



基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

DATE : AUGUST 2, 2017
TO : PARENTS / GUARDIANS OF GRADE 11 TO 12
FROM : PAUL P. CALAMIONG, Ph.D.
Principal, Senior High School Department
SUBJECT : E. RODRIGUEZ CAMPUS PAY PARKING

JCA offers Pay Parking for Preschool (PS), Junior High School (JHS), and Senior High School (SHS) vehicles in the JCA F. Manalo parking area. Interested parties may submit application form to the Property Office, E. Rodriguez Campus, Monday to Friday, 8:30 to 11:30 am.

1. To download the application form,
 - 1.1. Go to www.jca.edu.ph
 - 1.2. Click OPERATION icon on the right side of the webpage
 - 1.3. Click PROPERTY
 - 1.4. Click the DOWNLOADABLE FORMS tab
 - 1.5. Look for the PARKING APPLICATION, download and print
2. Registration will be approved on a first come first serve basis based on the following guidelines:
 - 2.1. First priority for students in two (2) separate dismissal periods
 - 2.2. Second priority for number of students using the same vehicle
3. Parking Schedule
 - 3.1. Monday to Friday (August 15, 2017 to May 10, 2018)
 - 3.2. Entry of vehicle - 30 minutes before the last dismissal of the student(s)
 - 3.3. Exit of vehicle - 30 minutes after the last dismissal of the student(s)
4. Guidelines
 - 4.1. On any parking day, only one entry and one exit are allowed
 - 4.2. Parents / Guardians may register two vehicles to address number coding concerns, although only one vehicle will be allowed per day.
 - 4.3. Fill in application form, attach photocopy of vehicle registration, official receipt and, if needed, authorization letter of the vehicle owner if other than parent / guardian, and submit to the Property Office for processing.
 - 4.4. Parents / Guardians will be notified of approval for parking through email.
 - 4.5. When approved, pay 10-month parking fee at the Bookstore. Fee is five hundred ninety six pesos (php 596.00) per month for 10-months (August- May). Fees are non-refundable and non-transferrable. Overstaying vehicle will be charged sixty pesos (php60.00) per hour.
 - 4.6. If Parking Pass is damaged, lost or there is a change of vehicle, please process replacement of Parking Pass with the Property Office. Pay fee of two hundred nine pesos (php 209.00) and attach requirements:



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- 4.6.1. For damaged pass, surrender damaged pass
- 4.6.2. For lost pass, submit affidavit of loss
- 4.6.3. For change of vehicle, submit certificate of registration and official receipt with letter of explanation / deed of sale and, if vehicle is not under parent's / guardian's name, authorization of vehicle owner for vehicle usage.

- 4.7. Drivers have to present Parking Pass when entering F. Manalo St. parking area. No pass, no entry into parking area.

- 4.8. Non-compliance with School-issued guidelines, such as listed below, is ground for immediate cancellation of parking in JCA premises.
 - 4.8.1. Comply with prescribed entry / exit time
 - 4.8.2. Follow parking slot allotment alignment and instruction
 - 4.8.3. No reckless driving
 - 4.8.4. No honking of horns, radios, idling engine on
 - 4.8.5. No quarrelling, fighting, gambling
 - 4.8.6. No smoking, littering, urinating
 - 4.8.7. No loud talking
 - 4.8.8. No improper/indecent behaviour
 - 4.8.9. No roaming around in school premises beyond the designated parking area.

- 4.9. Drivers will wait for the students at the parking area. The students will exit through F.Manalo gate .

5. The School is not responsible for any damage / loss to vehicle and its content or any untoward incident toward vehicle driver / passenger.