



**PARENT AND STUDENT HANDBOOK
2026-2027**

GENERAL POLICIES

Effective May 2026

The Titusville Fine Arts Initiative (TFAI) is a Christ-centered fine arts enrichment program in Titusville, Florida for homeschoolers in the area and the surrounding areas of Brevard County. We strive to be a great resource to our local homeschool community by building community. We offer fine arts and academic classes, social gatherings, and more for all ages. Jump in and get started!

PARTICIPATION REQUIREMENTS

All students/families must have a registration form, liability form, home address, contact info, and an emergency contact on file with TFAI. If any of your information changes throughout the year, you must update TFAI and your instructors with new/updated information.

TFAI OPERATING HOURS AND CONTACT INFORMATION

Website: www.titusvillefai.com

Email: titusvillefai@gmail.com

Address: P.O. Box 242 Titusville, FL 32781

TFAI Hours: 9:00am – 5:00pm Tuesday, Wednesday, Thursday

Facility Location: Rocket Town Church 4525 Apollo Road, Titusville, FL 32781

Doors will open no earlier than 8:45am. No student may be dropped off for classes before 8:45am (excluding private lessons.) Students must be picked up no later than 5:00pm.

If you are running late, you must contact the instructor, not just your student.

Please remember: Rocket Town is a working church during the hours of TFAI. Please be mindful and don't interrupt them. If you have questions, reach out to TFAI.

BEHAVIORAL EXPECTATIONS

Students are expected to be guided by the principle of respect:

- Show respect to others – listen to teachers and adults on campus and respond quickly and kindly. Be a helper whenever possible.
- Show respect to our campus – throw away trash, push in chairs, leave the common areas nicer than you found them.
- Show respect for yourself – in the way you speak, dress, and act.

Dress Code – Students are free to express themselves within the following guidelines:

- No clothing that exposes the midriff
- Any halter tops, tank tops, or bandeaus must be covered by a shirt
- Skirts and shorts should be mid-thigh length
- No muscle shirts or oversized arm holes
- Undergarments should not be visible while standing or sitting

Playground Safety – Parents, please ensure your student knows and follows these rules when using the Rocket Town Playground

- Parental supervision is required. Please do not leave your child unsupervised at the playground.
- No students over age 12 may use the playground
- Use toys as intended. Do not overload the swings or throw balls on the roof, etc. Throw away broken toys.
- Watch out for one another.

Water Bottles – Please send your student with a reusable water bottle, labeled with their name.

Lost and Found Please try to put your child's name on any commonly misplaced items. We will maintain a lost and found area for one month before donating unclaimed items.

SAFETY INFORMATION

Students under age 12 shall not be left unattended unless in a class. Students under age 12 must be picked up from class and accompanied by a parent or guardian. Only siblings over age 18 qualify to pick up or supervise younger students.

Students over age 12 who are unaccompanied must be in a class or in a designated hang out area unless accompanied by a TFAI teacher or adult volunteer. Students are not allowed to be on campus for extended time unless they have classes scheduled. Breaks between classes are allowed.

Students of any age may not hang out in the parking lot of Rocket Town Church. A parent or guardian must be present at all times.

TFAI is not responsible for students when they leave the building.

BUILDING ENTRY

Building Key Code - TFAI families will have a key code that allows access to the building through designated entry doors near the church office and the front upstairs door. This code will only work during TFAI hours and not allow access before or after TFAI's operating hours. Families need to keep the code in a safe place, memorized if possible. The code will change each academic year.

If the code needs to change for any reason during the school year, TFAI families will be notified through the email address we have on file.

COMMUNICATION

Communication Policy - Families are registered with TFAI by household and communication is tied to the Primary Parent email address and/or phone number. Parents are encouraged to regularly check their email for important information about classes and events throughout the school year. Additionally, TFAI maintains a public Facebook group and a private TFAI Parent Facebook group page which may distribute information throughout the year.

Bulletin Boards - TFAI will have information displayed on the upstairs and downstairs bulletin boards. Please check here for updates, forms, and event information, especially if you are not on social media.

Social Media Groups - TFAI maintains a private Facebook parent page called “TFAI Parents Page” and an Instagram account at “titusvillefineartsinitiative” that will provide information throughout the year. For the security of TFAI families, parents must answer security questions and be approved to join these groups.

Monthly Newsletter - TFAI will strive to send out a monthly newsletter via email, but do not depend on this in lieu of social media.

Volunteer Reminders - We use a link via *Sign Up Genius* to coordinate our volunteers, which should automatically send a reminder email before your scheduled volunteer time. If you have a schedule conflict and are unable to fulfill your volunteering role, it is the parent’s responsibility to arrange for a substitute volunteer as soon as possible so the need does not go unmet.

Class emails - Teachers may choose to communicate through email to send out information regarding their specific courses.

Our teachers, parent volunteers, and student leaders work hard to plan events throughout the year that will make TFAI more than a place to take classes. We want you to learn, grow, have fun, and make memories – the best way to do this is to check frequently for updates so you can stay plugged in!

SCHOOL CALENDAR

Holidays - TFAI broadly follows the holiday schedule for Brevard County Schools, however, we will meet for classes on Veteran’s Day, November 11.

Inclement Weather - TFAI will follow Brevard County Schools for any inclement weather closures.

TFAI PAYMENT POLICIES

Effective May 2026

FEES & TUITION

The Facility Fee - The Facility Fee is \$50 per school year required per enrolling household due at the time of registration. A fully paid facility fee is required to participate in all TFAI classes, field trips, social events and special events – unless otherwise stated during registration.

Material Fees - Material Fees vary by class and are paid to each teacher and required at registration. Unless otherwise noted on the teacher's class information page, the material fee is due at the beginning of each semester. Because instructor expenses are incurred in advance the material fee is non-refundable.

All fees are non-refundable and non-transferable and remain non-refundable regardless of withdrawal from TFAI.

Class Tuition - Tuition fees vary by class and can be found on the teacher's class information page, via the TFAI website. Tuition can be paid in full per semester no later than the due date of the first monthly payment, or in monthly installments. After the withdrawal deadline, you will be required to pay the full tuition balance for the semester regardless of the number of classes attended or if your student drops out of the class prior to the end of the semester.

PAYMENT REQUIREMENTS

Financial Responsibility Upon Registration - Submitting a registration form to enroll in classes with TFAI constitutes a financial commitment. Regardless of payment method selected families are financially responsible for all registered classes, field trips, and events. Selecting the tuition installment payment plan as a

payment method does not delay or eliminate financial responsibility. It is the responsibility of the parent to ensure that all class accounts are paid promptly to each teacher.

Removal for Non-Payment - The facility fee and material fees are due at the time of registration. If there is a balance for a registered TFAI family, TFAI reserves the right to remove the student(s) from the class roster at any time. Removal for non-payment is not guaranteed and is performed at TFAI's discretion. Failure of TFAI to remove a student for non-payment does not waive financial responsibility.

Outstanding Balances - Any outstanding balance must be paid in full before a student may attend any TFAI class, event, field trip, or register for future semesters.

WITHDRAWAL AND CANCELLATION POLICY

Course Withdrawals - If you decide to withdraw your student from a class at any point before the end of the semester, please submit a withdrawal notification in writing to the instructor or to a TFAI Administrator (TFAIadmin@gmail.com). Withdrawals submitted prior to the semester withdrawal deadline will not be liable for tuition payments but will forfeit the course material fee. If a student withdraws from a class after the semester withdrawal deadline, tuition must be paid through the end of the semester. The withdrawal deadline is the date of the first installment plan for the semester.

Field Trips, Social Events, & Special Events - All field trips, social events & special events are immediately non-refundable upon registration. Any event-specific exceptions will be clearly stated in the event description at the time of registration.

Cancellations by TFAI - If TFAI cancels a class or event for operational reasons, families will receive either a refund or a family credit at TFAI's discretion.

If a cancellation occurs due to a natural disaster, government mandate, public health emergency, or other extraordinary circumstance beyond TFAI's control, TFAI may modify services, postpone services, OR transition services to an alternate format. TFAI will make every reasonable effort to continue services in an adjusted format or

at a later date. Because facility, supply, and instructor expenses are incurred in advance, refunds are not available in these circumstances.

PAYMENT METHODS

Payment for registrations may be made by cash or check in a clearly labeled envelope, or through Zelle. Tuition is paid directly to each teacher – information can be found on their course description on the TFAI website.

Step Up for Students (UA & PEP Scholarships): Not all TFAI offerings are eligible under Step Up Scholarships. It is the responsibility of the parent to familiarize themselves with their scholarships and make decisions regarding their student's scholarship funds. TFAI does not guarantee any scholarship reimbursements.

POLICY ACKNOWLEDGEMENT & ENFORCEMENT

By completing registration, families acknowledge and agree to this Registration & Refund Policy. All policies apply equally regardless of payment method. Failure of TFAI to enforce any provision in a particular instance does not waive the right to enforce it in the future.

TFAI VOLUNTEER REQUIREMENT

Effective May 2026

As our numbers have grown at TFAI, so has the need for volunteers. We know that many hands make light work, and we believe that family involvement is a way to build community and connection. Beginning in the 2026-2027 school year, a volunteer sign-up will be required for each family twice a semester.

Please read through the volunteer descriptions and responsibilities carefully. If you have an activity you would like to plan or an interest you are passionate about, please contact the administrator at TFAIadmin@gmail.com so we can plug you in!

VOLUNTEER RESPONSIBILITIES

Each registered family must sign up to volunteer for a minimum of two student supervision shifts for the fall and spring semester. Supervision positions must be fulfilled by an adult, however, some jobs may be completed by a TFAI student age 13+ as noted in the position description.

To complete your volunteer sign up, please visit the link at sign-up genius. Please use the same family name and email you provide at registration so we can process your volunteer sign up and registration accurately.

The descriptions below are intended to provide an overview and are for planning purposes only. When you arrive to serve your volunteer shift, please use the volunteer sign-in sheet located in the binder near the downstairs bulletin board and indicate where you are serving for the day. You may need to coordinate with the other volunteers as they arrive. Specific instructions will be at each volunteer location to help you serve with confidence.

REQUIRED – SUPERVISION SHIFT RESPONSIBILITIES

Supervision of Common Areas – *Morning or Afternoon Shifts available on Tuesdays, Wednesdays, Thursdays*

There are several hangout/study spaces at Rocket Town Church that are available to TFAI students during our operating hours. For student safety, adult supervision is needed to keep these spaces open. Only parents who have been background checked may be solely responsible for supervising a student area. For this reason, we are requesting two adults to supervise each location per shift. While this position is most easily filled by parents who stay on campus while their child is in classes, your child is welcome to stay with you if your shift time falls outside of their scheduled class times.

- Youth Room and Teen Hangout Room: Parent presence to monitor students before classes start. Maintain reasonable noise levels. Make sure trash is cleaned up and furniture replaced when students are finished.
- Sanctuary: Parent presence during TFAI hours so students can have quiet study time. Maintain quiet while students are working. Make sure trash is cleaned up.
- Outdoor Spaces: If your assigned area is unoccupied, please take a walk around the playground area and outside perimeter to ensure no student is outside of our safe campus areas.

JANITORIAL

Every student is expected to clean up after themselves, but one of our greatest needs is helping with end of the day cleaning and tidying of the common areas. In addition to supervising the common areas, adults (or students, ages 13+, when applicable) who volunteer for an afternoon shift need to check these areas and perform basic tidying toward the end of their scheduled time.

- Hangout Room: Vacuum crumbs, empty trash to dumpster, turn out lights
- Toddler Room: Vacuum crumbs, tidy toys, empty trash to dumpster, turn out lights

- Bathrooms: Must have toilet paper stocked, toilets flushed, empty trash to dumpster, turn out lights
- Playground: Toys against wall or back in storage container, blow mulch back into play area (Wednesdays only)
- Kitchen: Make sure microwave is clean, empty trash to dumpster, turn out lights
- Sanctuary: Make sure no food, crumbs or items have been left, turn out lights
- Lost and Found: check the youth room, hangout room, and playground. Share pictures of found items on TFAI Parents Facebook group page. Take items to the TFAI office for storage.

SEASONAL RESPONSIBILITIES

Door helpers – First two weeks of each semester

There is a transitional period at the beginning of each semester when families may not yet have the door code to enter TFAI. Door helpers will be seated near the door and given a list of TFAI families to help with opening the entry door until the code is distributed. Volunteers will work in shifts on their assigned day.

COMMUNITY BUILDING OPPORTUNITIES

Because our desire to build a strong community is part of what sets TFAI apart, we are looking for adult volunteers to lead new initiatives during the upcoming school year. Once a volunteer base has been established, we are looking to implement these new ideas. If you would like to lead in one of these areas, please email the administrative assistant.

- Snack stand – TFAI would like to offer a small selection of snacks and bottled water for students. Volunteers would monitor the snack stand and cash box during TFAI hours and report low inventory to the administrative assistant.

- SWAG shop – Volunteers will serve in shifts during the first week of the month to monitor the sale of TFAI merchandise and cash box or Venmo transactions.
- Bulletin Board Decorations – Volunteers will creatively decorate the downstairs and upstairs bulletin boards at the beginning of each month. Old information will be removed, new flyers will be displayed.
- Club Supervision – Student clubs are a way to build community within TFAI. While clubs may be student led, they do require an adult to help with the following:
 - Must maintain participant contact information (can be stored in TFAI office)
 - Responsible for weekly student sign-in list
 - Responsible for communicating meeting cancellations or schedule changes to parents
 - If you are willing to serve by supervising a club as they are created and added to our schedule, please email TFAIadmin@gmail.com.

STUDENT LEADERSHIP

The Student Leadership team is your teen’s opportunity to help make TFAI more than just a place to learn. Student volunteers (must be in high school) will work with a TFAI Student Leadership coordinator to plan and complete events for TFAI families and students to grow, serve, and fellowship together. Parents volunteers are needed to help plan and coordinate events. Our goal is to put the “student” in student leadership! Volunteers on this team will attend student leadership meetings and work to plan:

- Major events – Homecoming dance (fall semester), Prom (spring semester), and Graduation (spring semester)
- Monthly events – These events are a fantastic way to encourage fellowship and service outside of TFAI class time. In the past students have planned

Parents' Night Out, Bonfire Worship Night, Fall Festival, Teen Bowling Meetup, Church Beautification Day, Field Trips, etc.

SEMESTER LONG RESPONSIBILITIES

Class Volunteer (Check with individual teachers)

Some teachers need parent volunteers to help with their classes. The duration and responsibilities would vary by class. *For example: Sheri needs two parents to supervise students one hour a week while she works with quartets between choir classes.*

Other teachers utilize student volunteers, generally age 13+ to help with their classes. Students are eligible to earn volunteer service hours for helping in a TFAI class.

Because these needs vary by teacher, classroom volunteers should coordinate their roles, responsibilities, and schedule with the teachers they are assisting, not TFAI administration.

The teachers and administrators are so thankful for all the helping hands that keep TFAI running smoothly. It is our sincere hope that the time each family invests in in serving at TFAI will be multiplied by God as He continues to guide our growth in the homeschool community.