

Foundations Fine Arts Academy

Family Handbook

2026–2027 Academic Year

Welcome

Welcome to Foundations Fine Arts Academy (FFAA).

We are honored to partner with homeschooling families who desire structured enrichment opportunities that develop creativity, discipline, confidence, and practical skills.

Foundations Fine Arts Academy provides a supportive learning environment where students grow through hands-on exploration in the arts, applied science, life skills, and physical movement.

This handbook outlines the policies, expectations, and procedures that guide our program. These policies are designed to protect the safety of students, maintain a productive learning environment, and ensure consistent program operations.

Enrollment in Foundations Fine Arts Academy indicates that families have reviewed and agree to follow the policies outlined in this handbook.

Mission

Foundations Fine Arts Academy exists to cultivate confident, capable young people through enrichment experiences that blend fine arts, applied science, physical development, and life skills.

Our goal is to complement homeschooling by providing opportunities for creativity, collaboration, and personal growth in a structured environment.

Program Model

Foundations Fine Arts Academy is a **drop-off enrichment program designed for homeschool students ages 8–16.**

Our program is not intended to replicate traditional school, but rather to complement homeschooling with structured enrichment opportunities that encourage:

- Creativity
- Collaboration
- Leadership
- problem solving
- personal responsibility

Program focus areas include:

- Applied Science
- Arts Exploration
- Life Skills
- Physical Education
- Study Hall and academic support

Class sizes are intentionally limited to maintain a safe, engaging, and productive learning environment.

Enrollment Eligibility

Students must:

- be homeschooled or enrolled in an approved alternative education program
- be between the ages of **8 and 16**
- demonstrate the ability to participate safely in a group learning environment

Foundations Fine Arts Academy reserves the right to determine whether the program is an appropriate placement for a student.

Enrollment & Registration

Enrollment is confirmed once:

- registration is completed
- required forms are submitted
- a valid payment method is added to the family account

Enrollment reserves a student's place in the program for the academic semester.

Program space is limited and enrollment is accepted on a first-come, first-served basis.

Program Schedule

Students attend the program on scheduled program days during the academic year.

A typical program day may include:

- structured enrichment classes
- collaborative activities
- physical movement
- arts exploration
- hands-on science experiences
- study hall or academic support

Students remain under staff supervision during all program hours.

Attendance

Regular attendance supports student success and group continuity.

Families should notify the program if a student will be absent.

Tuition is not adjusted based on attendance.

Missed program days are not guaranteed to be made up.

Excessive absences may result in review of continued enrollment.

Drop-Off & Pick-Up

Students must be dropped off and picked up during designated program times.

Parents must:

- drop off students within the designated arrival window
- pick up students promptly at dismissal
- ensure students are released to authorized individuals only

Late pick-ups may result in late fees.

Repeated late pick-ups may result in suspension or dismissal from the program.

Tuition Commitment & Payment Policy

Enrollment at Foundations Fine Arts Academy reserves a student's place in the program for the full academic semester.

Because staffing, materials, and facility costs are committed based on enrollment, families are financially responsible for the **entire semester of tuition once enrollment is confirmed.**

For convenience, tuition may be divided into monthly payments. These installments represent a **payment plan for semester tuition**, not a month-to-month enrollment option.

Foundations Fine Arts Academy is not a drop-in or month-to-month program.

Families must maintain a valid credit card or bank account on file in their family account for tuition payments and any outstanding balances.

If scholarship funding, including Step Up for Students, is delayed, declined, or discontinued, the family remains responsible for tuition payments and the payment method on file may be charged for the outstanding balance.

Tuition payments are generally **non-refundable.**

In rare and exceptional circumstances, program leadership may review requests for tuition adjustments or refunds at its sole discretion.

Submitting a request does not guarantee approval.

Student Behavior Expectations

Students are expected to:

- treat staff and peers with respect
- follow instructions from program staff
- participate constructively in activities
- care for shared equipment and facilities
- maintain appropriate behavior during program hours

Behavior that disrupts the learning environment will be addressed promptly.

Discipline Policy

Behavior concerns will be addressed progressively when appropriate.

Possible responses may include:

1. verbal correction or redirection
2. removal from activity
3. parent notification
4. parent conference
5. temporary suspension from program days
6. dismissal from the program

Foundations Fine Arts Academy reserves the right to dismiss a student when behavior repeatedly disrupts the program or compromises the safety of others.

Zero Tolerance Policy

The following behaviors may result in immediate dismissal:

- violence or threats of violence
- bullying or harassment
- possession of weapons
- possession of drugs, alcohol, or tobacco products
- destruction of property
- behavior that threatens the safety of others

Parent Conduct Policy

Foundations Fine Arts Academy values respectful communication between families and staff.

Parents and guardians are expected to interact respectfully with program staff, volunteers, and other families.

The following behaviors may result in termination of enrollment:

- harassment or threatening behavior
- repeated disruption of program operations
- spreading false or damaging information about the program
- hostile or abusive communication with staff

Program leadership reserves the right to discontinue enrollment when parent conduct undermines the safety or stability of the program community.

Dress Code

Students should arrive dressed appropriately for an educational environment.

Clothing should be:

- comfortable for movement and participation
- appropriate for physical activity when scheduled
- free of offensive language or imagery

Costumes (capes, animal ears/tails, masks, etc.) are not permitted during regular program days.

Students should not wear clothing intended to resemble theatrical costumes, cosplay, or character outfits during standard program activities.

Closed-toe shoes may be required for certain activities.

Program leadership reserves the right to address clothing that is distracting or inappropriate for the learning environment.

Personal Belongings

Students should bring only necessary items to the program.

Foundations Fine Arts Academy is not responsible for lost, stolen, or damaged personal belongings.

Students should label personal items when possible.

Technology Policy

Personal electronic devices should not be used during program hours unless authorized by staff.

Devices brought to the program are the responsibility of the student.

Health & Illness

Students should remain home if they are experiencing symptoms such as:

- Fever
- Vomiting
- contagious illness
- persistent cough or respiratory symptoms

Parents **must** notify the program if a student has a contagious illness.

Students may return once symptoms resolve or when medically cleared if necessary.

Medication Policy

Program staff may not administer medication to students unless prior written authorization has been provided by a parent or guardian.

Any medication provided to the program must be clearly labeled with the student's name and instructions.

Medical Emergencies

Parents must provide accurate emergency contact information.

In the event of a medical emergency:

- staff will attempt to contact parents immediately
- emergency medical services may be contacted if necessary

By enrolling in the program, parents authorize staff to seek emergency medical care if a parent cannot be reached.

Safety & Supervision

Students are supervised by staff during all program activities.

Students may not leave designated program areas without staff permission.

Safety instructions provided by staff must be followed at all times.

Weather & Emergency Closures

The academic calendar reflects planned program days.

Unplanned closures may occur due to severe weather, hurricanes, or emergency conditions.

In such cases, Foundations Fine Arts Academy follows the closure decisions of **Hillsborough County Public Schools**.

Missed program days due to emergency closures will not be rescheduled or refunded.

Liability Acknowledgment

Participation in enrichment activities involves inherent risks.

By enrolling in Foundations Fine Arts Academy, families acknowledge that participation in program activities may involve physical activity and hands-on learning experiences.

Families agree to release Foundations Fine Arts Academy, its staff, and facility partners from liability for injuries that may occur during normal participation in program activities, except in cases of gross negligence.

Indemnification

By enrolling in the program, parents agree to indemnify and hold harmless Foundations Fine Arts Academy, its staff, volunteers, and facility partners from claims or damages arising from a student's participation in the program, except in cases of gross negligence.

Facility Use

Students and families must respect the facilities used by the program.

Damage to facilities or equipment beyond normal wear may result in financial responsibility for repair or replacement.

Program Changes

Foundations Fine Arts Academy reserves the right to modify schedules, policies, staffing, or program structure when necessary for operational or safety reasons.

Families will be notified of significant changes.

Dispute Resolution

Any disputes arising from participation in Foundations Fine Arts Academy programs shall first be addressed through direct communication with program leadership.

If resolution cannot be reached, disputes shall be resolved through mediation prior to legal action.

Dismissal From Program

Foundations Fine Arts Academy reserves the right to remove a student from the program when:

- behavior repeatedly disrupts the learning environment
- safety concerns arise
- tuition obligations are not met
- families fail to follow program policies

Dismissal decisions are made at the discretion of program leadership.

Agreement

Enrollment in Foundations Fine Arts Academy indicates that the student and family agree to follow the policies outlined in this handbook.