

JUBILEE CHRISTIAN ACADEMY (JCA)  
DOÑA HEMADY CAMPUS  
PAY PARKING PROCEDURE AND GUIDELINES  
SCHOOL YEAR 2020-2021

1. Procedures

1.1. Registration will be approved on a first-come, first-served basis

- 1.1.1. First priority for students in two (2) separate dismissal periods
- 1.1.2. Second priority for number of students using the same vehicle

1.2. Parking Schedule

- 1.2.1. Monday to Friday , during the school year.
- 1.2.2. Entry of vehicle - 30 minutes before the last dismissal of the student(s)
- 1.2.3. Exit of vehicle - 30 minutes after the last dismissal of the student(s)
- 1.2.4. Parking slots - Open Court in front of Jubilee Evangelical Church.

2. Guidelines

- 2.1. On any parking day, only one entry and one exit are allowed
- 2.2. Parents / Guardians may register two vehicles to address number coding concerns, although only one vehicle will be allowed per day.
- 2.3. 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.
- 2.4. Parents / Guardians will be notified of approval for parking through phone call or email
- 2.5. When approved, pay 10-month parking fee at the Bookstore. Fee is seven hundred forty-nine pesos Php 749.00 per month or a fraction of a month for 10-months. Fees are non-refundable and non-transferrable. Overstaying vehicle will be charged seventy-two pesos Php 72.00 per hour.
- 2.6. 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 forty-eight pesos Php 248.00 and attach requirements:
  - 2.6.1. For damaged pass, surrender damaged pass
  - 2.6.2. For lost pass, submit affidavit of loss
  - 2.6.3. 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.
- 2.7. Drivers have to present Parking Pass when entering 3rd St.. No pass, no entry into parking area.
- 2.8. On top of the Parking Pass, Vehicle Sticker must be posted on the vehicle before entry. NO VEHICLE STICKER, NO VEHICLE ENTRY.
- 2.9. Non-compliance with School-issued guidelines, such as listed below, is ground for immediate cancellation of parking in JCA premises.
  - 2.9.1. Post vehicle sticker on the upper left side (passenger side) of the wind shield.
  - 2.9.2. Enter and exit campus at prescribed time
  - 2.9.3. Follow parking slot allotment alignment and instruction
  - 2.9.4. No reckless driving
  - 2.9.5. No honking of horns, radios, music, idling engine on
  - 2.9.6. No quarrelling, fighting, gambling
  - 2.9.7. No smoking, littering, peeing in public
  - 2.9.8. No loud talking
  - 2.9.9. No improper/indecent behaviour
  - 2.9.10. No roaming around in school premises beyond the designated parking area.

- 2.10. Drivers will wait for the students at the parking area if he/ she is not the fetcher. If he/ she is the fetcher, he/she will follow the fetching procedure. The student will exit through D. Hemady.
- 2.11. The School is not responsible for any damage / loss to vehicle and its content or any untoward incident toward vehicle driver / passenger
- 2.12. School Personnel / Security Guards will take picture of the student whose driver commit violations or use CCTV footage of violation to impose following disciplinary measures as mandated by the situation.
  - 2.12.1. First Offense - Issuance of School Compliance Advise
  - 2.12.2. Second Offese - Meeting with the Administrator
  - 2.12.3. Third Offense - Notice on Warning of Transfer
  - 2.12.4. Fourth Offense - Notice of Transfer

Thank you for your kind consideration.

JUBILEE CHRISTIAN ACADEMY  
PARKING APPLICATION

NAME OF APPLICANT : \_\_\_\_\_

PARENT

GUARDIAN

<u>STUDENTS</u>	<u>LEVEL</u>	<u>STUDENTS</u>	<u>LEVEL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMAIL ADDRESS : \_\_\_\_\_ CONTACT NUMBER : \_\_\_\_\_

VEHICLE OWNER: 1. \_\_\_\_\_ 2. \_\_\_\_\_

PLATE NUMBER: 1. \_\_\_\_\_ 2. \_\_\_\_\_

CONFORME with parking guidelines \_\_\_\_\_  
PARENT'S / GUARDIAN'S SIGNATURE DATE

DO NOT WRITE BEYOND THIS LINE

Processed By / Date:

Approved By / Date:

\_\_\_\_\_  
PROPERTY STAFF

\_\_\_\_\_  
PROPERTY OFFICER

\_\_\_\_\_  
PRIORITY

JUBILEE CHRISTIAN ACADEMY  
PARKING APPLICATION

NAME OF PARENT / GUARDIAN: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

PARENT

GUARDIAN

<u>STUDENTS</u>	<u>LEVEL</u>	<u>STUDENTS</u>	<u>LEVEL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMAIL ADDRESS : \_\_\_\_\_ CONTACT NUMBER : \_\_\_\_\_

VEHICLE OWNER: 1. \_\_\_\_\_ 2. \_\_\_\_\_

PLATE NUMBER: 1. \_\_\_\_\_ 2. \_\_\_\_\_

CONFORME with parking guidelines \_\_\_\_\_  
PARENT'S / GUARDIAN'S SIGNATURE

DO NOT WRITE BEYOND THIS LINE

Processed By / Date:

Approved By / Date:

\_\_\_\_\_  
PROPERTY STAFF

\_\_\_\_\_  
PROPERTY OFFICER

\_\_\_\_\_  
PRIORITY

