



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

**West Valley Christian Academy**

1790 Sequoia Blvd.

Tracy, CA 95376

209-835-2783

Fax: 209-832-4074

[www.wvcapreschool.com](http://www.wvcapreschool.com)

March 23, 2020

Dear West Valley Christian Academy Families,

We are anxiously awaiting for our return to school, and hope that all of our social media connections are providing those important home school connections. All social media links are available at [www.wvcapreschool.com](http://www.wvcapreschool.com). We miss you, and your children dearly, and look forward to re-opening as soon as possible.

Our administration team has created a plan to address both March and April billing. We are making billing determinations based on weeks open, and adjusting billing statements accordingly. Currently our billing department is crediting all accounts half of their March tuition charges to address the closure for half of the month of March. For example, any M-F Full time program option currently paying \$700, will see a credit of \$350 on their next billing statement. All tuition options will follow this format for March.

We will not be sending out an April billing statement until we have received definitive information regarding our school re-open date. Currently the date of April 8<sup>th</sup> is tentative. However, the plan is to pro-rate each monthly tuition based on weeks open. For example, if our first full week is April 13, we will provide services for 3 out of 5 weeks of April (including March 30-31), which is providing services for 60% of the month, and therefore you will be charged 60% of your monthly tuition depending on program option enrolled. No tuition is due until our return date.

For families on autopayment systems, we will credit your accounts individually based on the outlined plan of action above.

As many of you know, we are a non-profit organization with the mission of being a blessing to our community. If you are interested in donating any portion of the expected tuition credit back to the school, we are happy to provide you a donation receipt for tax purposes. All donations will be used to continue to pay our employees during closure, as well as ensure curriculum supplies upon our return.

Please contact our business administrator, Pastor Sam Crivello, regarding any billing questions you may have at [scrivello@tracycommunitychurch.com](mailto:scrivello@tracycommunitychurch.com).

If you are a family in need of any services due to the impact of the COVID-19 community closures, or have any needs that are unaddressed please take advantage of our county's resources by calling 211 or visiting [www.211.org](http://www.211.org).

Sincerely,

Michele Smith, M.S. Ed. ECE  
WVCA Preschool Director