

The Vine Preparatory Academy

Pre-Enrollment Packet

Revised 2/1/09

For more information, please visit www.vineprep.com

PROGRAM SCHEDULE

The Vine Preparatory Academy is unique because it is designed to incorporate both the classroom and homeschool setting. Students attend classes according to the following schedule:

Tuesday and Thursday - Student attends class at The Vine campus and is taught by a qualified core teacher.
Monday, Wednesday and Friday - Student is taught at home by parent(s). Teacher coordinates lesson plans with parent on a weekly basis.

Extra Classes - Enrichment Days includes elective classes such as art, computer, sign language, etc. These days are planned throughout the week depending on teacher availability.

Sample Schedules

K – 3rd

(K-4 – 8:45-12:00 noon)

Arrival	8:35
Flag Salute/Prayer	8:45 – 9:00
Academics	9:00 – 10:00
Break	10:00 – 10:15
Academics	10:15 – 11:30
Lunch	11:30 – 12:10
Academics	12:15 – 1:30
Break	1:30 – 1:45
Academics	1:45 – 3:00

4th -5th

8:35
8:45 – 9:00
9:00 – 9:55
9:55 – 10:05
10:10 – 12:15
12:15 – 12:45
12:50 – 1:50
1:50 – 2:00
2:00 – 3:00

6th -8th

(This is a sampling of this year's schedule. It is subject to change)

	<u>6th</u>	<u>7th</u>	<u>8th</u>
8:45 – 9:55	Writing	Pre Algebra	Algebra
9:55 – 10:05	Break	Break	Break
10:05 – 11:10	Math	General Science	Writing
11:10 – 12:15	Lit	Writing	Physical Science
12:15 – 12:45	Lunch	Lunch	Lunch
12:45 – 1:45	Science	Lit	History
1:50 – 2:00	Break	Break	Break
2:00 – 3:00	History	History	Lit

Schedule of Fees

Fall 2009

Registration Fee (non-refundable)

Jr. K	\$100
K – 1 st Grade	\$125
PSP *	\$ 50
2 nd – 8 th Grade	\$150
PSP * (includes testing fees)	\$100

**After June 1 registration will increase \$25 for those re-enrolling.

Part time students (7 th and 8 th grade only)	\$50/class
Testing – optional	\$50

Monthly Tuition (Full Time Student – all grades)

Jr. K	\$150/month
1 or 2 students	\$210/each
3 or more students	\$200/each
PSP student	\$40/month
PSP student with lesson plans	\$75/month

Part-time students'	
7 th – 8 th grade	\$60/class/month
Annual Fundraising Fee (per family)	\$300
Annual Fundraising Fee PSP	\$200

HSLDA Membership - <u>payable to HSLDA</u>	\$ 95
(With group discount number)	

* PSP = Private School Program – The Vine keeps cumulative (cum) files only. Child does not participate in regular classes during the week. Curriculum is completely up to parents unless parent opts for class lesson plans. Child tests with school for SAT 10's (standardized testing).

WITHDRAWAL POLICIES

Withdrawing from the Vine: The administration of The Vine Preparatory Academy makes every effort to design curriculum that is grade appropriate and manageable by the home schooled student. However, there are times when a student is not properly matched with a class. Within the first two weeks of instruction in a semester you will be able to withdraw your child from a class without penalty. However if you choose to withdraw your student after this time (end of the 3rd week of September for the 1st semester and February 15th for the 2nd semester) you will be responsible for paying tuition for the entire semester. We require one month's written notice and all fees paid in full.

ADMISSIONS PROCEDURES

Families interested in enrolling their student(s) in The Vine Preparatory Academy must:

1. Complete the pre-enrollment application that includes answering questions and providing personal references.
2. Participate in a family interview. Admission is based on a one-time interview that is conducted by the board. The purpose of this interview is to make certain that all of your questions about The Vine Preparatory Academy have been answered and to make certain that we are the appropriate program for your family.
3. Submit a completed registration packet to The Vine with \$125.00 (per student K-1st) or \$150.00 (per student 2nd-8th) registration fee. This fee includes the cost of SAT10 testing.
4. Be in agreement with and willing to sign the policy on Parent Responsibilities and Student Code of Conduct.

Upon completion of the above, the board will meet to review the applications. Each family will receive notification indicating the board's decision.

After the interview process has been completed and the notice of acceptance has been given and accepted, the application fee is non-refundable.

Current students who re-enroll by a set deadline, will secure a place in the program for the fall, provided the family's tuition is kept current and will be readmitted based on end of year review. A \$125.00* per student (K-1) and a \$150.00* per student (2-8) re-registration fee is required upon re-enrollment. This is a non-refundable registration fee. *\$25 will be added if paid after June 1.

Any family applying to The Vine Preparatory Academy, who may have previously attended, but are not currently enrolled, will be required to meet the same admissions criteria as new families. The board reserves the right to dismiss or refuse to enroll/re-enroll a student. In the unfortunate event of dismissal, the tuition charges of the dismissed student will be prorated to the last regular class day of the month in which the student was dismissed.

If a family must withdraw a student prior to the end of the academic year a 30-day written notice is required. Tuition will not be refunded and withdrawal policies will be enforced. Please see information about withdrawing from The Vine.

Each student must have a complete and current CUM report on file at The Vine Preparatory Academy. This file includes, but is not limited to: Student birth certificate, transfer of previous school records, health examination by a licensed physician, immunization records, pertinent student and family information and a completed emergency authorization form.

Parent Signature

Parent Signature

THE VINE PREPARATORY ACADEMY

Statement of Faith

Each of the undersigned individually believes the following as evidenced by the signatures on the bottom of this page:

I believe there is one God eternally existing in three persons: the Father, the Son, and the Holy Spirit. Man is sinful and therefore separated from God who is holy and perfect. Jesus Christ paid the penalty for my sin through His death on the cross. Jesus also resurrected bodily and ascended into Heaven and will return one day to establish His kingdom. Only through faith in Jesus Christ and His provision of salvation may we be saved from eternal punishment and enter into God's family, and receive eternal life. The Holy Bible is the inerrant authoritative Word of God and supreme source of truth for the Christian faith and life.

Parent Signature

Date: _____

Parent Signature

Student Signature

Student Signature

Student Signature

Student Signature

PARENT RESPONSIBILITIES

1. As parents, you are the primary source of learning for the student. The home schooling parent **must** be the primary teacher at home 3 days a week. Parents are responsible for following lesson plans as given by the teacher. All work must be corrected by parent before returning it to the school. Failure to do so will necessitate a conference with the administrator and/or possible removal from The Vine program
2. Parents are responsible for enforcing the Student Code of Conduct should discipline become an issue.
3. Parents are responsible for purchasing curriculum and supplies as outlined in the curriculum guides for each grade level before the first day of school. Parents will be charged for any copies made for curriculum that should have been bought at the beginning of the school year.
4. We welcome parent volunteers to help out from time to time with classroom special projects, transportation for field trips, act as chaperones and assist on committees such as year book, promotion, picture day etc.
5. Parents are required to serve approximately 10 times each academic year helping with lunchtime duty, trash and door duty. There will be a \$25 fee charged for each unfulfilled responsibility.
6. Parents are required to advise core teacher(s) and the office of any change in the home or student's environment that would affect the student's academic performance (i.e. vacation, prolonged illness, etc.) Discuss with the teacher any make-up work that needs to be done when vacation/illness occurs.
7. Questions or concerns regarding student performance or work should first be directed to the core teacher. If the parent is not satisfied with the outcome, they may request a meeting with the Administrator. If satisfaction is still not obtained, the parent may request a special meeting with the Board. Any decision of the Board will be final.
8. At least one parent must attend the mandatory Parent Meetings held 5 times per year. These meetings are usually scheduled for the second Tuesday of each month. Actual dates will be posted on the school calendar at the beginning of the year. There will be one mandatory meeting for new families at the beginning of the year. There will be a \$25 fee charged for not attending a mandatory meeting.
9. Tuition must be paid on time, which is by the 10th of each month. If you are having financial difficulty, please contact Marian Collins in the office. *There will be a \$10 charge assessed after this time if there has not been any contact with the office.*
10. Attendance forms are due at the beginning of each month. Please bring it to the office along with your tuition payments.
11. HSLDA membership must be shown by the end of the first month of school. A fee of \$25/per month will be charged until membership is shown, starting on October 1.
12. Cumulative school files (cums) must be requested and to the school by the end of the first quarter of school. Cum request forms are available in the office. After the end of November, fees will be assessed if the cum has not been received.
13. Returned check fee of \$20 will be charged.
14. Due to the large amount of families, all official correspondence is done by e-mail, website or roly file (in office). Parents are responsible for checking e-mail for any information from The Vine during the week and the roly file at least once a week. If you do not have e-mail or have unreliable service, please advise the office as soon as possible. Parents are also responsible to make sure that their current email address has been given to the office.

Parent Signature

Parent Signature

13. What are you most looking forward to at The Vine?

14. Do you have any concerns?

15. What church is your family currently attending?

16. Please list at least 3 personal references of non-family members that have known you for at least 5 years.

Name

Phone Number

Relationship

Thank you for your honesty in completing this application. We look forward to speaking with you.

**Please return this to the school along with
each student's most current report card.**

**The Vine Preparatory Academy
27632 El Lazo, Laguna Niguel, CA 92677**