



**VERITAS CHRISTIAN
ACADEMY**

Parent Handbook
Preschool through 8th Grade
Revised January 2022

Veritas Christian Academy
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Middle School - 3765 Solano Avenue - Napa, CA 94559 - 707-261-1227
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I. INTRODUCTION

WELCOME

The Administration and Staff of Veritas Christian Academy extend a warm welcome to all of our students and parents. We look forward to serving the educational and spiritual needs of your family this year. It is our desire to bring Christ to the center of all our lives as we seek His special purpose for us in all we do. If you have any questions after reviewing this handbook, or at any other time during the year, you may contact the VCA Administration team at 707-253-7226 or 707-261-1227.

VCA History

Veritas Christian Academy opened in 1998 as First Christian School, a ministry of First Christian Church of Napa. When the school began in 1998 it started with preschool ages 18 months through 5 years old and added a grade each year until reaching 8th grade in 2008. In July 2018, the church blessed the school into becoming a multi-campus, independent Christian school supported by a network of local Christian churches. The preschool through 5th grades remained on the First Christian Church campus, referred to as the South Campus and the middle school, 6th-8th grades, moved to the Grace Church Campus, referred to as the North Campus. A 501(c)(3) corporation was created to manage all business operations related to the school. This corporation is named Napa Valley Christian Education Group.

VCA is non-denominational in scope, but Biblical in authority. We rely on the Word of God as our source for truth and inspiration. All curricular and co-curricular programs are Biblically integrated to provide the students with a solid foundation of truth through the Word of God.

Meaning Behind the Name

The name Veritas Christian Academy was chosen because it provides the school with a strong name that allows for a community school feel and the ability to network with multiple local Christian churches. Veritas is Latin for truth. Teaching truth, God's truth, is the core of our school mission.

Vision Statement

VCA exists to provide a Christian based education "Where Biblical Values and Academic Excellence Come Together".

Mission Statement

To provide a challenging, comprehensive education, which equips our students to succeed with confidence, serve with compassion and live a meaningful life following Jesus Christ.

Philosophy of Education

The Christian educational philosophy of Veritas Christian Academy is based on the command of **Proverbs 22:6** which says, "Train a child in the way he should go, and when he is old he will not turn from it". We believe each child is created in the image of God and here for a divine purpose. Every child has strengths and weaknesses and no two are the same. We recognize our role in helping them grow into their unique calling and thereby living a life that ultimately brings glory to God, our Creator.

We recognize the God given authority He has placed on parents and has directed them to follow in “*These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates*”.

Deuteronomy 6:6-9

We view the school as an extension of the home and strive to partner with parents to provide a high-quality academic education based on Biblical truths and principles in an environment that prepares children to excel spiritually, academically, emotionally, socially, and physically.

We affirm a Biblical worldview, and each student is encouraged to develop a personal relationship with Jesus Christ as Savior and Lord. Instilling Christian values and providing academic excellence is our mission, and our goal is to evangelize and disciple students in their Christian walk so that they are fully equipped to be used by God to accomplish the plans He has for their lives.

Discipline is part of the discipleship process, and we believe a student’s changed behavior is the evidence of a heart change that is brought about by the conviction of the Holy Spirit and impacts their personal relationship with God and each other. Positive behavior is a demonstration of faith in a loving God and is based on the redeeming and restorative grace of Jesus.

We recognize that without the complete integration of the Living Word of God into all subject matter and without the revelation of truth, knowledge gained is simply empty facts. It is our goal for students to see scripture as the inspired Word of God and relevant to everyday life, therefore making it an integral part of who they are in Christ Jesus. Every teacher is equipped to meet the spiritual, social, emotional and academic needs of students by first modeling Christian character and a godly lifestyle. We believe that Christian values and academic excellence are one.

We accept our calling as believers to carry out the Great Commission to “*go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you*”. **Matthew 28:19-20** Therefore, we seek to serve our community by reaching out to Christian families as well as non-Christian families.

Statement of Faith

Veritas Christian Academy was founded upon, and operates according to, the fundamental principles of the Bible. It espouses the Biblical Worldview of life as presented in the Bible. We hold the following statements of faith and practice to be true:

- The Bible is the inherent word of God and the source of all truth. Therefore, we keep the Bible at the heart of our curriculum.
- There is one God who has personally revealed Himself to man through His Son, Jesus Christ. All truth is found in Jesus Christ, so true education must be based upon Him.
- Parents are responsible, before God, for the proper education of their children. Therefore, parents and teachers work together to reinforce Christian values.
- Integration of the Word of God into all subject matter is the key to having a Christian school.

- As students develop a perspective of life based on Biblical principles, they are encouraged to make a personal commitment to follow Jesus Christ as their Lord and Savior and to be baptized as an outward profession of their faith.

Our Essentials

Veritas Christian Academy has adopted the following to be true.

“In Essentials, Unity; In Non-Essentials, Liberty; and In All Things, Love”.

In the things that are the “core” of Christianity, we are to be united. Things that are not “essential” are considered opinions and there is to be liberty (flexibility) concerning these topics. Above all, love is to be practiced in everything.

“If I hold in my mind not only all human knowledge, but also the very secrets of God, and have the faith that can move mountains, but have no love, I amount to nothing at all”. (1 Corinthians 13:2)

The Essentials are:

1. The Bible

- The Bible is the inspired Word of God and the final authority for Christian faith and practice. (2 Timothy 3:16; 2 Peter 1:20, 21; Psalm 119:105)

2. The Person of God

- God is the eternal and true God who exists in three persons: The Father, the Son and the Holy Spirit. He has revealed Himself as the Creator, as Righteous in all things, and Perfection in all things. (Genesis 1:1; Psalm 90:2; Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:2)

3. Jesus Christ

- Jesus is God, the Son. He was born of a virgin, lived a sinless life, and was crucified as a sacrifice for our sins. He was bodily resurrected from the dead (which was witnessed by more than 500 people) and returned (ascended) to heaven to prepare a place for those who accept Him as Savior and Lord. He will come again to receive His Church (all believers) unto Himself. (Matthew 1:22, 23; Isaiah 9:6; Hebrews 4:14, 15; 1 Corinthians 15:3, 4; Romans 1:3, 4; Titus 2:13; Acts 1:9-11; John 1:1-5, 14:10-30)

4. The Holy Spirit

- The Holy Spirit is the Spirit of God; He convicts us of sin and guides us toward righteousness and good judgment. Upon conversion, He resides in the believer, and is our teacher. He is the power to live the Christ-like life and is our guarantee of our salvation. (Acts 1:8; Ephesians 5:18; 1 Corinthians 2:12, 3:16; John 16:7-13, 14:16, 17; Galatians 5:22-25)

5. The People

- Men and women were created in God's image. We are all sinners by choice and thus condemned by our own sin against God. At the same time, we are the most valuable thing in all of God's Creation. We have never met a human being that God did not desperately love and care about. By acceptance of God's plan, we can be saved, our sins forgiven, and we can become His children. (Genesis 1:27; Romans 3:23, 5:8, 6:23, 10:9, 10; Acts 2:36-39)

6. The Church

- The Church is the Body of Christ on earth. Christ is the head of His Church. The Church, as a Body, is made up of many parts (people) who have become Christians through faith, repentance, confession and baptism into Him. We not only belong to God, we belong to each other. (Romans 12; 1 Corinthians 12; Ephesians 4)

7. Eternal Life

- Someday Jesus will return to take His Church (Bride) home. He, at that time, will raise the dead and judge the world. Every person who is a Christian (washed in His Blood) will live with Him forever. (John 14:1-3; 1 Thessalonians 4:13-18; Matthew 24:36-51)

Accreditation

Veritas Christian Academy is accredited through the Association of Christian Schools International (ACSI) and Western Association of Schools and Colleges (WASC). Accreditation provides VCA with oversight for curriculum, campus, teaching standards, and best practices.

Expected Student Outcomes

Veritas Christian Academy sets high expectations for all students to master essential Biblical and academic skills. Students are expected to pursue the highest level of personal achievement of which they are capable, considering the gifts and abilities with which God has blessed them. Our goal is for all our students to graduate 8th Grade with a Christian worldview, as people who are:

1. Followers of Jesus Christ
2. Empowered by the Holy Spirit
3. Effective communicators
4. Self-motivated learners
5. Discerning problem solvers
6. Able to advocate for themselves
7. Servant leaders
8. Confident in carrying out the Great Commission
9. Good stewards of their time, talents and treasures

Core Values

1. Spiritual

We value a cooperative relationship with parents, who are their child's primary teacher. We rely on the Bible as authoritative in all areas. All truth is God's truth. Each child's personal relationship with Christ is of great importance. This biblical foundation includes:

- Loving God and worshipping Him with our words, actions, and heart (Mark 12:30, Romans 12:1, Hebrews 11:6)
- Recognizing the Bible is the inspired Word of God (2 Timothy 3:16)
- Confessing a personal commitment to Jesus Christ as Lord (Romans 10:9)
- Being active participants in achieving the Great Commission of “making disciples” (Matthew 28:19-20)
- Serving others to attain the full measure of Christ (Ephesians 4:11-13)
- Developing and articulating a Biblical Worldview (2 Peter 1:3)

2. Academic

We value strong academics and provide curricula in a sequence that is developmentally appropriate to enable students to become independent, life-long learners. Students will acquire the knowledge and skills needed for meaningful participation in society as an adult, enabling them:

- To be an informed decision maker (1 John 5:20)
- To realize their academic potential (1 John 3:1-3)
- To be effective in written and oral communication (Jeremiah 1:6-8)
- To have the knowledge and skills to be a life-long learner (Proverbs 15:14)
- To be discerning and able to problem solve (Psalm 119:125)
- To pursue areas of personal interest and to develop their God-given talents and creative skills (2 Timothy 2:15)
- To have an understanding of and confidence in the reality of God’s call on their life (Ephesians 2:10)

3. Social/Emotional

We value the development of students’ social skills and emotional resilience, which are required for effective interaction in today’s society. We teach students:

- To accept him/herself as a unique product of God’s gracious creation (Psalm 139:13-16)
- To love and respect others (Romans 13:8; Philippians 2:3)
- To be effective contributing members of society and to show godly relational behavior toward others (1 John 1:7)
- To exercise God-pleasing moral behavior in all walks of life (Hebrews 13:4)
- To use time wisely and maintain a godly attitude toward work (Matthew 12:26; Ephesians 5:15-16)

4. Physical

We value activities and habits that will promote a healthy lifestyle. We teach our students:

- To maintain physical fitness and good eating habits, and to avoid unhealthy activities (1 Corinthians 6:19-20)
- To participate in competitive sports and/or activities (1 Corinthians 9:24-27; Proverbs 24:17)
- To express cooperation and contribute to teamwork in sports and activities (Ecclesiastes 4:9-10)
- To participate in recreational activities to enhance life-long physical and mental health (Psalm 139)

Board of Trustees

The Napa Valley Christian Education Group Board of Trustees has delegated responsibility and authority to the Administrative staff to oversee the daily operation of Veritas Christian Academy.

The primary responsibility of the Board of Trustees is to provide:

- Direction and planning to further the school's vision and mission
- Development of general school governance policies
- Financial stability for the school through increased enrollment, fundraising, and outside funding
- Financial decisions and overseeing of the school budget

The Board of Trustees does not:

- Make employment decisions or have direct authority over school staff. This falls to the Administrators.

The Board of Trustees consists of between six and 11 people. The Board is made up of the Administrator, school parents/grandparents (less than majority), an elder from each partnering church, and other church and community members who have experience in administration, education, and fundraising who can contribute to the growth of the school. New trustees are nominated by the current board and selected based on qualifications and skill sets needed to advance the school. Each nominee goes through a vetting process prior to selection.

Out of a love and care for His people, the Lord reminds us to "...encourage one another and build each other up..." (1Thess. 5:11) and use words that are "...helpful for building others up according to their needs..." (Ephesians 4:29). These wonderful words remind us all to look for opportunities to encourage one another on a regular basis. One way to do this here at Veritas, is to express appreciation and commend others for any successes you become aware of. This can be done at any time directly to the person responsible, and/or to others at any level of the organization. A culture that recognizes and acknowledges successes just as quickly as weaknesses will be a joyful and effective place that brings glory to the Lord. We greatly appreciate all your kind words from the past and thank you in advance for your future encouragement.

Parent Faculty Committee (PFC)

The Napa PFC (Parent Faculty Committee) is a separate 501(c)(3) company that meets monthly. They sponsor various functions and fundraisers throughout the year and the proceeds from these events help fund the wish lists provided by Veritas Christian Academy. All parents and faculty of Veritas Christian Academy are welcome and encouraged to attend these meetings. Although participation is not

mandatory, it is an opportunity to build a partnership with the school, teachers, and other parents. The Administration and Staff take turns attending the monthly meetings.

Administration Team

The Administration Team consists of the leaders over the three schools, the lead administrator, and office staff. The team meet regularly to review daily operations and future planning, including providing budgetary and policy recommendations to the School Board.

School Faculty and Staff

VCA faculty and staff are here to partner with parents in the education of their children. All faculty are Christian educators and want to help your child succeed to the best of their ability. A key component to success is the communication between home and school. At the beginning of each school year parents are given a list of faculty emails, office hours, and the best way to communicate with each of them.

Admission Policy

Veritas Christian Academy enrolls students from 2 years old through the 8th grade. We do not discriminate based on disability, race, color, sex, national, or ethnic origin. The administration does reserve the right to dismiss or refuse admission to anyone who is unwilling to comply with the school's philosophy and/or regulations. Before enrollment, each family is required to meet with a member of the School Administration. During the first two weeks of in-class or distance learning, VCA reserves the right to evaluate and/or assess each child to determine proper classroom placement. Within this time frame, both the parents and VCA have the right to withdraw enrollment. If VCA chooses to withdraw enrollment, registration will be refunded less a \$100 administrative fee, and prorated tuition will be returned. If the parent chooses to withdraw enrollment during the first two weeks of in-class or distance learning, only prorated tuition will be refunded.

II. STANDARDS OF EXCELLENCE IN EDUCATION

PRESCHOOL

Classroom Environments

The Preschool Administrator places children in classrooms according to: their birth date, when they will be eligible to begin Kindergarten, and developmental readiness. Children who are eligible to advance to the next age level are moved at the beginning of Preschool Summer Session or at the beginning of the school year.

VCA provides activities and experiences geared especially to each child's needs and abilities. Your child will feel safe and secure in his or her own classroom which is a clean, comfortable, and inviting environment for learning. Our child-sized furniture, equipment, toilets, and sinks allow your child to develop self-reliance in taking care of his or her own personal needs. An abundance of equipment is available to enrich your child's time at VCA.

Children work and play together in small groups at the learning centers around their classroom. Carpeted areas in each room provide comfort and noise control. Tiled areas provide for easy clean up after meals or sessions with paint, water, and other messy media. The learning centers offer space for teaching the following skills: math, science/sensory, language, listening, creative art, cooking, coordination, and other motor activities. Each classroom has its daily schedule posted.

Every classroom has two exits for safety and privacy. Our playground structures have been specially selected for the physical development of children. Your child will spend delightful hours engaged in climbing, balancing, sliding, swinging, and riding activities. We encourage unstructured free-play time when the students are outside. This gives the students opportunity to explore, imagine, and develop their social skills. During this free-play time, the teachers are observing and ensuring the children's safety.

Classroom Expectations

Veritas Christian Academy's Preschool Program is an academic preschool, not a childcare center. At VCA, we have expectations for both our staff and students to work together to provide a safe, healthy, and respectful environment in each class. Throughout the year, the children are introduced to age-appropriate activities that will stretch their skills to the next level, all moving toward Kindergarten readiness. The skills emphasized in each individual classroom are:

Classroom 105 – 2 years old

Potty train, develop an attention span of 10 minutes through circle time and meal time, use words instead of their bodies to express themselves, learn beginning social skills, learn to share, begin recognition of names, colors and shapes, and counting.

Classroom 106 & 107 –3 years old

Develop an attention span of 15 to 20 minutes through circle time and meal time, be fully out of diapers or pull ups by January, follow a dual command, identify colors and shapes, learn name recognition, begin letter recognition, begin number recognition, begin counting, fuse scissors, take turns, stand in line, and speak clearly.

Classroom 108 & 109 – Pre-Kindergarten

Develop an attention span of 30 minutes through circle time and meal time, follow a multiple command, write name, identify full written name, sequencing, rhyming, opposites, one to one correspondence, trace letters and numbers A-Z & 1-20, recognize letters and numbers 1 to 10, recite the alphabet (not sing), draw shapes, recite beginning sounds, repeat a sentence, identify body parts, draw a complete person, cut in a straight line, draw between two lines, stack blocks at least three high, hop on one foot, convey birth date and age, recite address and phone number, throw and catch a ball, walk on a balance beam, cooperate with others, take turns, problem solve, ask for help without crying or getting angry, memorize Bible verses and pray.

Thematic Teaching

All preschool classrooms work from a weekly or monthly theme and include learning two to three letters per month and one to two colors per month. The teachers will communicate with each family using Class Dojo, a calendar, or newsletter in order to let parents know what is being studied and/or the progress that is being made. Pre-Kindergarten uses the *Handwriting Without Tears* and *A Beka Book ABC Writing Tablet* curriculum as well as thematic teaching to provide optimal Kindergarten readiness.

Preschool Parent Entrance Assessment

Once enrollment paperwork and the registration fee have been finalized, VCA will send out an Ages and Stages Questionnaire (ASQ-3) for each enrolled child. The questionnaire is to help provide teachers and administration information on how to best fit each child's early educational placement and curriculum planning.

Process vs. Product

At VCA, all projects have specific educational purposes. However, that purpose may not be obvious to the parents or the children. The experiential learning that occurs as the children work on their projects has the biggest impact on their growth and development. The process of creating is much more than just the product. For example, in Art when the children are mixing primary colors to make secondary colors, they use rhythm, muscle coordination, and focus on eye-hand coordination to move the paint. Therefore, not only are they getting an education in Art, they are also strengthening their cognitive and physical abilities. This approach allows the children to fully experience the creative process and produce individualized projects based on the inner creativity of each child.

Children with Special Needs

Veritas Christian Academy's Preschool Program is a fully integrated site. All children are valued and welcomed to participate to the best of their ability. We believe all children learn from each other and we

strive to provide a safe place for each child. Partnering with the parents, we are equipped to care for each child.

Kindergarten Readiness Assessment

All incoming VCA Kindergarten students must be assessed for kindergarten readiness prior to enrollment. The *ACTS Developmental Readiness Scale* is used to assess students' fine motor skills, visual motor skills, gross motor skills, concepts, body image, language, personal-social awareness, and number/letter recognition. These skills, along with emotional readiness and age, are assessed to determine kindergarten readiness at VCA. Students entering Kindergarten must be 5 years old by September 1st.

ELEMENTARY – K - 5th Grade

Student Expectations

Students attending Veritas Christian Academy are expected to practice and grow in Christian character. This includes all areas of life, especially with respect and obedience to those in authority, physical and moral cleanliness, and abstinence from things harmful to the body and society. Students are expected to conduct themselves in a manner that is not offensive to others. We want our students' lives to show they are choosing to put Christ first. Please reference the "Student Expectation Agreement" found in the admission packet.

The above criteria are used to assess students for admission to VCA. These criteria are also used throughout the year as part of the ongoing evaluation of student progress.

Curriculum

We provide a comprehensive education at Veritas Christian Academy. Our school is directed and staffed by qualified and dedicated Christian teachers.

Students are taught in traditional classrooms, using high quality curricula from *ACSI*, *McGraw-Hill*, *Houghton Mifflin*, *Saxon*, *Total Language Plus*, *ABeka*, and *BJU Press*. Our program features the following:

- Biblical truths and values integrated into the curriculum
- Thorough and challenging academic work
- Phonics-based reading, Kindergarten – 2nd grade
- A literature-based language arts program, 3rd – 5th grade
- A system of directed teaching methods that allows for individual differences within a structured program
- Curriculum which meets or exceeds the California State Standards
- All teachers can and do supplement the program using materials approved and supervised by the Administrator to provide further enrichment of subjects.

Homework

Homework assignments are an important extension of classroom learning. With the support of the Administrator, each teacher is responsible for assigning homework to reinforce classroom teaching, provide opportunity for extra challenge, and to allow parents to be involved in overseeing the progress of their child. The amount and frequency of homework varies according to classroom activity and teacher discretion.

Required Grade Point Average (GPA)

A parent conference will be required for any VCA student 3rd through 8th grade whose grades fall below a 2.0 GPA. The student will be placed on academic probation until the next grading period and not allowed to participate in any VCA extracurricular activities until the GPA is 2.0 or above. In the event

that grades do not improve, a parent conference will be required along with an evaluation and implementation of an academic plan before continued enrollment is permitted. Failure of parent or student's participation in these guidelines could result in the student's enrollment being withdrawn by Administration.

Honor Roll

Any student 3rd through 8th grade who maintains a 3.50 or higher GPA. will be on the Honor Roll. Any student 3rd through 8th grade who maintains a 3.75 or higher will be on the Principal's Honor Roll. These students will receive achievement certificates and will be honored in the School Newsletter. Parents will receive a letter of commendation.

Evaluations and Conferences

Parent-Teacher conferences are scheduled two times a year, in October and January/February at which time progress reports are presented. When school is out in June, report cards and standardized test scores are mailed for all students. Report cards and standardized test scores will not be issued until all tuition and fees have been paid in full (unless other arrangements have been made beforehand with the Finance Department).

Parents may request a conference with their child's teacher at any other time in the school year by emailing the teacher directly. The teacher will provide the parent available meeting times in order to schedule a conference.

Student Accommodations

Veritas Christian Academy provides accommodations for students with academic, physical, behavioral, and emotional challenges. When these challenges interfere with the progress of the student, and the needs of the class as a whole, the following procedures will be followed:

- Parent-Teacher Conference - The teacher may recommend that educational and/or psychological testing be done by a professional who specializes in diagnostic assessment and evaluation. Parental cooperation in these matters is essential and must be timely and thorough.
- ISP and 504 Plan - Parents, Faculty, and Administration together will determine a course of action based on results of assessments and evaluations. Parental involvement is vital for the success of an ISP/504 Plan.
- Follow up and continual re-evaluation of the ISP/504 as needed.

If, at any point during the previously stated procedures, it is determined that VCA cannot adequately serve the needs of the student, or VCA and the parents are not in agreement over the recommended course of action, VCA maintains the right to discontinue the educational relationship.

MIDDLE SCHOOL 6TH - 8TH GRADE

Student Expectations

Students attending Veritas Christian Academy are expected to practice and grow in Christian character. This includes all areas of life, but more specifically, respect for and obedience to those in authority, physical and moral cleanliness, and abstinence from things harmful to the body and society. Students are

expected to conduct themselves in a manner that is not offensive to others, including but not limited to language and behavior. We want our students' lives to show they are choosing to put Christ first.

The above criteria are used to assess students for admission to VCA. These criteria are also used throughout the year as part of the ongoing evaluation of student progress.

Curriculum

We provide a comprehensive education at Veritas Christian Academy. Our school is directed and staffed by qualified and dedicated Christian teachers. Students are taught the core subjects, Language Arts, Math, Science, History, and Bible using high quality curricula from *ACSI*, *Total Language Plus*, *Abeka*, and *McGraw-Hill*. In addition to the core subjects, students receive weekly elective classes that vary by the trimester, along with five days of PE. This program features the following:

- Biblical truths and values integrated into the curriculum through challenging academic work
- A system of directed teaching methods that allow for individual differences within a structured program
- A project-based learning model that provides students with 21st century skills that are needed for success in high school and beyond
- A curriculum which meets or exceeds Common Core Standards and California State Standards
- Teachers will supplement the program using materials approved and supervised by the administration

Homework

Homework assignments are an important extension of classroom learning designed to prepare students for the workload assigned in high school. At the direction of the Administrator, each teacher is responsible for assigning homework to reinforce classroom teaching, provide the opportunity for extra challenges, and allow parents to be involved in overseeing the progress of their child. The amount and frequency of homework varies according to subject matter and teacher discretion. Please refer to the Homework section of the Middle School Handbook for the complete policy.

Required Grade Point Average (GPA)

A parent conference will be required for any VCA student whose grades fall below a 2.0 GPA. The student will be put on academic probation until the next grading period and not allowed to participate in any VCA sports program until the GPA is above 2.0. In the event grades do not improve, another parent conference will be required along with an evaluation and implementation of an academic plan. Failure of parent or student's participation in these guidelines could result in the student's enrollment being withdrawn by Administration.

All 8th grade students are required to maintain a 2.0 or higher GPA to participate in Graduation Ceremonies. Accommodations are made for any student on an Individual Academic Plan. If GPA is not maintained, a student may be required to complete summer school in order to advance to high school.

Honor Roll

Any student 3rd through 8th grade who maintains a 3.50 or higher GPA will be on the Honor Roll. Any student 3rd through 8th grade who maintains a 3.75 or higher will be on the Principal's Honor Roll. These students will receive achievement certificates and their parents will receive a letter of recognition.

Evaluations and Conferences

Parent-Teacher conference weeks for Elementary and Middle School students are scheduled twice a year, generally in the first and second trimesters, at which time progress reports are presented. When school is out in June, report cards and standardized test scores are mailed for all students. Report cards and standardized test scores will not be issued until all tuition and fees have been paid in full (unless other arrangements have been made beforehand with the Finance Department).

Parents may request a conference with their child's teacher at any other time by emailing the teacher directly. The teacher will provide the parent available meeting times in order to schedule a conference.

Student Accommodations

Veritas Christian Academy provides accommodations for students with academic, physical, behavioral, and emotional challenges. When these challenges interfere with the progress of the student, and the needs of the class as a whole, the following procedures will be followed:

- Parent-Teacher Conference - The teacher may recommend that educational and/or psychological testing be done by a professional who specializes in diagnostic assessment and evaluation. Parental cooperation in these matters is essential and must be timely and thorough.
- ISP and 504 Plan - Parents, Faculty, and Administration together will determine a course of action based on results of assessments and evaluations. Parental involvement is vital for the success of an ISP/504 Plan.
- Follow up and continual re-evaluation of the ISP/504 as needed.

If, at any point during the previously stated procedures, it is determined that VCA cannot adequately serve the needs of the student, or VCA and the parents are not in agreement over the recommended course of action, VCA maintains the right to discontinue the educational relationship.

III. ADMISSIONS PROCEDURES & POLICIES

General Information

Veritas Christian Academy enrolls students from 2 years old through the 8th grade. We do not discriminate based on disability, race, color, sex, national, or ethnic origin. The administration does reserve the right to dismiss or refuse admission to anyone who is unwilling to comply with the school's philosophy and/or regulations. Before enrollment, each family is required to meet with a member of the School Administration. During the first two weeks of in-class or distance learning, VCA reserves the right

to evaluate and/or assess each child to determine proper classroom placement. Within this time frame, both the parents and VCA have the right to withdraw enrollment. If VCA chooses to withdraw enrollment, registration will be refunded less a \$100 administrative fee, and prorated tuition will be returned. If the parent chooses to withdraw enrollment during the first two weeks of in-class or distance learning, only prorated tuition will be refunded.

Parents must submit a copy of their child's immunization records along with a completed Physician's Report (Preschool only, LIC. 701, part of the admissions packet). The Physician's Report must be dated within one year prior to the student's first day. Please refer to the enrollment packet for a list of required immunizations. A medical exemption signed by a licensed physician must be submitted if you choose not to immunize your child.

Enrollment Requirements

Step One: Receipt of completed online application form and \$25 application fee

Step Two: Campus tour and an informal interview with a member of our Administration

Step Three: Completed assessment and shadow day for Elementary and Middle School students

Step Four: Receipt of completed online enrollment forms, including:

- Parental agreement of Veritas Christian Academy's:
 - ✓ Statement of Faith
 - ✓ Admissions Policy
 - ✓ Parent Handbook
 - ✓ Parent Pledge of Support
 - ✓ Student Expectation
 - ✓ Receipt of \$250.00 registration fee for new students and \$175.00 for returning students (if submitted during Re-enrollment Period. Fee is \$250 if submitted after period has closed)
- Receipt of Preschool licensing forms:
 - ✓ Preschool Admissions Agreement
 - ✓ Personal Rights
 - ✓ Consent for Emergency Treatment
 - ✓ Physician's Report
 - ✓ Child's Health History
 - ✓ Parent's Rights

Step Five: A copy of previous school records/transcripts and immunization records.

Withdrawal and Schedule Change Procedure

If you intend to make a schedule change or withdraw your child from VCA Preschool, Elementary, Middle School, or After School Care, **you must complete a schedule change form or drop slip by the 10th of the month prior to the last day of enrollment.** Without this notification, you will be charged your regular

tuition rate for the following month. Switching days within your preschool scheduled week is not permitted. However, with prior permission from your student's teacher, drop in half/full day is available for a fee.

K-8th Grade students who withdraw enrollment during the summer for the following school year must do so by or before June 10th. Withdrawals after July 10th will be charged the first month's tuition for the following school year.

Preschool

All families interested in placement in our preschool program must contact the Preschool Administrator to verify availability of space, as some classrooms may have a waiting list. To be placed on this waiting list, you will be given a tour, asked to complete the online application, and pay a non-refundable \$25 application fee. Once a spot is confirmed, parents will receive communication from the Preschool Administrator to make sure proper forms are completed. Classroom placement may require further assessment, and VCA reserves the right to make a final placement decision.

Parents must submit all necessary paperwork included in the online enrollment packet prior to the first day of enrollment. Initial tuition payment and registration fee are also due prior to the first day of enrollment.

VCA Preschool is a 12-month program and families are committing to a 12-month tuition schedule. At any time a child may take a leave of absence from our program for a minimum of one month and a maximum of three months and the school will hold the child's enrollment spot, providing a holding fee is paid prior to departure. The holding fee is \$250, and is nonrefundable. All leave of absence or schedule changes must be requested in writing by or before the 10th of the month prior to departure. Schedule change forms can be filled out at the school office. Any other absence or vacation does not relieve a family of their monthly commitment, and regular tuition payments will be required. Tuition takes into account school closures and holidays.

Elementary & Middle School

All students seeking admission to Veritas Christian Academy will be evaluated on the basis of their transcripts and an informal interview with a School Administrator. It is expected that all students at VCA come equipped to perform satisfactorily, both academically and socially. We reserve the right to select students on the basis of academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with the VCA staff and administration. Potential students should display a sincere desire to attend Veritas Christian Academy and be willing to submit to all rules and expectations. Students will not be admitted following suspension or expulsion from another school. VCA strives to meet all children's educational needs. However, we are limited in outside support for children with special needs. It is the intention of VCA to work with each student on an individual basis to meet their educational needs. However, a complete partnership between home and school is required for every student's success.

Classroom placement is based on the age of the incoming student as of September 1st of that particular school year. If further assessment is indicated or desired, VCA reserves the right to make a final placement decision.

Parents must submit all necessary paperwork included in the admissions packet as well as initial tuition payment and registration fee prior to the first day of enrollment.

IV. PROGRAM DETAILS

PRESCHOOL

Basic Schedule

The Preschool is open from 7:30 AM to 5:30 PM, Monday through Friday. Children must arrive no later than 8:30 AM. Part time students must be picked up by 12:30 PM. **Parents with full time students must plan to pick up their children and be exiting the school by 5:30 PM. There is a \$2.00 per minute, per child, late pick up fee that applies to both part and full time children.**

Daily Schedule

7:30	Arrival
8:00	Academic Focus for Pre-K
9:30	Circle time
10:00	Snack
10:30	Outside play time
12:00	Lunch
12:30	Half-day pickup; nap time
3:00	Afternoon snack
3:30	Outside play time
5:00	Clean up and regroup
5:30	Campus closed. Parents are expected to be exiting campus by 5:30 P.M.

Arriving at School

As stated, arrival time is no later than 8:30 AM. Since we are an academic program, it is important for your child to be settled into class on time so they don't miss any organized activity time. Parents, if saying good-bye is a difficult process for your child, please give her/him a quick kiss and hug goodbye in the front office and allow the teacher to help transition her/him into the classroom.

It is important for Pre-Kindergarten students to arrive by 8:00 AM in order to receive full benefits of the kindergarten readiness curriculum.

Preschool children must be accompanied by an adult to the front office and parents/guardians must sign-in and sign-out their child each day. The student registry is a legal document and must accurately reflect attendance. Children are not to mark in the registry. Failure to sign your child in or out will incur a \$10 fee per missing signature.

Lunch and Snack

Lunch and snack times are special times when children can enjoy their own favorite foods from home in the company of their friends and teachers. Snack and lunch times are posted in each classroom on the daily schedule. The classrooms are unable to refrigerate children's lunches or snacks. Please send your child's food packed in a cooler type lunch box.

When finished with their meal, the children are encouraged to help clean up. You will be called if your child does not have a lunch or snack, and it will be expected that you will bring one promptly. Please, no gum, candy, soda, Kool-Aid, chocolate, or other high sugar foods. If these items are packed, they will be returned unopened.

Pizza is available for hot lunch on Fridays at an additional fee. All proceeds go to the 7th grade students raising money for their 8th Grade Washington, DC trip. Snacks and beverages must be provided from home for students ordering pizza.

Lunch boxes and backpacks may not have violent characters or death glorifying symbols (i.e. skull and crossbones).

Nap Time

All children, in their respective classrooms, nap on cots at the same time from 12:30 PM to 2:30 PM. All children enrolled during naptime hours are expected to bring their own blanket. A crib size pillow is optional. Children who do not nap must be picked up by 12:30 PM.

Biting

Biting is not permitted at any age level. However, up to the age of 2 years old, this act is usually due to a lack of verbal skills and is very normal. If biting does occur, a note will go home to parents of both the child who bit and the child who was bitten. If biting continues, the child may be removed from our program until they are older. After a child is 3 years old, biting is not tolerated for any reason. After 3 years of age, if a child bites, they may be sent home immediately, and recurring biting may result in dismissal from our program.

Potty Training

It is Veritas Christian Academy's Preschool Program's policy to assist parents with potty training. We strive to have all children out of diapers and/or pull-ups by early spring in the three-year-old classrooms. Children must be completely out of diapers and pull-ups before they can move to the pre-kindergarten classrooms. Children who are in diapers or pull-ups should bring their own supply.

We have found that the best way to potty train is to just do it. Please send your child to school in training underwear and even plastic pants if necessary. Do not go back and forth between underwear and diapers or pull-ups. This will only prolong the process and confuse the child. Send several changes of clothes and extra shoes with your child each day. Expect the extra clothes to be soiled at the end of the day and be excited when they are not. This process will take some time, but with consistency between home and school, your child will be successful.

Sharing and Bringing Toys from Home

Due to the current Covid-19 pandemic situation, VCA requests that toys and objects for sharing be left at home.

Car Seats

If you need to leave your child's car seat at school, it may be stored along the west wall outside your child's classroom in the Preschool hallway. It is imperative that your child's name be on the car seat. Please follow California State law regarding car seat regulations.

Dress Code

Dress your child for play. Since we are an active school with many messy activities for your child's sensory development, we encourage clothing that is not elaborate, but rather comfortable and easy for him/her to manage. Tennis shoes and socks or soft sole shoes are the safest and easiest for your child to maintain.

Coats and sweaters are necessary for cool days, and raincoats and boots for rainy days. We play outside every day and for staffing reasons, we cannot make any exceptions. Please provide appropriate outer garments. **If your child is not well enough to play outside, please do not send them to school.**

At all times, it is necessary for all children to have an extra change of clothes (shirt, pants, underwear, socks, and shoes) at school. Please bring them in a backpack with your child's name on it. Clothes should be replaced throughout the year due to seasonal changes, child's growth, and use.

Clothing with skulls or crossbones is not allowed. Girls must wear shorts under dresses or skirts to ensure modesty. You will be called to bring a pair of shorts to school if necessary. Hair should be washed, neatly groomed, and out of the eyes.

Chapel

Due to the current Covid-19 pandemic situation, Chapel has been put on hold. Beginning in September 2022, Chapel will return as a part of the weekly schedules. Preschool chapel is held on Wednesday mornings at 9:15 AM in the Worship Center. On the first Wednesday of every month a combined Family Chapel will be held in the Worship Center at 8:30 AM. Parents are always welcome to join any chapel service.

Student Pictures

All students are photographed in the fall for the yearbook and are available for purchase. Enrollment in Veritas Christian Academy includes permission for us to photograph or videotape your child for children's display panels, advertising, or for training purposes.

ELEMENTARY

Basic Schedule – K-5th Grade

7:45	Open Campus
8:10	School Day begins with Flag Salute and Morning Prayer
10:00-10:30	Recess
12:00-12:45	Lunch
3:00	Afternoon Dismissal
3:30	Campus Closed unless enrolled in After School Care
5:30	After School Care closes. Parents are expected to be exiting campus by 5:30 P.M.

Uniforms

Veritas Christian Academy has adopted a strict uniform policy for all students in K-5th grade. We believe there is a direct relationship between a student's appearance and their attitude and conduct. In addition, one of the key words at VCA regarding dress is modesty, which the dictionary defines as:

“Not thinking too highly of one's self; humble. Held back by a sense of what is fit and proper; not bold nor forward. Not calling attention to nor exposing too much of one's body, decent. Not conspicuous nor gaudy, humble in appearance.”

Staff, students, and parents must make it a priority to uphold the “appearance” standard that has been approved by the administration. Uniform infractions will be issued after October 1st for all students who are out of compliance. Please refer to current uniform policy available on the website at www.veritasnapa.org.

Snack and Lunch

Breakfast, snack, and lunch are times for students to reenergize their bodies and minds. It is imperative that they are given healthy foods. Please provide foods high in protein, along with whole grains, fresh fruit, and vegetables. Do not send soda, candy or high sugar foods or drinks. They will be confiscated until the end of the school day.

Refrigeration and microwaves are not available to students. Pizza may be available for hot lunch on Fridays at an additional fee. All proceeds go to the 7th grade students raising money for their 8th Grade Washington, DC trip. Snacks and beverages must be provided from home for students ordering pizza.

Students should bring food from home each day. A special surprise once in a while brought in for lunch is acceptable on birthdays and other specific special family days. However, daily and weekly lunches brought in at lunch time are not permitted.

Chapel

Due to the current Covid-19 pandemic situation, weekly Chapel has been put on hold. Beginning in September 2022, Chapel will return as a part of the weekly schedules. A schedule will be announced at that time. Grades K through 5th enjoy chapel on Wednesday mornings at 8:30 AM in the Worship Center. On the first Wednesday of every month a combined Chapel with Preschool will be held in the Worship Center at 8:30 AM. Parents are always welcome to join any chapel service.

Student Pictures

All students are photographed in the fall for the yearbook, and packets are available for purchase. Enrollment in Veritas Christian Academy includes permission for us to photograph or videotape your child for children's display panels, advertising, or for training purposes.

After School Program

Veritas Christian Academy's After School Program offers extended day services for VCA students. Students must be officially enrolled in this program, with all paperwork completed, in order to attend. The After-School Program is not designed to be drop-in program. However, we understand that unexpected circumstances arise. If drop-in care is needed, you may call the school office before 2:45 P.M. to check on availability for that day. The daily drop-in rate for the After-School Program is \$30 for families with a regular monthly schedule and \$35 for families without a regular monthly schedule.

Upon registering, you may choose 1 to 5 days per week, part-time or full-time for after care. You will be invoiced on your monthly tuition statement. All enrolled After School students will be signed in by the teacher at 3:10 PM. Part-time students must be picked up by 4:15 and full-time students before 5:30 PM. Late pick-ups are charged a late fee of \$2.00 per minute, per student, with a maximum of \$50 per day, per student, payable when invoiced. Please see Tuition Rates and Fees for pricing.

Student Supplies

The Student Supply list is available at www.TeacherLists.com. We ask that you furnish these supplies the first day of school. Most of the requested items will be used by your own child. However, to help defray costs, some items will serve as classroom supplies.

MIDDLE SCHOOL

Basic Schedule – 6-8th Grade:

7:45-8:10	Open Gym
8:10 – 8:20	Prayer, Flag Salute, Announcements
8:20	1 st Period begins
3:20	School Ends
3:45	Campus Closes

Dress Code

Veritas Christian Academy has adopted a strict dress code policy for all middle school students. We believe there is a direct relationship between a student's appearance and their attitude and conduct. In addition, one of the key words at VCA regarding dress is modesty, which the dictionary defines as:

“Not thinking too highly of one's self; humble. Held back by a sense of what is fit and proper; not bold nor forward. Not calling attention to nor exposing too much of one's body, decent. Not conspicuous nor gaudy, humble in appearance.”

Staff, students, and parents must make it a priority to uphold the “appearance” standard that has been approved by the administration. Dress Code infractions will be issued after October 1st for all students who are out of compliance. Please refer to current dress code policy available on the website at www.veritasnapa.org.

Snack and Lunch

Breakfast, snack, and lunch are times for students to reenergize their bodies and minds. It is imperative that they are given healthy foods. Please provide foods high in protein, along with whole grains, fresh fruit, and vegetables. Do not send soda, candy or high sugar foods or drinks. Refrigeration is not available to students. Microwavable foods are allowed; however, microwave availability is not dependable.

Students should bring food from home each day. A special surprise once in a while brought in for lunch is acceptable on birthdays and other specific special family days. However, daily and weekly lunches brought in at lunch time are not permitted.

Students may bring money to purchase food out of the vending machine that is available to students daily at break and lunch time. Pizza is available for hot lunch on Fridays for an additional fee. All proceeds from the vending machine and the pizza orders go to the 7th grade students raising money for their 8th Grade Washington, DC trip. Snacks and beverages must be provided from home for students ordering pizza.

Chapel

Chapel is part of the middle school schedule. When the middle school meets for Chapel, they generally have a guest speaker who will cover age appropriate topics that pertain directly to what middle school

students are faced with during this phase of their lives. Weekly Bible classes cover age appropriate topics in order to give students tools to lead Christ honoring life.

Student Pictures

All students are photographed in the fall for the yearbook, and packets are available for purchase. Enrollment in Veritas Christian Academy includes permission for us to photograph or videotape your child for children's display panels, advertising, or for training purposes.

Open Gym Program

Veritas Christian Academy offers an open gym time available for Middle School students starting at 7:45 and ending at 8:20. The campus is open for drop off during this time frame. Morning flag salute, devotional, and prayer will take place daily beginning at 8:10 AM. First period class begins at 8:20 AM. Students who are not in class by 8:20 AM are considered tardy.

Student Supplies

The Student Supply List is available at www.teacherlists.com under Veritas Christian Academy of Napa. The school supply box should be stocked and ready for each class period. The supply box should be carried from class to class and refilled from home as needed. The student binder should contain lined paper and pocket dividers for each class.

ELEMENTARY & MIDDLE SCHOOL

Free Dress Days

Friday is free dress day. Students should be modest and well groomed. No gang style clothing is allowed. Clothes must be fitted, not too tight or too loose. Overly long or baggy shirts are not permitted. No novelty, skulls, or character print on clothing is permitted. Shirts with writing are not permitted with the exception of VCA Spirit Wear or small logos (i.e. Gap, Quicksilver). Spaghetti strap shirts and flip flop style shoes are not permitted at any time during the school year. Free dress is a privilege and not a right and this privilege will be revoked if dress code infringements occur.

Spirit Wear

Spirit Wear can be purchased for students and adults at The Coliseum Sports in Napa. Items available for students must be in school colors with school logo. Adults may choose any item and have our logo either ironed on or embroidered.

Visitors During School Hours

Due to the current Covid-19 pandemic, VCA has restricted visitors on both campuses. This restriction is temporary and will be lifted once Administration has determined and implemented any revised policies. Until then, parents and other visitors will be limited to special events or meetings and at the invitation of the school administration.

Field Trips

Due to the Covid-19 pandemic, many of our regularly scheduled field trips have been postponed. Before going on any field trip that requires leaving campus, every student will be required to bring a signed permission slip. Parent participation is appreciated; however, siblings are not permitted to attend. All

adults attending any field trip must first be cleared through the school's fingerprinting and background checks. This process takes about two weeks for the school to receive clearance from the Department of Justice. All drivers are required to furnish proof of adequate insurance coverage and a current driver's license. Field trip expenses are included in the tuition rates except for lunch, souvenirs, and spending money. Unless school uniforms are required for field trips, casual field trip attire consists of blue jeans, tennis shoes and VCA polo-shirt.

Attendance and Tardiness

Attendance at Veritas Christian Academy is a privilege, not a right. This privilege should be highly regarded and recognized by all students and parents. Enrollment at VCA includes a commitment to regular, punctual, and daily attendance. VCA holds students to a higher standard realizing that student attendance in school is linked to academic achievement and is an indicator of self-discipline and integrity in work ethic.

As of 2022-2023 school year, the following attendance policy will be put into force:

Absence: an absence is entered on the student record if they miss more than three hours of the school day. After a student has been absent for 12 days, parents will receive a courtesy notice to inform them that their child is in jeopardy of violation of the absent/tardy policy. A student may not be invited to return to VCA if the student is absent more than 10% (i.e. 18/180) of the instructional days in a year.

Excused Absence: granted for illness, doctor or dental appointments, or family bereavement (death in immediate family).

Unexcused Absence: if the student is absent for any reason other than the above-mentioned,

Truancy: a student's absence without the knowledge or consent of parents or school officials is considered an unexcused absence or truancy.

12 Absence Student/Parent/School Procedure

- Parent/Guardian must call or email appropriate grade level faculty and staff alerting to student absence, prior to 9:00 am on the day of absence.
- If no phone call/email is received, a written excuse from the parent may be submitted including: Student name, dates of absence, reason for absence, parent signature
- Student will be marked unexcused without one of the three above parent communications being received.

For prolonged absences due to illness or special circumstances, we suggest that you make arrangements with the teacher for makeup work. Students will be given the same number of days absent to complete their missing assignments. It is expected that a message to your child's teacher be emailed or left with the school office by 9:00 AM for homework to be available for pick up by 4:00 P.M. Excessive tardiness and absences will cause a student to fall behind and will affect his/her academic grades and may be cause for grade level retention.

The California Department of Education defines chronic absence as missing 10% of the school year for any reason including excused and unexcused absences (including suspensions). VCA must follow the state standards of attendance in order to maintain our standing with the CDOE. California Education Code 48260 states: "*Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance Supervisor or the Administrator of the school district.*" Therefore, three unexcused tardies per trimester will result in one absence and four unexcused absences per trimester will be reported to the California Office of Education. Upon the fourth tardy and every

tardy thereafter, per trimester, a \$10 late fee, per child, will be added to the tuition account. If a child is late because they fail to line up on time after the second whistle is blown, 5 minutes of recess is lost.

V. REGISTRATION, TUITION & FINANCIAL AID

Tuition and Registration Fees

Veritas Christian Academy uses FACTS Tuition Management Company to process tuition payments. There are several auto-payment options available through FACTS as well as the option to pay with a credit card.

Tuition is due on the 1st business day of every month. All other miscellaneous fees are due with the tuition the following month. A late fee of \$50 is charged if tuition is received after the close of the business day on 10th of the month or first business day following if the 10th lands on a weekend, holiday or teacher in-service day. Returned checks will incur a \$30 service charge. No credit will be given for school absences. Tuition takes into account school closures and holidays. There will be a minimum 3% annual tuition increase.

PRESCHOOL: Preschool tuition is broken into monthly payments and is based on a 12-month school year, July through June. Pre-registration for the following year takes place in January, and payment of the registration fee is required in order to hold your child's placement for the next school year. If a family pulls their student's enrollment for the summer months of June, July and/or August, they must pay a \$250 Summer Hold Fee. This fee is non-refundable.

KINDERGARTEN: The total annual tuition is based on a 9-month school year, and is broken into *10 installments* with the first payment due August 1st and the last payment due May 1st. For new families, the registration fee and first month's tuition are due by March 1st of the previous school year to hold your child's placement. Returning family registration is \$175 and due with pre-registration paperwork. If not paid by January 31st, registration fees will increase to \$250 due upon enrollment. These fees are non-refundable. Transfer-in student's account will be charged a prorated first installment along with the current month's tuition.

ELEMENTARY & MIDDLE SCHOOL: The total annual tuition is based on a 9-month school year, and is broken into *10 installments*, August through May, with the first billing cycle posted in July, due August 1st. The 10-monthly installment plan was put into place to help families with their household budgets. Transfer-in student's account will be charged a prorated first installment along with the current month's tuition (e.g. If an elementary student begins November 1st. the family would be charged for November's tuition plus a pro-rated amount for the first monthly installment. These fees would be due no later than November 10th).

Re-enrollment for the following school year takes place in January and requires a registration fee of \$175 to hold your child's placement. If the re-enrollment fee is not paid by January 31st, the registration fee will increase to \$250 due upon enrollment. In addition, all other fees are due by March 1st.

All registration fees are non-refundable. Within the first two weeks of enrollment, both the parents and the VCA administration have the right to withdraw enrollment for any reason. If VCA chooses to withdraw enrollment, registration fees will be refunded, less a \$100 administrative fee, and prorated

tuition will be returned. If the parent chooses to withdraw enrollment within the first two weeks, only the prorated tuition will be refunded.

Please see current year tuition schedule for complete rates.

Tuition and After Care Fees are due by the 1st of the month. Miscellaneous fees are due by the 20th of the month. Payments received after the close of the business day on the 10th of the month (or the business day after if the 10th is on a holiday, weekend or school closure day) will incur a \$50 late fee. At the time of billing, any account that has a balance from the previous month is considered in arrears. Please contact the Finance Department if financial difficulties arise. While we make every effort to accommodate the needs of our families, we reserve the right to request that you withdraw your child from school until your account is paid in full. Your child's place cannot be guaranteed. Report cards, standardized test scores, and student records will not be released until all accounts are paid in full.

Transfer-in students will be charged on the basis of the number of months left in the school year. Students who enroll after the 15th of the month are charged ½ month's tuition. **Transfer-out students must complete an enrollment change form at the school office by the 10th of the month to be effective on the 1st of the next month.** If the enrollment change form is not completed, signed and submitted by the 10th of the month, the family will be charged the following month's full tuition. Until accounts are paid in full, report cards, standardized test scores, and permanent records cannot be released.

Joint Custody and Non-Custodial Parents and Guardians

Newsletters, report cards, billing information and information from the teachers will only be released to the non-custodial parent if the enrollment forms indicate this request. Conference times will be scheduled at the request of the non-custodial parent only with the permission of the custodial parent. Release of information to non-custodial parents will only be granted with the custodial parent's permission or if there is a court order.

Tuition invoices will be accessible to the custodial parent through our billing program. If the parent who did not enroll the child wishes to pay on the account, we will accommodate him/her unless it is stated in the court order that only one parent is to pay the bill. Joint custody is determined by a court order, which is placed in the child's file. If one parent/guardian falls behind in tuition payments it is the responsibility of the other parent/guardian to make sure the bill is kept current.

Scrip Program

Families may elect to participate in the Scrip Program to reduce the cost of tuition. Gift cards may be purchased on the Preschool/Elementary campus at the Scrip to Go box or via the Shop with Scrip website. www.shopwithscrip.org

Fifty percent of all scrip rebates earned will be applied as a tuition discount each quarter.

Financial Aid

Veritas Christian Academy's financial aid program is funded from various sources. The funds may come from the general budget and/or from the generosity of other individuals and organizations who wish to support our school families.

In order for us to allocate financial assistance resources wisely and fairly, we have enlisted the help of FACTS Tuition Management Company. FACTS does not decide whether financial assistance will be given or how much to give. Instead, FACTS provides a needs-based financial aid analysis, which includes recommendations on what a family should reasonably contribute toward tuition. Applications are submitted directly to FACTS through a FACTS Tuition Management profile created by the parents. All information administered by FACTS is kept confidential. Results are reviewed by the VCA Finance Department, who then make recommendations to the VCA Administrator based on the following year's budget. Upon approval by the VCA Administrator, financial aid offers are then sent to families.

Basic Fund

The BASIC Fund (Bay Area Scholarships for Inner-City Children) is a privately-funded program whose mission is to broaden the educational opportunities for inner-city children by helping low-income families afford the cost of tuition at private schools in the Bay Area.

The program is available to students entering Kindergarten through eighth grade to attend private schools in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma Counties. The program provides scholarships to help families send their children to the private school of their choice. The BASIC Fund scholarships are awarded based on financial need and the child must be entering private school for the first time.

These scholarships are not guaranteed, and Veritas Christian Academy does not participate in the decision process. To access BASIC Fund's application, see their website at www.basicfund.org. The application process begins in December of every year. However, if you are interested, we encourage families to contact BASIC Fund as early as possible.

Military Discount

As a school, we are very appreciative of the sacrifice our military families give for our freedom. Therefore, all military families, with at least one custodial parent/guardian who is actively serving in the military will receive a \$175 break for registration or re-registration fees. For more information, please contact the VCA Finance Department.

Other Financial Assistance

Community Resources for Children is a state program that, among other things, helps families subsidize their childcare needs. For more information about CRC, please call 707-253-0376. If your child's tuition is subsidized by CRC, you are responsible to complete your child's sign-in forms by the end of each month. If your child's sign-in sheet is not complete, your child may not return to school until all forms are complete and you may be held responsible for that month's tuition. Parents are responsible for covering any fees, expenses or portions thereof not paid by CRC.

VI. SCHOOL POLICIES AND CAMPUS INFORMATION

Discipline and Conduct Policy

We expect our students to conduct themselves in a Christ-like manner and our discipline style is one of love and understanding for each individual situation. Students and/or families who do not submit to the rules and regulations of VCA and/or who do not show respect to VCA, its staff, or other families, will be dismissed from Veritas Christian Academy. Any student who intentionally endangers the safety or well-being of a fellow student or staff member is subject to immediate dismissal from our program. Parents will most often be asked to become directly involved in handling the problem, with the exception of extreme cases.

Children are learning to make responsible choices and oversee themselves. We believe in providing consistent, understandable limits and our teachers respond to inappropriate behavior with insight, sensitivity and skill.

He answered: "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and "Love your neighbor as yourself" Luke 10:27

It is expected all students will:

- Be Safe
- Be Respectful
- Be Responsible

Student's may not:

- Hurt or endanger themselves
- Hurt or endanger others
- Damage property

If a student chooses not to follow the above expectation of our school, the following disciplinary actions will be taken:

1. REDIRECTION: Reminding the students of the rules and expectations. If they choose to abide by them, they are expected to resume the activity in an appropriate manner or get connected in a different activity or social situation, away from conflict and possible harm.
2. REFOCUS: If the student chooses not to abide by the rules, they will either shadow the teacher or take time by themselves away from the other students and activity in question until they show they are ready to re-enter the activity in an appropriate manner. This may include loss of break time, garbage patrol, or other age-appropriate consequences.
3. REMOVED FROM ACTIVITY: If the redirection and time taken by the student does not help them gain control of themselves, they will be removed from the classroom or activity to talk with an Administrator. When appropriate, an incident report will be sent home.
4. PARENT CONFERENCE: If the behavior continues, a parent conference will be required, a behavior plan will be implemented, and outside assessment may be required.

5. **RESTITUTION:** In the event of property damage the student will be expected to replace or restore the damaged property at the cost of the family.
6. **DISMISSAL:** If the behavior continues after the parent conference, dismissal will take place with no advanced notice and will be at the Administrator's discretion.

Suspension Policy

It is the policy of Veritas Christian Academy to suspend students for behavior including but not limited to vandalism, violence, bullying, and cyber bullying. The length of suspension is determined by the Administrative Team and is reviewed on a case-by-case basis.

Missed classwork: The student will be given a zero for all missed classwork for the first two days of suspension. The student may receive credit for missed classwork for additional days missed due to suspension providing all work is completed for the entire time of suspension, excluding the first two days, and turned in the day the student returns to school. Classwork will be available for pick-up by 10 AM the morning of the third day at the school office.

Permanent Records: Documentation of suspension will be placed in a student's permanent record.

Police Report: The police will be notified in the event of vandalism or bodily harm is threatened and/or carried out between students. All parties will be reported.

Readmission: Counseling intervention may be required in order for the student to return. The cost for counseling may or may not be billed to the parent. The choice of professional counselor will be selected by Veritas Christian Academy. Reconciliation, forgiveness, and restitution are expected by all parties. Should one or more participants not exhibit an attitude of restoration or forgiveness they will be subject to expulsion.

Cell Phones & Electronic Devices

Cell phones and electronic devices are not allowed during school hours unless prior permission is given by the teacher. If used or visible without prior permission, at any time during school hours, including After School Care, phones and devices will be confiscated. Parents may request them back from the teacher.

Drop Off/Pick Up

In order to maintain safety in our parking lots, we ask all parents to use extreme caution when dropping off or picking up their children. Preschool children **MUST** be accompanied by an adult to the front office. Students may not be dropped off before the designated times for each campus. Students must be picked up by the designated campus closure time. Kindergarten through 5th grade students still on campus past 3:30 will be taken to Aftercare. Should this occur, a \$35 drop-in charge will be posted to your tuition account. Children enrolled in the After-School Care Program who are picked up late will be charged \$2 for every minute after 4:15 pm for part-time after care and 5:30 pm for full-time after care, with a maximum of \$50 per day, per child, which is payable when posted to your tuition account. If you allow your 6th through 8th grader to walk or ride a bike home, a parental permission slip must be on file with the School Office.

Children Left in Cars Unattended

It is against the law to leave a child under the age of 7 unattended in a vehicle unless they are supervised by a person at least 12 years old. We urge all parents to use their best judgment regarding the safety of their children in our parking lot. VCA staff members are considered mandatory reporters and will be required to report any unattended children under the age of 7 to law enforcement. If you need assistance dropping off or picking up your student, please call the school office.

Closed Campus

For the safety of our students, all VCA campuses are closed. This means all students are to remain on school property during school hours unless accompanied by an authorized adult. The students are made aware of their boundaries and are supervised at all times. Students are not allowed on campus without an adult prior to the campus opening or after the campus closes. Students are to leave the campus with an authorized adult unless prior arrangements have been made. The Preschool and After School Care Programs close at 5:30 PM.

Hours of Operation

VCA Staff is on the Preschool/Elementary campus between 7:30 AM and 5:30 PM Monday through Friday (ext. 100). The Middle School staff is on the Middle School campus between 7:45 AM and 3:45 PM (ext. 300). The Finance Department (ext. 104) can be reached by voicemail or email throughout the week. You are encouraged to leave a phone message any time you don't reach a live person. Messages are checked regularly. The South Campus phone number is 707-253-7226. The North Campus phone number is 707-261-1227. If your call needs immediate attention, please indicate that in your message.

Holidays and Other Closures

Veritas Christian Academy's Preschool, Elementary and Middle School Programs are on the same holiday schedule. A school calendar will be available by August 1st to verify the exact days the school is closed. Phone and email messages sent to staff during closures will be answered upon return to campus.

The following are guaranteed days of closure:

- Two weeks for Christmas & New Years
- Martin Luther King Jr. Day
- Lincoln and Washington Birthdays
- Good Friday & Monday after Easter
- One week for Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (Monday through Friday)
- Teacher Training/Work Days (4 days TBD)

Health and Safety Policy

ILLNESS: If your child becomes ill while at school:

1. The parent or authorized person will be notified to pick up the child *within one hour* from the initial call.
2. Your child must be fever-free (under 99.8 degrees), vomiting-free and diarrhea-free for at least 48 hours without medication before returning to school.
3. In the event an antibiotic is needed, your child may not return to school for at least 24 hours after the first dose.
4. If your child contracts a rash, a doctor's note will be required in order to return to school.
5. If your child contracts pink eye, 4 doses of medication must be administered before returning to school.
6. If your child contracts lice he/she must be nit-free before returning to school.
7. If your child cannot participate in a regularly scheduled activity, a doctor's note is required.

If your child becomes ill while at home:

1. Keep him/her home
2. All of the above guidelines also apply

When a child returns to school after an illness, a school employee must clear the child before the parent leaves. If the 48-hour period is over after 8:30 AM, a preschool child must wait until the next day before returning to school. If the child returns to school after being given medicine to reduce a fever and must be sent home later that day, it will be expected that the child will remain at home and the 48-hour period starts over. VCA reserves the right to make a final decision on re-admittance based on our best judgment of physical symptoms and the child's ability to participate appropriately.

MEDICATION: If your child needs medication given at school:

1. A medication permission form must be filled out and signed by the parent. Forms are located in the school office.
2. All medication must be in its original container. No plastic bags or cups please. **At no time** should medication be added to a drink cup or stored in a backpack or lunch box.
3. Sunscreen, lotion, and lip balm must be treated as a medication; a medication permission form is required.
4. If your child needs a nebulizer treatment administered during the day, a special consent form must be completed first. Nebulizer forms are located in the school office.
5. If your child has been prescribed an epi-pen or other allergy related medications, a permission form must be completed.
6. Medication and permission forms for Preschool must be given to the Teacher and for Elementary and Middle School they must be given to the school office.

INJURY: If your child is injured while at school:

1. The school shall give appropriate first aid to a child for minor cuts and bruises. A notice may be sent home.
2. A parent or guardian will be contacted if immediate attention is necessary.

3. In the event of an emergency, 9-1-1 will be called.
4. If a child must be taken to the hospital, an administrative staff member or teacher will stay with the child until a parent arrives.

Emergency Drills and Information

Fire, earthquake, and other emergency drills are scheduled monthly to acquaint your child with the evacuation procedures. The buildings are equipped with a fire alarm system and fire extinguishers. We regularly train all our staff in emergency procedures.

Registered Sex Offender Notification

Pursuant to Section 290.4 - 290.46 of the California Penal Code, information pertaining to registered sex offenders within the County of Napa is available through local law enforcement agencies. In addition, registered sex offender information can be accessed at www.meganslaw.ca.gov.

It is important to understand that designated law enforcement personnel are the only persons qualified to assess the level of risk and potential danger each individual sex offender poses to our community. Registry information distributed unlawfully or used to harass or intimidate others could be subject to civil liability.

VII. PARENT OBLIGATIONS AND OPPORTUNITIES

Communication

Weekly newsletters are sent via email, tuition statements will be emailed to the parents' preferred email address, and any hard copy correspondence will be handed out throughout the month.

In addition to these communication forms VCA uses the website www.veritasnapa.org, and the Parents of VCA Lions private Facebook Page to relay information. Please make sure the school office has your current email address and cell phone number on file, so we can communicate with your family. If you move, please update your mailing address with the school. Periodically a text will be sent out.

If at any time you need to communicate with the Administrative Team you may:

- 1) Call 707-253-7226 ext. 102, for Elementary school administration
- 2) Call 707-253-7226 ext. 103 for Preschool administration
- 3) Call 707-261-1227 ext. 302 for Middle school administration

You may communicate with your child's teacher via email or by leaving a message with an Administrative Assistant. Please allow your child's teacher one business day to respond unless the message is marked urgent. Your child's teacher will make every effort to respond as soon as possible.

Conflict Resolution – Matthew 18 Principle

In the event a problem or concern arises, it is expected that each party refrain from gossip and go directly to the source. Veritas Christian School uses the guidelines in Matthew 18:15-17 for dealing with conflict.

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. Matthew 18:15-17

It is expected that all parties will follow the process stated below:

1. Go privately to the source. If the parties involved can work out the issue together, consider it finished.
2. If the issue remains unresolved, all parties are to go to the student's teacher. If the parties involved can work out the issue together, consider it finished.
3. If the issue remains unresolved, all parties are to go to the Program Administrator. If the parties involved can work out the issue together, consider it finished.
4. If the issue remains unresolved, all parties are to go to the Administrator.
5. If the issue remains unresolved, all parties are to go the Board of Trustees. The Trustee President will act as a mediator to come to a final conclusion. All parties are bound to the final conclusion.

Gossip and slander are never tolerated, including use of social media or other online based forums. If at any point a person at Veritas Christian Academy is engaged in the act of gossip and/or slander they will be immediately confronted. If the act does not stop, dismissal from VCA may occur.

Financial Responsibility

You will receive an email invoice monthly displaying the balance on your account due on the first of the month. If you have a balance inquiry at any other time during the month, please reach out to the Finance Department. While others may pay on your student's account, it is the ultimate responsibility of the parents/legal guardians to keep their student's account current. If extenuating circumstances should arise, families are asked to communicate promptly with the Finance Department regarding their financial situation. Families that fall behind on account payments on a regular basis, and who do not consistently communicate with the Finance Department regarding their financial difficulties, will be contacted for a meeting to discuss payment plans and/or other contingencies. The VCA Administration makes every attempt to work with families. However, report cards, standardized test scores and student files will not be released until all accounts are paid in full. The Finance Department may be reached at 707-253-7226 ext. 104.

Current Contact Information

It is the responsibility of the parents to communicate all changes in contact information to the school office or by updating in FACTS Parent Portal to maintain an accurate database.

Church Attendance

We recognize the importance of home, school, and church working and praying together in the training of young people. Therefore, we encourage all of our families to attend a church of their choice for fellowship, spiritual growth, and reinforcement of Christian truths.

Parent Helpers

Teachers welcome classroom helpers for special activities and classroom events. While the Covid 19 pandemic makes this difficult, please reach out to your child's teacher to inquire about participating.

Parent Helpers must sign in and get a visitor pass from the school office before entering other areas of the campus. For regularly recurring parent volunteers, the completion of fingerprinting and a background check may be required.

Mediation

VCA believes the Bible instructs us to make every effort to live at peace, and to resolve disputes with each other in private, or within the Christian community, in conformance with biblical principles. Therefore, the parties agree that any claim or dispute arising out of their child's attendance at Veritas Christian Academy, a dba of Napa Valley Christian Education Group, or related to any provisions of the Parent Handbook, shall be settled by biblically based mediation or arbitration. It is the primary goal to resolve conflicts biblically, not just to avoid litigation.

Accordingly, the undersigned parties hereby agree that, if any dispute or controversy arises between them and is not resolved in private meetings between the parties, then the dispute or controversy will be settled by biblically based mediation and, if necessary, legally binding arbitration, in accordance with the Rules of Procedure for Christian Conciliation (HisPeace.org) The undersigned parties agree these methods shall be the sole remedy for any dispute or controversy between them and, to the full extent permitted by applicable law, expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration, or to enforce this dispute resolution agreement. Any mediated

settlement agreement, or arbitrated decision hereunder shall be final and binding and fully enforceable according to its terms in any court of competent jurisdiction.

VIII. PARENT PLEDGE OF SUPPORT

Parents are required to abide by the Parent Pledge of Support as included in the enrollment forms. The parent's signature is required on all forms and serves as an indication of agreement to support the principles, goals, and policies of the school. A copy of all signed agreements will be placed in your child's file. Below is a copy of the Parent Pledge of Support as received in your enrollment forms.

ACADEMICS: We agree to encourage, support, and help our child in homework, memorization, projects, and study habits.

ENROLLMENT: We agree and understand that enrollment in Veritas Christian Academy is a privilege, not a right. We further understand that continued enrollment and re-enrollment of our child is dependent on our support of the school, its staff, and its policies.

CONDUCT: We agree and understand that, due to the standards of Veritas Christian Academy, our community will not tolerate profanity or obscenity by word or action, or disrespect to students, parents, and personnel of the school.

DAMAGES: We agree to replace or pay for any damages caused by our child.

DISCIPLINE: The school shall have authority to discipline our child (in accordance with applicable California State laws), and we will require our child to comply with all school regulations. We further agree that we will cooperate and discipline our child in the home as needed. We understand if our child persists in unacceptable conduct, he/she will not be permitted to remain in school.

FINANCES: We have read the financial policy and agree to meet all financial obligations promptly.

GRIEVANCES: We will endeavor to communicate our grievances honestly and directly to those involved and when resolved to forget them quickly. We agree not to pursue outside reparation against other Christians, the school nor the church. Matthew 18:15-17 gives a formula for settling of disputes: First privately, then with a teacher or an Administrator, and then with the School Board. The same holds true in principle for the school staff.

GOSSIP: We agree to refrain from listening to and spreading gossip whether done verbally or in social media and online forums. Furthermore, we agree to confront those who do engage in gossip. We understand that continued participation in gossip could ultimately lead to the dismissal of our child from Veritas Christian Academy.

LIABILITY: We release the school from any and all liability, while our child is under school care and responsibility.

PHOTOS: We hereby authorize agents of Veritas Christian Academy to photograph our child while under its care and agree they may use the negatives or prints thereby acquired for such purposes and in such manner as may be deemed desirable for the support and promotion of Veritas Christian Academy.

PLACEMENT: The school has full discretion in the placement and promotion of students.