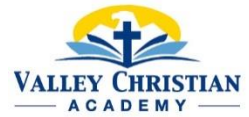


Successfully Enrolling Your Child at Valley Christian Academy



Because most parents are very busy people, we want to help you glide through our process of enrollment by helping you understand what it involves.

1. Start the process by clicking the **APPLY NOW** link on the "Apply Online" page.
 1. Go to **Request Information** (if you are not ready to apply) or
 2. Create an Account, login and complete the **online application**.Once you have submitted one of the two above forms, you will receive a confirmation email and a call from our Registrar, Mrs. Kathleen Horak, to set up your tour.
2. Enjoy an informational **tour** around the campus to learn more about our school and get all your questions answered. We love to have both parents and the prospective student if possible.
3. Following your tour, Mrs. Jackie Wendl (the Administrator's Assistant) will call you to set up your **Entrance Interview**.
4. After the interview, Mrs. Horak will schedule your child for **Grade Placement Testing**. A \$50 testing fee is due at the time of testing. Once the test is complete, you will receive a copy for your records and the results will be discussed.
5. At this point, if you want to proceed with enrolling, you will go back to the VCA website, to complete the **supplemental forms** on the application and provide the Registration fee of \$110.
6. After the above documents and payment have been submitted and reviewed you will receive a letter from the **Administrator welcoming** you to the school.
7. Welcome to the VCA Family – we look forward to being a part of your child's academic and spiritual journey!

If you have any other questions please feel free to contact Mrs. Kathleen Horak at 330-562-8191 or khorak@valleychristian.com.