

Valley Christian Academy

301 W. Whyte Avenue
Roseville, CA 95678
916/728-5500

PLEASE READ CAREFULLY. THIS IS A LEGAL AND BINDING CONTRACT.

PRIVATE SCHOOL TUITION

Contract date: _____

REGISTRATION FEE PER STUDENT

(Non-Refundable): \$75 – Before May 31
\$125 – After May 31

BOOK USER'S FEE PER STUDENT (Book User's Fee does NOT include costs of "LifePacs, Paces, or Switched on Schoolhouse" materials if they are needed by a student. These are extra if needed during the school year.)

(Non-Refundable): Preschool - \$125 Before August 1 / \$150 After August 1
K5 - \$175 Before August 1 / \$200 After August 1
6th – 12th Grade - \$200 Before August 1 / \$225 After August 1

Mandatory Achievement Testing in spring of each year - K5 through 11th grade - Cost TBA
Your account will be billed in February 2011.

This agreement covers the tuition of:

(Student's Name)

Enrollment for the 2010/2011 school year in grade: _____

<u>K4</u>	<u>K5</u>	<u>1st-5th</u>	<u>6th-8th</u>	<u>9th-12th</u>
One Student See Preschool Handbook	One Student \$3,450	One Student \$4,050	One Student \$4,250	One Student \$4,650

*(Ten percent discount for each additional child) (There is **no discount** for paying tuition all at once instead of 10-monthly payments.)* **PLEASE ALSO NOTE THAT YOU CAN USE YOUR CREDIT CARD TO PAY ON YOUR ACCOUNT; HOWEVER, WE WILL CHARGE YOU AN ADDITIONAL 2% ON THE AMOUNT YOU ARE PAYING EACH TIME IT'S USED TO COVER THE FEE THAT WE ARE CHARGED BY OUR PROCESSING COMPANY.**

I agree to pay the annual tuition amount of _____ (dollars) in ten monthly installments of \$_____ each. The first installment is due September 1, 2010 and the last monthly installment is June 1, 2011. **PAYMENTS ARE DUE NO LATER THAN THE 5TH OF EACH MONTH.**

I also agree to pay a \$20 late fee if the payment is made after the 5th day of the month.. If a check does not clear my account, I understand there will be a service charge of \$25 per check. I also understand that the registration fee and book user's fee are NON-REFUNDABLE (no exceptions).

I also understand that if my child is pulled from Valley Christian Academy during the school year ***I must give a 30-day written notice*** and that I will be charged tuition from the date of the notice received in VCA's office through the end of the 30 days. Thereafter, the remainder of the school year's tuition is not due. If my child has attended any day of a given month, the full month's tuition is due and will not be refunded. **NO REFUNDS ON TUITION THAT HAS BEEN PAID TO VALLEY CHRISTIAN ACADEMY FOR THE DAYS/MONTHS ATTENDED.**

I further understand that if my account falls 60 days over due and I have not set up payment arrangements with VCA's office to bring my account current, my child will be dismissed from VCA and my account will be automatically transferred to a collection agency for collection assistance. Should this be necessary a service charge of \$20 will be added to my account.

Print name of parent or guardian

Signature of parent or guardian & Date

Signature of VCA official & Date

VALLEY CHRISTIAN ACADEMY
301 W. Whyte Avenue, Roseville, CA 95678
(916)728-5500 – (fax) 721-3305

<u>Fee*</u>	<u>Description</u>	<u>Amount</u>
Registration** Preschool – 12	Annual fee for returning/incoming students due at the time of enrollment	\$75 by May 31st – per student \$125 after May 31st – per student \$50 per child if enrolling 3 or more
Book Fee – Preschool**	Annual book user fee for returning/incoming students	\$125 by August 1st \$150 after August 1st
Book Fee – K-5**	Annual book user fee for returning/incoming students	\$175 by August 1st \$200 after August 1st
Book Fee – 6th – 12th**	Annual book user fee for returning/incoming students	\$200 by August 1st \$225 after August 1st
STAN 10 Testing – K-11th**	Stanford 10 achievement testing done each spring	approximately \$35
P.E. Clothes – 6th-12th**	Students are required to wear V.C.A. gym clothes (t-shirt & shorts) for P.E. classes.	\$17.50 for shirt or short \$35 – for the set
Locker Fee – 9th-12th**	Annual fee paid at the time locker is assigned (lock provided)	\$15
Athletic Fees**	Fees paid for each sport played. Amount varies by grade and number of sports in which each student is involved annually	\$75 - \$200 depending on sport
Field Trip/ Class Activity Fees**	Fees charged at all grade levels for class organized field trips/ activities	Varies by trip/activity
Yearbooks **	Student yearbooks are available for the elementary/middle school and high school (costs are subject to change without notice depending on production costs)	Elementary/Middle School - \$45 High School - \$55 by March 2nd \$65 after March 2nd
Graduation Fee – K-5, 8th & 12th grade**	Fee for each graduate to cover cap & gown, diploma, diploma cover, and decorations for graduation ceremony (no cap & gown for 8th grade)	K-5 - \$25 for cap & gown 8th grade - \$50 12th grade - \$200
Art Fee - Preschool – 6th**	Fees paid per student per class to cover the cost of arts and crafts in the classroom, due start of school paid to directly to the teacher	Preschool - \$25 1st-5th – see school supply list 6th - \$25
After School Care*** – K- 5th	Fee paid for after school care services – if a child is not picked up after school by 3:15 they will signed into daycare	\$4.50 an hour – billed to account the month after use

* Please Note: This list is provided as a general guide to help parents/guardians anticipate cost they may incur during the school year. This list is not intended to be all-inclusive.

** Please: Note: These fees are non-refundable

Payment Information

- * Preschool – 12th grade tuition is billed on a monthly basis beginning September 1 and ending June 1st.
- * Those enrolling after September 1 will need to pay registration, book fee, and first month's tuition upon enrollment.
- * Any student enrolling between the 1st -15th of any month must pay the full month's tuition. Those enrolling after the 15th of any month will have their tuition prorated.
- * A \$20 late fee will be added to any account not paid in full by the 5th of each month, whether you receive a statement or not.
- * Monthly billing statements are sent only to accounts that are not current and have a balance on them. You may request a copy of your billing statement at any time through the V.C.A. office.
- * A \$25 fee will be charged to your account for each check or bank card payment returned by the bank for any reason.
- * Re-payment of returned checks must be made by cash, cashier's check or money order.
- * Those making payments by credit card will be charged an additional 2% on the amount you are paying to cover the processing fee
- * No refunds are given on paid tuition that has been paid to Valley Christian Academy for the days/months attended.
- * **WITHDRAWAL FROM VALLEY CHRISTIAN ACADEMY-** If it becomes necessary to withdraw a student from Valley Christian Academy, a 30 day written notice is required. For withdrawal of any student(s), it is the parents/responsible party of the account must: 1) Complete and sign a withdrawal form, 2) Bring tuition account current to a \$0 balance owed.

If any account falls 60 days over due and the parent/responsible party for the account has not set up payment arrangements with VCA's office to bring the account current, the student(s) will be dismissed from VCA and the account will be automatically transferred to Legal Recovery collection agency for collection assistance. Should this be necessary a service charge of \$20 will be added to the account.

Please note that report cards are not distributed if there is an outstanding balance due on your account. If accounts of graduating 8th grade and 12th grade students are not brought to a \$0 balance, they will not be allowed to participate in the graduation ceremonies.

Initials

Date

Initials

Date

**Valley Christian Academy
301 W. Whyte Avenue
Roseville, CA 95678**

Identification & Authorization

To be completed by Parent or Guardian:

First day of attendance: _____ **School Year:** _____ **Entering Grade:** _____

Full name of child: _____

Name child goes by: _____ Date of Birth: _____ Social Security # _____

Child's Home Address : _____

City: _____ Zip: _____

Student's Home Phone: _____ Student's Cell Phone : _____

School Last Attended: _____

School Last Attended Address: _____ Ciy: _____

Parent/s are: _____ Single _____ Married _____ Divorced _____ Separated _____ Widowed

Person/s responsible for bill: _____

Person/s responsible for bill signature: _____

Father/Guardian Name: _____

Home Address: _____

Occupation: _____ Employer: _____

Work Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Driver's License # : _____

Email Address: _____

Mother/Guardian Name: _____

Home Address: _____

Occupation: _____ Employer: _____

Work Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Driver's License # : _____

Email Address: _____

Additional persons whom may be called in an emergency:

Name Address Telephone Relationship

Physician to be called in case of an emergency:

Name: _____ Phone #: _____

Address: _____

Medical Plan & Number : _____

Medical Plan Name: _____

Dentist to be call in case of an emergency:

Name: _____ Phone #: _____

Address: _____

Dental Plan & Number : _____

Dental Plan Name: _____

If Physician cannot be reached, what action should be taken?

/ / Call Emergency Hospital/ Ambulance / / Other – Explain

Is your child receiving medication? / / Yes / / No

Do you give Valley Christian Academy permission to give prescribed medication if needed?

/ / Yes / / No

My Child may be taken on field trips or excursions by bus or private vehicle under proper supervision.

/ / Yes / / No

Names of persons authorized to take child from Valley Christian Academy

Name Relationship Telephone

Signature of Parent or Guardian

Date

VALLEY CHRISTIAN ACADEMY
301 W. Whyte Avenue, Roseville, CA 95678
(916)728-5500 – (fax) 721-3305

CHURCH AFFILIATION

Name of local church you attend: _____ Member? Yes ___ No ___

Address: _____ City: _____ Zip Code: _____

Phone #: _____ Pastor's Name: _____

Do you attend: Weekly? _____ Occasionally? _____ Student: Christian? Yes ___ No ___

Father/Guardian: Christian? Yes ___ No ___ Mother/Guardian: Christian? Yes ___ No ___

How did you learn of VCA: Sign ___ Yellow Pages ___ Website ___ Other _____

PHOTOGRAPHS/VIDEOTAPES

I release Valley Christian Academy to photograph and/or videotape my child while participating in daily activities, and to use the photograph and/or videotape on photograph displays or other publication showing these daily activities.

Signature: _____ Date: _____
Father/ Guardian

Signature: _____ Date: _____
Mother/ Guardian

CONSENT FOR EMERGENCY MEDICAL TREATMENT

I give my permission for _____ to take part in all school activities including sports and school sponsored trips away from the school premises. If it should become necessary for my child to receive medical treatment for any reason during any of these activities, I authorize school personnel to make arrangements for my child to receive medical care, including required transportation. I understand that my medical insurance acts in a primary position and I agree to bear all costs incurred. I hereby release Valley Christian Academy and its staff from any liability related to personal damage or injury. Furthermore, I take full responsibility for my child's actions and will pay for any damages caused by my child.

As the parent or authorized representative, I hereby give consent to Tabernacle Baptist Church & Valley Christian Academy, 301 W. Whyte Avenue, Roseville, CA, to provide all emergency medical or dental care prescribed by a duly licensed physician (M.D.), Osteopath (D.O.), or Dentist (D.D.S.) for _____.
Name

This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of the child/student named above.

_____(Child/Student) has the following medication allergies and/or allergies:

Date

Parent or Authorized Representative Signature

Home Address

City

Zip

Home Phone

Work Phone

Cell Phone

VALLEY CHRISTIAN ACADEMY

301 W. Whyte Avenue, Roseville, CA 95678
(916)728-5500 – (fax) 721-3305

Statement of Cooperation

I understand that Valley Christian Academy is an extension of our home and mutual cooperation and understanding are needed. Our family will be represented in all scheduled Parent/Teacher conferences.

I understand that the steps of authority for interventions/actions, etc. with regards to my child, are to go to my child's teacher first; if satisfactory resolution is not obtained, I am to go to my child's department director; thereafter, if satisfactory resolution is not achieved, I am to go the vice principal.

I understand that Valley Christian Academy does not tolerate profanity, obscenity in action or word, use of tobacco, alcoholic beverages or narcotics, dishonor of God and the Word of God.

I realize that my attitude toward the teachers and policies of Valley Christian Academy affects the emotional and academic stability of my child. I support and uphold the ideas of the school in every way and will abide by the disciplinary regulations of the administration. If my child refuses to conform to the rules, regulations and standards of the school, we understand that our child could be suspended or even expelled if his/her behavior is not acceptable. If after reasonable effort has been made to discipline my child in a constructive framework based on Biblical principles, and to assist his/her academic adjustment and he/she does not comply with the standards of the school, I agree to withdraw my child at the request of the school.

At no time will I participate in destructive criticism, either by telling or sympathetic listening of the staff or school, with my child or others, but will instead if a problem arises, go directly to the teachers or administrator in a Christian manner as indicated in Matthew 18:15 - "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained the brother."

I agree to read the student handbook and to support the school in enforcing its policies and rules.

I hereby pledge to pay by financial obligation to Valley Christian Academy on the due date. All payments must be in by the **5th of the month** or a \$20 late fee will be added to that month's tuition. I realize that fund raisers are necessary to help supplement VCA's income during the year to keep tuition costs as low as possible. **I accept that our family will be responsible in September 2010 for selling at least two boxes of candy when school begins (60 candy bars x \$2 = \$120) or I can pay the 50% profit (\$60) to VCA without having to sell the candy.** I will let the office know our family's choice. I also pledge to help whenever possible (but realize it's not mandatory during the rest of the year) with other fund raisers throughout the school year.

I also hereby pledge to support VCA's Family Service Plan by agreeing to volunteer a minimum of 30 hours (20 hours for single parent families) /40 hours for families on assisted tuition (Grant) plans. Please note if a family does not meet the minimum service hour requirements, the difference will be added to the May tuition bill at a rate of \$10.00 per hour. (Additional hours does not equate to a reduction in tuition) Please see the VCA Family Service Plan packet for complete details.

Valley Christian Academy has a non-discriminatory racial policy and admits students of any race to all rights, privileges and activities made available to all students. The administration, however, reserves the right to refuse admission to anyone unwilling to comply with the school's regulations, or unable to achieve the school's level of academic standards.

Signature _____
Father/Guardian Date Mother/Guardian Date

PARENT QUESTIONNAIRE

Student's Name: _____

The following information is needed for the school records and is being asked for in this way in order to insure accuracy. By drawing a line through the space or writing 'none' in spaces not relating to you we know you have not omitted anything.

Please give any information concerning your child which will be helpful in his/her experience in school: _____

Has the student had any scholastic difficulties in school? ___No ___Yes
If applicable, include any information about having to repeat any grades or academic expulsion:

Has the student had any disciplinary difficulty in school? ___No ___Yes
If yes, please explain: _____

Has the student ever been suspended or expelled from school for disciplinary reasons? ___No ___Yes - If yes, please explain: _____

Has the student had any involvement with drugs, smoking or alcoholic beverages? ___No ___Yes - If yes, please explain: _____

Has the student ever had any trouble with the law or school authorities? ___No ___Yes
If yes, please explain: _____

Has the student ever been absent for a long period of time or been turned over to an attendance committee? ___No ___Yes - If yes, please explain: _____

Does the student have any physical, emotional or other problems that may affect attendance or behavior? ___No ___Yes - If yes, please explain: _____

Check each illness your child has had:

// Measles // German Measles // Mumps // Chicken Pox
// Whooping Cough // Scarlet Fever // Other _____

Allergies or other serious problems :

Are the problems serious enough to restrict your child's activities: // Yes // No

Explain: _____

List other children in household:

Name: _____ Age: _____ Sex: _____
Name: _____ Age: _____ Sex: _____
Name: _____ Age: _____ Sex: _____

List other adults in household:

Name: _____ Age: _____ Sex: _____
Name: _____ Age: _____ Sex: _____

Please state the child's special interests, skills or hobbies: _____

Is it likely the student will attend VCA for a full year? ___Yes ___No

Student's name: _____
Grade: _____ Date: _____

Dear Parent:

If your student has asthma, please complete the appropriate section below and return it to the office so we will have more complete information.

If your child needs to take medication at school, including an inhaler, please complete this form and return it to the office before school begins.

Thank you,

Kathy Gunter, Registrar/Office Manager
Valley Christian Academy

ASTHMA

Check the appropriate space:

- _____ Mild: Seldom as an episode. Student does not need medication.
- _____ Moderate: Occasional episodes. Student needs medication for episodes only.
- _____ Severe: Frequent episodes. Student requires medication every day.

Check the appropriate spaces.

- _____ I do not want my child to have medication at school.
- _____ I want medication kept at school in case of an episode.**
- _____ I am to be called if my child has an episode at school.
- _____ Asthma occurs at all times of the year.
- _____ Asthma occurs only in the _____ (time of year).
- _____ There are no limitations on my child's activities.
- _____ Activity and/or physical education needs to be limited. (A note from the doctor is needed in _____ this case.)

Other important information about my child's asthma condition includes:

**NOTE: Asthma medication cannot be given at school without an MD order with instructions for usage and written parental permission. (Alternately, parents may come to school to administer medication.) Medication to be taken at school must be brought to the following in the original prescription container. A child may keep an asthma inhaler on his/her person if the MD so orders and if the child is responsible.

- a. Preschool through 8th grades: Please give medications w/MD order/instructions and written parental permission to individual teachers to be locked up and administered.
- b. High school: Please give medications w/MD order/instructions and written parental permission to receptionist at the office to be

locked up and administered.

TEACHER INFORMATION CARD

Name _____ Grade _____ Date _____

Address _____ Phone _____

Age () Birth date _____ Place of birth _____

Child's physician _____ Phone _____

Any physical difficulties _____

Any emotional difficulties _____

Last school attended _____

Circle grades previously attended at our school: K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Grades have been: Superior () Above average () Average () Below average () Has child failed? ()

Name and grade of other children attending our school _____

Church you now attend _____ Attend S.S. ()

Father's name _____ Employer _____ Work # _____ Cell # _____

Mother's name _____ Employer _____ Work # _____ Cell # _____

If parents are separated, with whom does child reside? _____

Emergency phone number _____

Additional information that would be helpful to the teacher _____

Allergies: _____

Transportation home: Walk () Parent's car () After-school care () () Car Pool; If so, with whom and what days: _____ Other: _____

Please note - Preschool thru 3rd grades - after school - teacher will wait until 3:15 p.m. with your child; after 3:15 p.m. and there's no authorized person to pick up your child, he/she will be placed in after-school care; *no exceptions*; this is for safety purposes.

STUDENT QUESTIONNAIRE

(To be filled out personally by the student applicant - 6th-12th grade only)

1. Full name: _____ Nick name: _____

2. Is it your personal desire to attend Valley Christian Academy? _____

3. What aroused your interest in attending VCA? _____

4. List any friends you have who have or are now attending VCA? _____

5. Where do you attend church? _____

6. How often do you attend? _____

7. Do your closest friends attend church regularly? _____

8. What are some of your interests or favorite activities? _____

9. Have you won any special prizes or awards in school (or anyplace else) or received special recognition for some accomplishment? _____ If yes, what? _____

10. What are some of your favorite subjects in school? _____

11. Are there any school subjects you consider a waste of time? _____

12. Have you ever been absent from school for a long period of time? _____ If yes, please explain: _____

13. If you are familiar with VCA's rules, are there any you wish could be changed? _____ If yes, which rules and why? _____

14. Are you willing to abide by the rules as they are? _____

15. What is your definition of a Christian? _____

16. Are you a Christian? _____ If yes, when and how did you become a Christian? _____

17. Write a brief statement as to what you believe about the Bible and the Christian faith:

Student's signature: _____

PERSONAL REFERENCE FORM

Grades: 6th through 12th Only

**Valley Christian Academy
301 W. Whyte Avenue, Roseville, CA 95678**

Applying for grade: _____

_____ is applying for admission to Valley Christian Academy. In order for us to properly evaluate the applicant, please answer the following questions to your best knowledge. Your comments will be held in the strictest confidence. Please mail the completed form to the above address.

How long have you known the applicant? _____

In what capacity have you known the applicant; e.g., teacher, principal, family, friend, pastor:

Do you know of any honors or unusual achievements received by the applicant? If so, Please list them:

How much supervision do you think the applicant needs?

Constant _____ Frequent _____ Occasional _____ Minimal _____

Among students you have known, how would you rank the applicant academically?

Upper 10% _____ Upper 25% _____ Average _____ Lower 25% _____ Lower 10% _____

Please place a check in the appropriate space after the statement:

General Personality	_____ Superior	_____ Good	_____ Average	_____ Poor
Character and Integrity	_____ Superior	_____ Good	_____ Average	_____ Poor
Emotional Stability	_____ Superior	_____ Good	_____ Average	_____ Poor
Manners	_____ Superior	_____ Good	_____ Average	_____ Poor
Sociability	_____ Superior	_____ Good	_____ Average	_____ Poor
Resourcefulness	_____ Superior	_____ Good	_____ Average	_____ Poor
Cooperativeness	_____ Superior	_____ Good	_____ Average	_____ Poor
Leadership Qualities	_____ Superior	_____ Good	_____ Average	_____ Poor

Please check the applicant's primary interests:

Artistic _____ Intellectual _____ Religious _____ Athletic _____
Literary _____ Drama _____ Musical _____ Social _____
Other: _____

Please make any additional comments you feel might be of interest or value:

Printed Name: _____

Signature: _____

Date: _____

Phone #: _____

**RACE/ETHNICITY AND DISABILITY SURVEY
FOR VALLEY CHRISTIAN ACADEMY**

All prospective students are asked to complete this form for record keeping purposes, program planning and statistical reports. However, submitting this information is **optional**. Your responses are voluntary and will be kept confidential. Refusal will not subject you to any adverse treatment in the admissions process.

Name in Full _____
Last (Family) First Middle

When do you plan to begin enrollment? Year _____

RACE AND ETHNICITY SURVEY
(Please answer all three questions)

1. Are you an international student? _____Yes _____No
2. Which race do you consider yourself to be? (Please check one.)

_____ White
_____ Black, African American
_____ American Indian. Please print the name of the enrolled or principal tribe:

_____ Eskimo
_____ Aleut

Asian or Pacific Islander

_____ Chinese _____ Asian Indian
_____ Filipino _____ Samoan
_____ Hawaiian _____ Guamanian
_____ Korean _____ Vietnamese
_____ Japanese
_____ Other API. Please print the name of the other API group: _____

3. Are you or are you not of Spanish/Hispanic origin? (Please check one.)

_____ No, not Spanish/Hispanic _____ Yes, Puerto Rican
_____ Yes, Mexican American, Chicano _____ Yes, Cuban
_____ Yes, other Spanish/Hispanic. Please print name of other Spanish/Hispanic group:
(For example, Salvadoran, Spaniard, Argentinian, etc.)

DISABILITY SURVEY

Do you have a physical, sensory or mental impairment which substantially limits one or more life activities? (e.g.: walking, seeing, hearing, breathing and learning)

_____ No _____ Yes: Please describe _____

VALLEY CHRISTIAN ACADEMY
301 W. Whyte Avenue, Roseville, CA 95678
(916)728-5500 – (fax) 721-3305

ATHLETIC DEPARTMENT
QUESTIONNAIRE FOR V.C.A. STUDENTS

Name: _____ Grade Entering: _____

Address: _____ Phone # (s): _____

_____ Email Address: _____

Please check the sport(s) you are interested in:

HIGH SCHOOL

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
(Boy) Football _____	(Boys) Basketball _____	(Boys) Baseball _____
(Girls) Volleyball _____	(Girls) Basketball _____	(Girls) Softball _____
Cheer _____	Cheer _____	(Coed) Golf _____

MIDDLE SCHOOL

<u>Fall</u>	<u>Winter</u>
(Girls) Volleyball _____	(Boys) Basketball _____
Cheer _____	(Girls) Basketball _____

1. Did you participate in school sports last year other than at Valley Christian Academy? Yes _____
No _____

If yes, what school? _____

2. What sports? _____, _____, _____

If you are a transferring high school student to Valley Christian Academy from another high school, and are interested in playing sports, you will need to complete CIF paperwork and submit it to the V.C.A. office.

Any questions about eligibility, please call the office: 916/728-5500

~GO LIONS~



Valley Christian Academy
Home of the Lions

Dr. Brad Gunter, Administrator
Chris Crowe, Principal
Brad Gunter, Jr., VP/AD
Phone: 916/728-5500
Fax: 916/721-3305

REQUEST FOR CUMULATIVE RECORD

Student's last name

First Name

Middle Name

Date of Birth

Grade

The above-named student is enrolled in the school named above. Please forward the cumulative record, health records and a complete official transcript of the student's grades in accordance with the California State Education Code, Division 4, Part 27, Section 49608: "Whenever a pupil transfers from one school district to another or to a private school.....the pupil's permanent record shall be transferred upon request...." Transfer shall not be delayed pending payment of fines.

Please include Special Education records if applicable.

Registrar
916/728-5500, ext. 21

Date

Request #

Please fax the following item(s) immediately:

- ____ 1) Copy of transcript
- ____ 2) Check-out/withdrawal grades

Mail to: 301 W. Whyte Ave.
Roseville, CA 95678
Attn: Registrar

VCA Family Service Plan

Time, Talent & Treasure lead to Rewards & Achievement

Valley Christian Academy relies on your help to provide our children with the best education possible. Research shows that children whose parents are involved in their school do better academically. Fund raising projects provide us an opportunity for teamwork in helping the school reach our goals and objectives as well as an atmosphere for the development of family bonding and camaraderie.

In order to achieve the above purposes and in an effort to keep tuition as low as possible, VCA is announcing a new "Family Service Plan" wherein every family must assume the responsibility of contributing to Valley Christian Academy Family Service Plan according to both the Financial and Service Hour Commitments.

1. Financial Commitment

Agreement to contribute a minimum of \$120 through selling Candy Bars which is our only mandatory fund raiser. (\$60 buy-out alternative option.)

2. Service Hour Commitment

Annual agreement to volunteer a minimum of 30 hours (20 hours for single parent families) / 40 hours for families on assisted tuition plans. Each family should account for all service hours performed and submit the total number of hours served to the school office in order to be credited to the family service plan. Service hours may be recorded on the form provided. The final date to submit service hours for each school year will be April 30.

Additional Information

- The accumulation of service hours will be on a school year basis, from September of the current school year through April of the following school year. Any hours accumulated after April 30 will be applied to the service contract for the following year. Any hours earned after April 30, but before the close of school may be submitted prior to school closing in June.
- If a family does not meet the minimum fundraising requirement (\$120), the difference will be added to the November tuition bill.
- If a family does not meet the minimum service hour requirements (30/40 hours), the difference will be added to the May tuition bill at a rate of \$10.00 per hour.

Additional hours does not equate to a reduction in tuition.

What Counts As Service Hours

All labor volunteered will be credited hour for hour unless indicated. Donated goods/materials will be credited as noted below.

Labor (hour for hour)

- Attend Back to School Night
- Field trip chaperone/driver
- Athletic event assistance/driver
- Athletic coaching
- Facility Maintenance
- Lion Pride Booster Club Activities
- Annual Golf Tournament Event
- Classroom sponsor / volunteer
- Booster committee chair
- Working concession stand for athletic program
- Helping with school events

Donated Goods/Materials - all one hour credit unless noted

- Baked goods/food for various activities
- Donations for the *Booster Club* Dinner/Auction
- Silent/Live auction and Raffle item donations
- Providing items for classroom support
- Providing items for concession stand for athletic events

Please contact school office to receive credit if you have contributed in a way that is not listed above.

Recording Service Hours and Fundraising \$

Complete the attached form to document your Family Service Hours.

