



Tuition Schedule & Admissions Agreement

WVCA Kindergarten-8th Grade

Tuition Summary

WVCA K-8 Grade is a private school with no state or federal funding. Tuition is the sole form of income for operations. The fee schedule is an outline of tuition for each school component. Tuition is based on an annual fee billed over ten months beginning in August. Students enrolling after August will be billed for the first month of attendance, as well as August tuition at time of enrollment. We do not accept tuition in full. Tuition is not inclusive of special events, sports participation, or field trips.

Non-refundable Annual Enrollment & Re-Enrollment Fee

The annual enrollment and re-enrollment fee is due at time of enrollment for each student, up to the third child in each family. The fee covers the cost of the following critical items associated with enrollment at WVCA, and will not be provided without the submission of the annual fee, and accounts are in good standing.

- Curriculum: Workbooks, Texts, etc.
- Technology: Chrome Book use, Internet, Schoology
- Facility: Maintenance & Grounds

Priority Re-Enrollment Fee (Before FEB 14)	\$200
Discounted Re-Enrollment & Enrollment Fee (FEB 15- MARCH 20)	\$250
Re-Enrollment & Enrollment Fee (After MARCH 20)	\$300

Full Day Kindergarten \$5950/year

One Child	August-May \$595/month
Two Children (discounted rate per child)	August- May \$530/month
Three Children (discounted rate per child)	August-May \$450/month

Elementary School & Middle School (1st Grade- 8th Grade) \$5950/year

One Child	August-May \$595/month
Two Children (discounted rate per child)	August- May \$530/month
Three Children (discounted rate per child)	August-May \$450/month

Sports Fee (5th- 8th Grade) \$150/sport

This fee covers the cost of gym use fees, referee fees, end of season parties, and trophies.



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Head of Household (HOH) First Name: _____ Last: _____

Students attending WVCA

Purpose

West Valley Christian Academy K-8 is a non-denominational Christian school, a mission outreach of Tracy Community Church, and adheres to a Biblical Worldview.

Tuition Schedule

Tuition is based on an annual rate billed over ten months beginning in August. Students enrolling after August will be billed for the first month of attendance, as well as August tuition at time of enrollment. The Annual Tuition Schedule is attached to the Admission Agreement Document. I have read the *West Valley Christian Academy Fee Schedule* in its entirety. _____ *initial*

Designated Financial Responsibility

Please indicate who will be financially responsible, paying tuition, for the enrolled child.

Name: _____ Preferred Email Address: _____

Pandemic Financial Policy

Due to the current global pandemic of COVID-19 and all curriculum materials and supplies required to meet current regulations that are purchased and provided at time of enrollment, **registration fee is non-refundable**. In the event that the school, or cohort of the school, is required to close or quarantine due to COVID-19 exposure, no credits or refunds will be issued due to the cost of employment and operations to respond to the event, and prepare for reopening. Students will transition to Distant Learning. See Distance Learning Plan at www.westvalleychristianacademy.com.

_____ *initial*

Financial Policy

Accounts are due on the first (1st) of each month whether or not a courtesy statement is received, and late on the third (3rd). Returned checks will result in a \$25 fee. Any account which becomes fifteen (15) days delinquent from the first (1st) of each month will result in:

1. The development of a payment plan to adjust monthly tuition to be paid in full by May 15 of each school year, and automatically applied to your monthly billing statement.
2. Accounts that become subsequently delinquent will be reviewed by the Business Administrator for enrollment determination.
3. Accounts not paid in full by May 15 annually will not be considered for re-enrollment for the following year, and may be sent to a collections agency.

_____ *initial*



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Requests for Financial Assistance

All requests for financial assistance must be in writing outlining hardship, and submitted to the Business Administrator for consideration. All financial assistance plans must be reevaluated and approved annually. _____ *initial*

Payment Options

New and enrolled families will receive a monthly invoice. Payments are due on the first (1st) of each month, and late on the third (3rd) of each month. The following payment options are available:

1. Personal Check, Cashier's Check, Money Order or Cash paid by sending to 1790 Sequoia Blvd. Tracy, CA 95376
2. Credit Card Tuition through Tracy Community Church Giving at <http://tracycommunitychurch.com/give>. Select "WVCA Tuition" from the drop-down menu.

Enrollment and Re-enrollment

Students are not considered enrolled, and placement is not guaranteed until all completed enrollment documents and registration fees are submitted, and the family receives email confirmation of enrollment from WVCA K-8.

WVCA Property

Curriculum materials, books, Chrome Books, in addition to facilities are the property of WVCA K-8. Damage, vandalism, theft, or any violation of the *Network and Computer Related Handbook Policy* or any WVCA Handbook Policy related to damages of equipment is the financial obligation of the family to replace, and will be billed on their monthly statement. _____ *initial*

Admissions Agreement COVID-19 Implications

All families upon enrollment are to accept the following terms of enrollment under COVID-19 Pandemic:

- WVCA K-8 cannot prevent exposure to COVID-19, but will do our best to implement all guidelines outlined in the WVCA Reopening Plan available for review at www.WestValleyChristianAcademy.com. All enrolled children and families are aware of the risk to exposure to COVID-19 at the facility before enrollment.
- WVCA K-8 cannot exclude children with pre-existing medical conditions, and it is the parent's responsibility to understand that enrolling their child has a higher risk for vulnerability to COVID-19.
- WVCA K-8 is not liable for any child or family's exposure, illness, or expenses related to exposure or illness of COVID-19.
- Enrolled families are required to communicate family and individual exposure of COVID-19 immediately to the School Administration.
- Upon exposure of COVID-19, the school, or cohorts of the school, may be required to quarantine with less than 24-hour notice based on guidance from a Public Health Official.

_____ *initial*



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Mediation and Arbitration Policy

If at any time an enrolled, or previously enrolled, family of WVCA K-8 is in an irreconcilable conflict with WVCA K-8 or any entity of Tracy Community church, they are to initiate arbitration or mediation to resolve the conflict biblically following the Matthew 18 Principle.

The parties agree for the arbitration process to be conducted in accordance with “Rules of Procedure for Christian Conciliation” (“Rules”) contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent with these “Rules”, each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation (hereafter ICC), a division of Peacemaker Ministries of Colorado Springs (719358-4900), shall be asked to provide the name of qualified person who will serve in the capacity. Consistent with the “rules”, the arbitrator shall issue a written opinion within a reasonable time.

_____ *initial*

Late Pick-up

Families will be billed a fee of \$20 for each 15 minute increment up to 30 minutes after their school release time. If a designated pick-up person is unable to pick the student up within 30 minutes, the student will be placed in Cougar Club, and charged the \$50 emergency care fee.

_____ *initial*

Withdrawal

A family-initiated withdrawal must be in writing and submitted a minimum of two week notice in advance of the last desired date of attendance. A \$250 fee will be applied automatically to the account if written withdrawal notification is less than two weeks before the desired last date of attendance. Registration payments are non-refundable, and monthly tuition will not be prorated for withdrawal in the first month of enrollment. No refunds will be provided for mid-month withdrawal. All books, curriculum, and technology must be returned to the school.

_____ *initial*

Termination of Admission Agreement

The Admissions Agreement can be terminated resulting in dismissal of child and family for the following conditions:

- Delinquent Accounts
- Violation of written policies outlined in the WVCA K-8 Parent Handbook
- False information on written documents
- Violation of the school’s Statement of Faith or Code of Conduct
- A child has obtained eligibility for special education services that are recommended to be provided by a public and/or private special education service in compliance with the child’s right to the Least Restricted Environment as outlined in their IFSP/IEP or eligibility for services documentation.
- By either party without cause at any time.

_____ *initial*



WEST VALLEY
CHRISTIAN ACADEMY
PRESCHOOL - 8TH

2021-2022 School Year September 7– May 27

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WVCA Parent Handbook

I agree to read, ensure understanding, and abide by all policies outlined in the *WVCA K-8 Grade Parent Handbook*. I also understand that the handbooks, and supporting documents are available for review at <http://WestValleyChristianAcademy.com>, and updated annually. _____ *initial*

Non-Discriminatory Statement

West Valley Christian Academy Preschool and Child Care does not discriminate against any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at this center.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____