

The Villages® Charter School

Core Values

- **Hospitality**
 - **Hard Work**
 - **Stewardship**
 - **Creativity**
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We are a school where a supportive community of students, parents and staff tailor the educational experience to meet individual needs, resulting in successful, well-rounded, responsible individuals with an entrepreneurial spirit.



**READY TO STAMPEDE
GO BUFFALO!**

Responsibilities for the Business Owner/ Manager

Highlight the Benefit of the Villages Charter School.

- ✓ Get the word out; tell your potential/current employees about the enrollment opportunity at our Charter School in the Workplace.
- ✓ Explain this as a benefit when recruiting new employees
- ✓ Display our enrollment flyer in your workplace

When an employee enrolls a student initially.....

The employee will pick up an official application from our Enrollment Office, located in The Villages High School, and complete all forms. The BLUE "Proof of Employment" form must be completed by the business owner of record or general manager/physician and requires that their signature be NOTARIZED with a business card attached to the document.

Monthly Verification Reports for Employee's who have students enrolled

When employees of your business enroll students in The Villages Charter School, your business will receive a Monthly Electronic Verification of Total Hours Worked.

If an employee has terminated their employment with your business, you must note the termination date on the Monthly Verification.

**It is the employee's responsibility to
notify our Enrollment Office of any
changes in their employment.**

Contact the Enrollment Office for more information. 352-259-6848