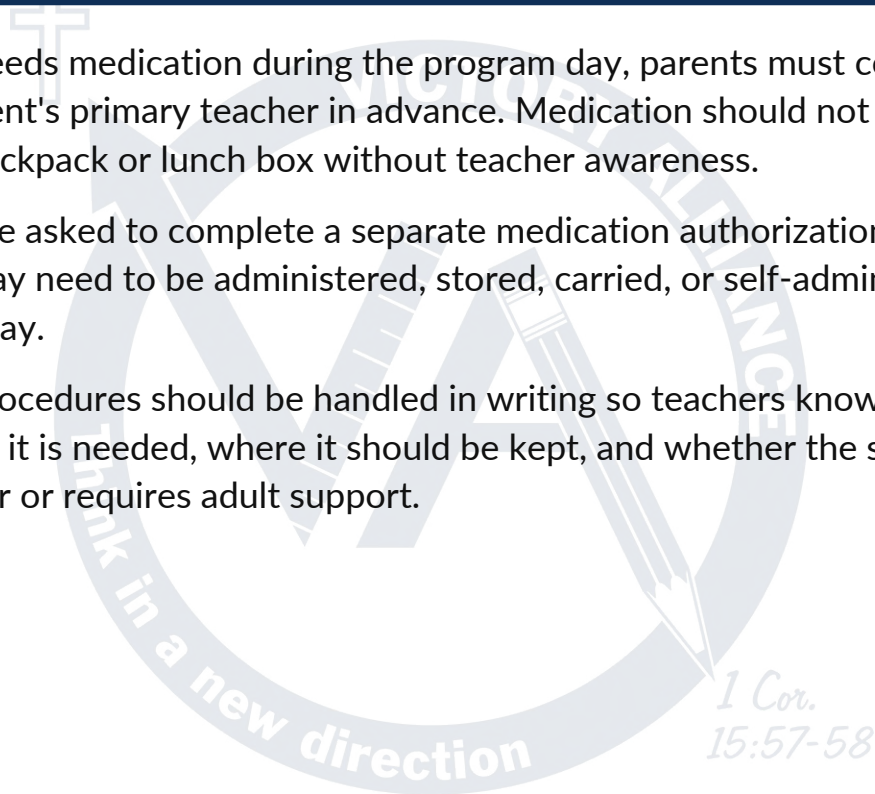
The handbook summarizes this policy only. The forms packet should include the full medical authorization and emergency contact language that families must sign.

Medication

If a student needs medication during the program day, parents must communicate with the student's primary teacher in advance. Medication should not be sent loosely in a backpack or lunch box without teacher awareness.

Families will be asked to complete a separate medication authorization form when medication may need to be administered, stored, carried, or self-administered during the program day.

Medication procedures should be handled in writing so teachers know what is needed, when it is needed, where it should be kept, and whether the student may self-administer or requires adult support.



10. Student Conduct and Character Expectations

Victory Alliance is a small, relational learning community. Students are expected to treat teachers, classmates, volunteers, property, and themselves with respect.

Our conduct expectations are rooted in Scripture and in the belief that students are growing into the excellent identity God has given them.

Basic Principles of Conduct

Victory Alliance teaches students to:

- show proper respect for everyone
- speak truthfully
- work without arguing or complaining
- make things right when conflict occurs
- treat people and property with care
- participate with a teachable attitude
- use wisdom in words, choices, and actions

Rather than maintaining a long list of rules for every situation, Victory Alliance helps students ask whether their words and actions are wise, respectful, truthful, and reflective of their best identity in Christ.

Scriptural Foundation

Victory Alliance's conduct expectations are shaped by principles such as:

- "Show proper respect to everyone." - 1 Peter 2:17
- "Do everything without grumbling or arguing." - Philippians 2:14
- "Each of you must put off falsehood and speak truthfully." - Ephesians 4:25
- "Do not let the sun go down while you are still angry." - Ephesians 4:26

These principles help students learn how to live wisely in community, not simply how to obey a list of rules.

When Correction Is Needed

When a student struggles with behavior, teachers will seek to correct with grace, clarity, and consistency.

A typical response may include:

1. a simple correction or reminder from the teacher
2. a student phone call to the parent if the struggle continues
3. a parent-teacher plan to help the student move forward successfully

Some issues require immediate parent involvement, including offensive or inappropriate language, stealing, disruptive outbursts, inappropriate or excessive use of electronics, bullying, intentional destruction of property, or sexualized speech, images, or behavior.

In serious cases, Victory Alliance may require early pickup, a parent meeting, a behavior plan, suspension from programming, or dismissal from the program.

Bullying, Harassment, and Harmful Conduct

Victory Alliance expects students to treat one another with dignity and respect. Bullying, intimidation, coercion, repeated cruelty, intentional humiliation, threats, or efforts to harm another student physically, emotionally, socially, or spiritually are not acceptable.

Students should tell a teacher when they are being mistreated or when they see another student being mistreated. Parents should contact the student's primary teacher if they become aware of a concern that needs adult attention.

Conflict Resolution

Because conflict can happen in any community, Victory Alliance encourages students to address problems with honesty, humility, and forgiveness. When appropriate, teachers will help students resolve conflict before going home so they do not carry unresolved anger into their time away from Victory Alliance.

11. Dress, Personal Belongings, and Supplies

Victory Alliance has a relaxed homeschool culture. We do not require uniforms.

Students should come to Victory Alliance clean, appropriately dressed for the day's activities, and ready to learn. Comfortable clothing is welcome.

Dress Expectations

Victory Alliance does not maintain a detailed dress code. We simply ask students to dress in a way that is clean, modest, practical, and appropriate for a learning environment.

Students should also dress for the weather and for possible outdoor time. Elementary students may be asked to bring hard-soled slippers, hats, mittens, extra clothing, or other classroom items as needed.

Personal Belongings

Students should bring only what is needed for the program day. Personal belongings should be clearly labeled whenever possible.

Victory Alliance is not responsible for lost, damaged, or misplaced personal items. Students should avoid bringing valuables, unnecessary electronics, toys, trading items, or items that may distract from the learning environment.

Supplies

A supply list will be provided to families before the school year begins. Families may be asked to provide basic classroom supplies such as:

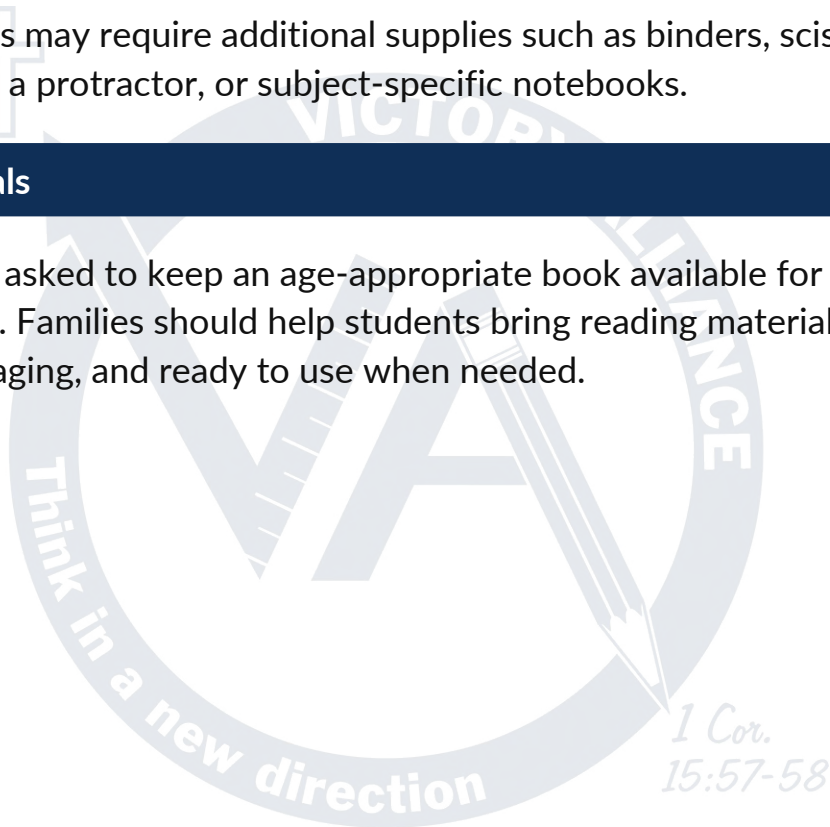
- pencils
- colored pencils
- glue sticks
- markers
- dry erase markers

- tissues
- hand soap
- paper towels
- lunch supplies
- notebooks
- headphones or earbuds
- a backpack

Some grade levels may require additional supplies such as binders, scissors, a reading book, a compass, a protractor, or subject-specific notebooks.

Reading Materials

Students may be asked to keep an age-appropriate book available for reading during designated times. Families should help students bring reading material that is appropriate, engaging, and ready to use when needed.



12. Lunch, Snacks, Birthdays, and Food Guidelines

Parents are responsible for sending a daily lunch, snack, and water bottle for each student.

Students should bring:

- a clearly marked lunch
- a healthy snack
- a spill-proof water bottle
- any needed utensils or food items
- a chill pack when food needs to stay cold

Victory Alliance asks families not to send soda, coffee, commercially sold energy drinks, large bags of chips, or excessive candy. A small fun-size candy serving is acceptable when parents choose to send one.

All dishes, lunch containers, and utensils brought from home should return home the same day.

Lunch Period

Students will have a lunch period during the program day. Lunch is also a time for social connection and rest before returning to afternoon instruction.

Families can help by sending food that students can open, eat, and clean up independently as much as possible.

Allergies and Food Sensitivities

If your child has a food allergy, dietary restriction, or medical concern related to food, please communicate with your student's primary teacher and make sure the information is included in the forms packet.

Because allergy needs may change from year to year, Victory Alliance will communicate any classroom-specific food restrictions when needed.

Birthdays and Treats

We love celebrating students. If you would like to send a birthday treat or special snack, please communicate with your student's primary teacher in advance so allergies and class needs can be considered.

Please do not send treats without advance communication, especially when allergies or food sensitivities may be present.



13. Technology and Electronics

Victory Alliance uses technology as a learning tool, not as a constant source of entertainment or distraction.

Victory Alliance provides iPads, Chromebooks, smart boards, curriculum subscriptions, and teacher-selected tools as needed for instruction. Students are not required to bring personal phones, tablets, or laptops to participate in the program.

Student Phones and Personal Devices

Personal phones and tablets should be used only as permitted by teachers. Students will not have unlimited access to phones or personal devices during the program day.

Students may be asked to place cell phones or tablets in a designated classroom location when they arrive. Teachers may allow device use for specific instructional or research purposes.

Families are strongly encouraged to use parental controls on any device sent to Victory Alliance. Social media access should be blocked during program hours whenever possible so students can receive the full benefit of the learning and mentoring environment.

Students should not bring personal laptops or tablets that are equipped with social media access, texting capabilities, or entertainment apps unless specifically approved by a teacher for an instructional purpose.

Students who cannot follow technology expectations may be asked to leave devices at home.

School Devices

Victory Alliance devices are for learning. Students should use school-provided technology carefully, respectfully, and only as directed by teachers.

Students may not download apps, change settings, access inappropriate content, damage devices, or use school technology for activities outside the teacher's

instructions.

Contacting Students During the Day

If parents need to contact a student during the program day, they may send a text or leave a voicemail for the student to check during lunch or at an approved time.

For urgent matters, parents should contact the student's primary teacher or Victory Alliance directly rather than expecting the student to monitor messages during class.

Please do not ask students to watch for parent texts throughout the day.



14. Safety, Emergencies, and Weather Closures

Student safety matters deeply to Victory Alliance. Families can help by keeping emergency contact information current, communicating changes promptly, and following arrival, pickup, and campus safety expectations.

Secure Building Practices

Once students arrive at Victory Alliance, they may not leave the premises during the program day unless picked up by a parent or another approved adult.

For safety, doors will be locked during instructional hours. If a parent needs access during the day, they should follow the posted instructions or contact the appropriate teacher or Victory Alliance contact number.

Respect for Fellowship Church Property

Victory Alliance is hosted by Fellowship Church. Students and families are expected to treat the building, classrooms, bathrooms, hallways, outdoor spaces, furniture, and equipment with respect.

Students should stay in approved areas and follow teacher directions regarding where they may go during the program day.

Families may be responsible for damage caused by a student's careless, reckless, or intentional actions.

Weapons, Drugs, Alcohol, and Unsafe Items

Weapons, firearms, drugs, alcohol, and other unsafe or illegal items are not permitted on the property.

Students should not bring bikes, scooters, hoverboards, skateboards, or other wheeled recreational devices unless Victory Alliance has given specific permission for a planned activity. These items can create injury risk for the student and others, especially when shared among students with different levels of experience.

Weather Closures

Victory Alliance will close for inclement weather when TCAPS/NES closes. Families should check Spark and Facebook for weather-related announcements.

Because closure information can affect morning routines quickly, families should keep Spark and Facebook notifications on and check for updates before leaving for the program day when weather is questionable.

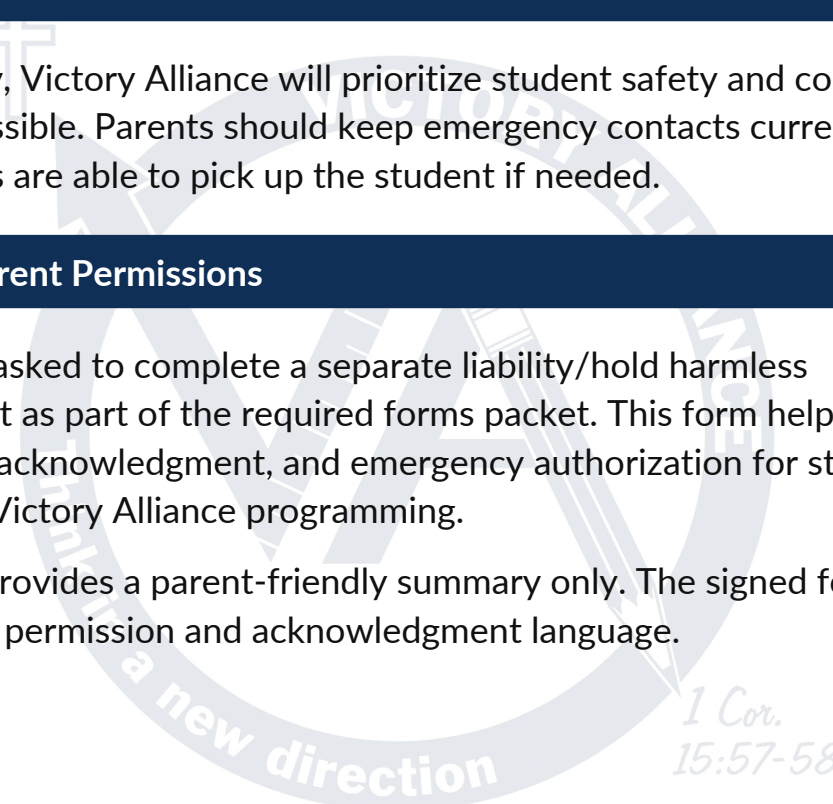
Emergency Situations

In an emergency, Victory Alliance will prioritize student safety and contact families as quickly as possible. Parents should keep emergency contacts current and ensure that listed adults are able to pick up the student if needed.

Liability and Parent Permissions

Families will be asked to complete a separate liability/hold harmless acknowledgment as part of the required forms packet. This form helps clarify parent permission, risk acknowledgment, and emergency authorization for student participation in Victory Alliance programming.

The handbook provides a parent-friendly summary only. The signed forms packet contains the full permission and acknowledgment language.



15. Field Trips, Transportation, and Off-Site Activities

Victory Alliance may occasionally offer field trips, off-site learning opportunities, service projects, presentations, community experiences, or special activities connected to student learning and community life.

Because off-site activities involve additional planning and responsibility, Victory Alliance will communicate important details in advance. Families should watch Spark, notices sent home, and teacher communication for field trip information.

Parent Permission

Students may only participate in field trips or off-site activities when required permission forms have been completed. Permission forms may include the activity location, date, schedule, transportation plan, cost if applicable, supervision plan, and any special instructions.

Families should communicate medical, allergy, dietary, transportation, or supervision concerns before the activity date.

Transportation Expectations

Parents remain responsible for transportation to and from regular Victory Alliance program days unless a specific activity clearly states otherwise.

For field trips or off-site activities, transportation expectations will be stated in the activity information or permission form. Families should not assume that transportation is provided unless Victory Alliance has communicated that directly.

Transportation may include parent drop-off at the activity location, parent pickup from the activity location, parent carpools, or another clearly communicated arrangement.

Parent Drivers and Carpools for Activities

When parent drivers or carpools are used for a special activity, Victory Alliance will communicate expectations in advance. Parents who transport students for an

activity may be asked to provide additional information or complete additional permission steps.

Students should only ride with adults who have been approved for that activity or authorized by their parents. Parents should not make informal transportation changes for other students without clear parent and teacher awareness.

Student Drivers and Off-Site Activities

If a student driver is involved in transportation for a field trip or off-site activity, the arrangement must be approved in advance by the student's parent and Victory Alliance. Student drivers may not transport other students for Victory Alliance activities unless specific permission has been given by the families involved and Victory Alliance has approved the arrangement.

Supervision and Student Expectations

While participating in field trips, presentations, service projects, or off-site activities, students are expected to follow Victory Alliance conduct expectations, remain with the assigned group, respect the host location, and follow teacher or chaperone directions.

Students who struggle to follow safety or conduct expectations may need a parent to attend future activities or may be unable to participate in certain off-site opportunities.

16. Photos, Videos, and Student Media Permission

Victory Alliance may occasionally take photos or videos during classroom activities, special events, projects, presentations, field experiences, celebrations, or promotional opportunities.

Families will be asked to complete a separate media/photo/video permission form indicating whether their child may be included in photos or videos.

Victory Alliance will respect each family's stated permission choices to the best of our ability. Parents should notify Victory Alliance promptly if their media permission choice changes during the year.

The handbook should not replace the media permission form. The separate forms packet should contain the full parent permission language.

Student Names and Public Posting

When photos or videos are used for general communication or promotion, Victory Alliance will seek to be thoughtful and protective with student information. Additional permission may be requested for situations involving names, interviews, newspaper articles, public features, or other special media circumstances.

Please understand that Victory Alliance cannot fully control photos or videos taken by other parents, students, guests, or attendees at public or community events.

17. Membership, Payment, and Billing

Victory Alliance uses membership language rather than tuition language. Current membership rates, payment options, sibling discounts, calculation examples, and mid-year adjustment information are provided in the separate Victory Alliance Membership Fee Document.

Spark is the billing platform for Victory Alliance memberships. Families will use Spark to receive and manage membership billing information.

Victory Alliance works to keep membership rates as reasonable as possible while also maintaining the financial stability needed to pay staff, meet program expenses, and continue serving families year after year.

Membership Questions

Families should refer to the separate Membership Fee Document for details about membership rates and payment calculations. Questions about billing, payment setup, or membership arrangements should be directed to Victory Alliance through the general contact information or the communication method provided for billing.

Because rates and payment details may change from year to year, the handbook intentionally does not restate the full membership fee schedule.

18. Parent Involvement, Volunteering, and Fundraising

Victory Alliance values parent partnership while also functioning as a drop-off program. Parent volunteering is welcomed but not required.

Volunteering

There may be times when parent volunteers are helpful, especially during lunch, special events, projects, presentations, or community activities. When volunteer opportunities are available, Victory Alliance will communicate the need through Spark, Facebook, or direct communication.

Lunch volunteers can be especially helpful because they give teachers time to prepare for the afternoon, eat their own lunch, or assist students who need extra support.

Parents serving as volunteers are expected to follow Victory Alliance expectations for confidentiality, student respect, classroom boundaries, and teacher direction.

Confidentiality and Courtesy

Because volunteers may see or hear student interactions, academic struggles, behavior concerns, or family information, volunteers should treat those observations as private.

Please do not discuss other students, families, grades, behavior, or personal matters outside the appropriate Victory Alliance setting.

Fundraising and Community Support

Fundraising may occasionally be used to help provide students with meaningful opportunities, strengthen resources, support the program, and keep membership rates as reasonable as possible.

Victory Alliance prefers creative fundraising opportunities over asking students to sell merchandise. Examples may include community events, dessert auctions, student presentations, can collections, special speakers, service opportunities, or

other family-friendly ideas.

Parents may also occasionally be asked to help provide supplies for special academic activities, though Victory Alliance aims to provide most classroom extras whenever possible.



19. Required Forms Packet

The Family Handbook does not include the full forms packet. Forms will be sent home separately.

Families should expect to complete and return required forms before or at the beginning of the program year. These may include, but are not limited to:

- student registration information
- emergency contact information
- medical and first-aid authorization
- medication authorization, when applicable
- media/photo/video permission
- liability/hold harmless acknowledgment
- field trip or transportation permission, when applicable
- payment or membership setup information
- handbook acknowledgment

Because this handbook only summarizes policies connected to these forms, the separate forms packet should contain the full signature language needed for parent permissions, medical authorization, medication authorization, media release, field trip permission, and liability acknowledgment.

Keeping Forms Current

Families should notify Victory Alliance promptly if information changes during the year, including:

- phone numbers
- email addresses
- emergency contacts
- approved pickup adults
- medical needs

- allergies
- medication needs
- media permission choices
- family circumstances that may affect the student's day



20. Family Handbook Acknowledgment

Families will be asked to acknowledge that they have received, reviewed, and agree to support the Victory Alliance Family Handbook.

Parents are encouraged to review age-appropriate sections with their children so students understand the expectations for attendance, communication, conduct, electronics, lunch, safety, and respect for the learning community.

The Family Handbook may be updated when needed. If significant changes are made, Victory Alliance will communicate those updates to families.

