

**West Valley Christian Academy Preschool**  
**Distance Learning**



1790 Sequoia BLVD.  
 Tracy, CA 95376  
 admissions@wvcapreschool.com

First Name:		M.I.:	Last Name:	
Birthdate:	Age:		Sex: M or F	Ethnicity:
Curriculum Kit Delivery Address:				
Please indicate if you prefer onsite pick-up:				

**Authorized Representative (Parent/Guardian) PRIMARY for Distance Learning Communication**

First Name:		Last Name:		Relationship:
Address:		City:	Zip Code:	
Home Phone:	Cell Phone:		Work Phone:	
SSN:	CA Driver License #:		Representative Live with the Parent? Y or N	
Email Address: PRIMARY			Employer:	

**Additional Authorized Representative (Parent/Guardian)**

First Name:		Last Name:		Relationship:
Address:		City:	Zip Code:	
Home Phone:	Cell Phone:		Work Phone:	
SSN:	CA Driver License #:		Representative Live with the Parent? Y or N	
Email Address:			Employer:	

Program Option	Program Department	Selection
<b>WVCA Distance Learning Program</b> \$200 per/Month <ul style="list-style-type: none"> <li>• 2 Lesson Plans</li> <li>• 2 Curriculum Kit</li> <li>• 4 Zoom Socialization Meeting</li> <li>• 1 Optional Parent Support Meeting</li> <li>• Access to Teacher</li> </ul>	Toddler 18-30 MOS	
	Young Preschool 30-42 MOS	
	Preschool 3-4 YRS	
	Pre-Kindergarten 4-5 & Eligible for Kindergarten	

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## Consent for Student Release

I, \_\_\_\_\_ the authorized representative of \_\_\_\_\_ give my permission for West Valley Christian Academy Preschool to use my child's image in the following: Please circle Y (Yes) or N (No)

Y or N Website

Y or N Social Media Sites

Y or N Marketing Materials

Y or N Newsletter

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

## WVCA Distance Learning Admissions Agreement

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

### Non-Discriminatory Statement

West Valley Christian Academy Preschool 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.

### General Services

West Valley Christian Academy Preschool provides distance learning preschool services to children 18 MOS through entering Kindergarten, and is a department of *Tracy Community Church* and adheres to a Biblical Worldview. \_\_\_\_\_ **Initial**

### Responsibility of Participation

WVCA Preschool provides access to all program components of the Distance Learning Program, and families understand that it is their responsibility to participate in all program options. There are no refunds or discounts for missed meetings, or family limited use of program components. \_\_\_\_\_ **initial**

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### Billing Commitment upon Registration

Upon registration, families are financially responsible for reoccurring scheduled monthly tuition. West Valley Christian Academy Preschool published the WVCA Preschool Distance Learning services and tuition at [www.wvcapreschool.com](http://www.wvcapreschool.com) under the "Distance Learning" tab. Parents are responsible for ongoing tuition due to advanced purchasing of materials, and withdrawal of the program requires a minimum of two-week notice. Failure to provide a two week notice will result in full tuition expectation as billed.

I understand that I am financially responsible for ongoing monthly tuition until the conclusion of the Shelter in Place Order and the Re-Opening of WVCA Preschool and/or submission of a two-week written withdrawal notification. \_\_\_\_\_ *Initial*

### Billing and Late Registration Policy

Accounts are due on the first (1st) of each month whether or not a courtesy statement is received. Any account which becomes thirty (30) days delinquent from the first (1st) of each month will result in student dismissal. There is a grace period until the last working day before the third (3rd), after which a \$50.00 late fee will be charged. In addition, a \$10.00 fee will be charged for any returned check.

Curriculum Deliveries are the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Mondays of each month. All new/late registrations are due the Friday before the delivery dates or until supplies last. \_\_\_\_\_ *Initial*

### Payment Options

New and enrolled families will receive a monthly invoice via email. Tuition is due online at [www.TracyCommunityChurch.com/give](http://www.TracyCommunityChurch.com/give). Payments are due on the first (1<sup>st</sup>) of each month, and late on the third (3<sup>rd</sup>) of each month. Alternative payment methods must be approved by administration.

Account activity, payment, and/or inquiry can be made via email to [admissions@wvcapreschool.com](mailto:admissions@wvcapreschool.com)

### Delivery Policy

Currently enrolled WVCA Students, and registered families will have their Curriculum Kits delivered on the first and third Monday of each month. Teaching staff will maintain social distancing guidelines. Teaching staff will notify family of day and time of delivery, drop the curriculum kit at the front door, knock, and then proceed back to their vehicle. WVCA Preschool is not responsible for lost, stolen, broken, or damaged curriculum kit materials not received at time of delivery. Families can request onsite curriculum kit pick-ups at scheduled pick-up times. Families living outside the delivery locations of Tracy, Mountain House, and Manteca will be provided scheduled onsite pick-ups on the first and third Mondays of each month.

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## Withdrawal

A family initiated withdrawal must be in writing and submitted a minimum of two weeks advance notice before the following month tuition due date. A \$200 fee will be applied automatically to the account if written withdrawal notification is less than two weeks before the following month tuition due date. First month tuition is nonrefundable, and will not be prorated for withdrawal in the first month of enrollment. No refunds will be provided for mid-month withdrawal. \_\_\_\_\_ *initial*

**Termination of Admission Agreement** The Admissions Agreement can be terminated resulting in program completion, or dismissal of the child and family, for the following conditions at any time at the discretion of the Director:

- Delinquent Accounts
- False information on written documents
- Inappropriate behavior toward staff on the part of parent or child.
- Shelter in Place concludes with ability to re-open the center

\_\_\_\_\_ *initial*

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

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