



2025-2026 School Year June 2 – May 22

## Schedule & Admissions Agreement

[sbuchanan@wvcapreschool.com](mailto:sbuchanan@wvcapreschool.com)

### Introduction

WVCA Preschool is an identified “Partner in Quality” in San Joaquin County offering Private Christian Early Childhood Education with child care components to the city of Tracy, and the surrounding communities.

### Enrollment Fees

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**Non-refundable Application & Registration Fee** \$200 Due at time of application.

**Non-refundable First Month Tuition** *As Scheduled* Due before first day of attendance.

**Non-refundable Annual Re-Enrollment Fee** \$100 Due after priority re-enrollment period annually.

*Credit Card Fees will be charged for all credit card tuition transactions. See Admission Agreement.*

### Pre-Kindergarten **Monday-Friday Full Day \$860/Month; Part Day \$660/Month**

Pre-Kindergarten is a school readiness program offering for children eligible for Kindergarten entry. Fully qualified early educators offer a balanced approach to learning incorporating age-appropriate teaching strategies, and curriculum content aligned with the CA Preschool Foundations for Math, Science, Social Emotional Development, Physical Development, Health, Language, and Literacy. Ratio is 1:12 **Max 2:24**

### Preschool **Monday-Friday Full Day \$860/Month; Part Day \$660/Month**

The preschool program provides a unique mixed age group experience with an emphasis on social emotional development focusing on the development of critical social skills that provide the foundation for academic achievement. Fully qualified early educators facilitate a differentiated approach to ensure that all students are being both socially and academically challenged using CA-CSEFEL and CA Preschool Foundations as the framework for learning. Ratio is 1:12 **Max 2:24**

### Toddler **Monday-Friday Full Day \$1,050/Month**

The toddler program is a specialized toddler component serving children 18-32 MOS with an emphasis on building self-regulation and social-emotional development with the CA-CSEFEL Teaching Pyramid Framework for approaches to learning and growing. Fully qualified early educators with a specialization in infant and toddler care provide a child centered nurturing environment and daily activities that include music, language, literacy, creative art, and more. Ratio is 1:6 **Max 2:12**

*The enrollment process includes submission of a full and complete application, interview, and orientation. Placement is guaranteed at time of acceptance upon receipt of email enrollment confirmation from the director.*



**WEST VALLEY**  
CHRISTIAN ACADEMY  
PRESCHOOL - 8TH

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### Admission Agreement

Child's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

#### Hours of Operation

West Valley Christian Academy Preschool and Child Care Operates from **7:00 AM-5:30 PM** Monday through Friday. All programs require that children arrive to school by **9:30 AM**.

#### General Services

West Valley Christian Academy Preschool and Child Care is currently providing preschool and child care services to children 18 MOS-Kindergarten entry in a Community Care Licensed facility, and is a department of *Tracy Community Church* and adheres to a Biblical Worldview.

#### Department of Health and Human Services Right

West Valley Christian Academy Preschool is licensed by the California Department of Health and Human Services, Community Care Licensing Division, Title 22.

Preschool LIC #3903307976

- (a) The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535.
- (b) The Department has the authority to interview children or staff without prior consent.

#### Admissions Agreement Pandemic/Communicable Diseases

All families upon enrollment are to accept the following terms of enrollment:

**Communicable Disease** is one that spread from one person to another through a variety of ways that include contact with bodily fluids; breathing in an airborne virus.

- WVCA Preschool cannot prevent exposure to COVID-19 or any other communicable disease, but will do our best to implement all guidelines outlined in the Child Care Guidelines published by the California Public Health Department. All enrolled children and families are aware of the risk to exposure to potential communicable diseases at the facility before enrollment.
- WVCA Preschool 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, and other communicable diseases.
- WVCA is not liable for any child or family's exposure, illness, or expenses related to exposure or illness of any communicable disease.
- Enroll families are required to communicate family and individual exposure to any communicable disease/virus to the Director immediately for compliance with Community Care Licensing.
- Upon exposure of a communicable disease the WVCA Program will be required to follow instructions from San Joaquin County Public Health Department with less than 24 hour notice. In extreme circumstances, this may result in a temporary closure.



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### Fee Schedule

Tuition is based on program(s) enrollment option and attached to the Admission Agreement Document. I have read the West Valley Christian Academy Preschool Fee Schedule in its entirety.

### Pandemic/Communicable Disease Financial Policy

In the event that the preschool, or cohort of the preschool, is required to close due to COVID-19/Communicable Disease 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. Enrolled families will be guaranteed placement upon return.

### Mediation and Arbitration Policy

If at any time an enrolled, or previously enrolled, family of WVCA Preschool is in an irreconcilable conflict with WVCA Preschool 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.

### Designated Financial Responsibility

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

Name: \_\_\_\_\_ Preferred Email Address: \_\_\_\_\_

### Financial Policy

Accounts are due on the first (1<sup>st</sup>) of each month whether or not a courtesy statement is received, and late on the fifth (5<sup>th</sup>). Any account which becomes thirty (30) days delinquent from the first (1<sup>st</sup>) of each month will result in student dismissal and/or account sent to collections. A \$10 fee will be charged for any returned check.

### Payment Options

New and enrolled families will receive a monthly invoice. Payments are due on the first (1<sup>st</sup>) of each month, and late on the fifth (5<sup>th</sup>) 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. ACH- **Preferred Method to avoid Credit Card Fees**
3. Credit Card through ProCare Billing. **\$25 Credit Card Fee per/Transaction**



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### Late Pick-up and Drop-off

- All onsite program options require children to be at school no later than 9:30 AM regardless of program schedule. A fee of \$10 per incident will be added to your monthly invoice as a deterrent.
- WVCA Preschool Part-day concludes at 12:30 PM. A fee of \$20 for every 15 minutes (per child) will be added to your monthly invoice. Persistent late pick-up will result in student dismissal.

### School Closures

All school closure days, inclusive of holidays, are posted online at [wvcapreschool.com](http://wvcapreschool.com), and are calculated into the monthly fees. No tuition credit is given for school closure or student absence. WVCA Preschool Calendar is subject to change, and follows the WVCA K-8 Calendar School Closure Days.

### Withdrawal

A family-initiated withdrawal must be in writing and submitted a minimum of **One (1) Month Notice** in advance of the last desired month of attendance. A \$250 fee will be applied automatically to the account if written withdrawal notification is less than One (1) Month before the desired last date of attendance. First month tuition and registration payments are non-refundable, and will not be prorated for withdrawal in the first month of enrollment. No refunds will be provided for mid-month withdrawal. All unpaid account balances will be sent to collection agency.

### Termination of Admission Agreement

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

- Non-compliance with Community Care Licensing Regulations, Title 22 (available for review at [www.cclcd.ca.gov](http://www.cclcd.ca.gov))
- Delinquent Accounts
- Violation of written policies outlined in the Preschool Parent Handbook
- False information on written documents
- Inappropriate behavior toward staff on the part of parent or child.
- Serious or persistent behavior that impacts the safety of the students in the program aligned with the guidance found in AB 2806 located in the parent handbook.
- 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 that are not recommended to be conducted, or enrollment to be maintained with WVCA Preschool.

### WVCA Preschool Parent Handbook

I have read and will abide by the policies outlined in the WVCA Preschool Parent Handbook available for review at <http://WVCAPreschool.com> under the "Preschool Enrollment" tab.



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### Program Enrollment Option

Please check program option you are re-enrolling for the 2025-2026 school year:

|                          |                                    |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | WVCA Preschool or Pre-K Full Day   |
| <input type="checkbox"/> | WVCA Preschool or Pre-K Part Day   |
| <input type="checkbox"/> | WVCA Preschool Toddler (18-33 MOS) |

\*Any changes to the above selections require a minimum of a two-week written notice.

### 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.

*I understand that with signature and submission of this Admission Agreement that I have agreed to be enrolled at WVCA Preschool for the 2025-2026 School Year. I have read, understand, and will abide by the Admissions Agreement:*

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_