

26/27 HANDBOOK

**Grace Christian School
of Temecula Valley
PSP**

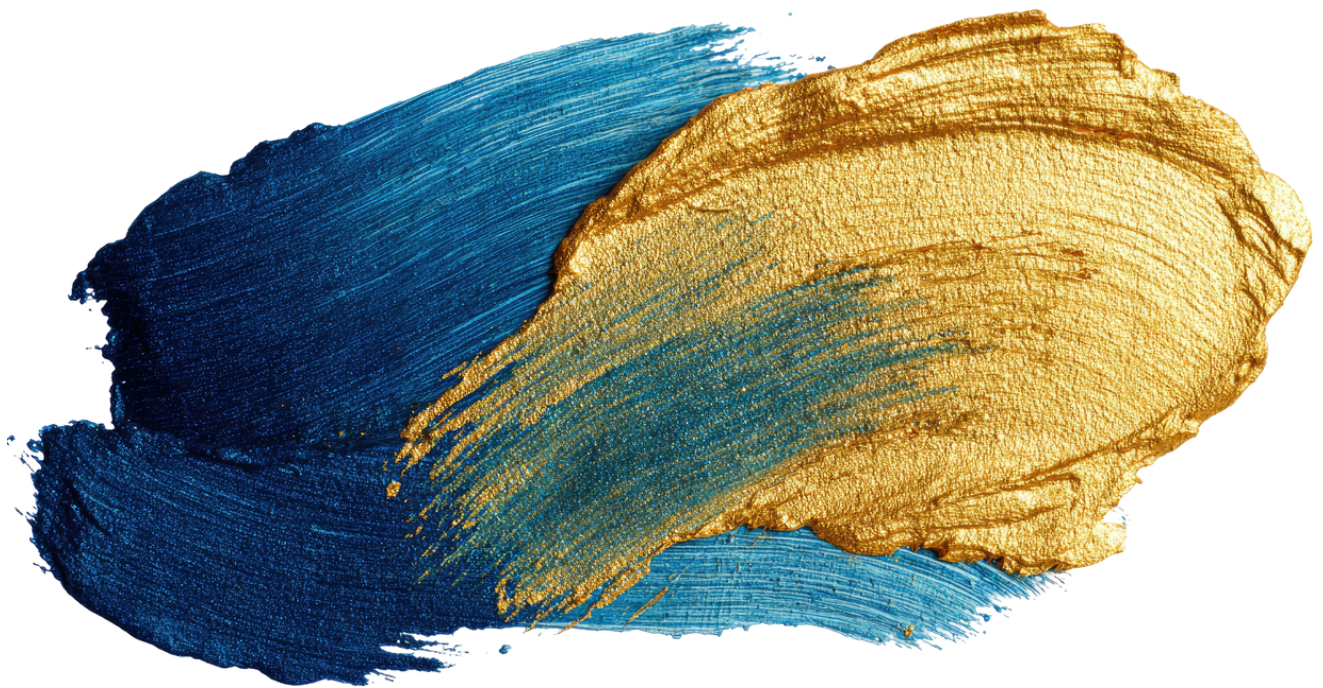


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WELCOME

Welcome to Grace Christian School of Temecula Valley PSP!

Grace Christian School of Temecula Valley was created to fill the need for a Christian K-12 private satellite program (PSP) that would serve homeschooling families. Our philosophy is to empower parents who desire to teach their children to live by Biblical principles, pursue excellence in academics, develop character with Christ as the example, practice responsible life skills and stewardship, and exhibit good role model behavior. We do not require, nor do we provide, a specific curriculum. Rather, our role is to assist families in their quest to meet the individual needs of each child, while staying within the parameters set forth by the California Education Code. Please note that Grace Christian School is **NOT** an on-campus physical place to attend school.

What is a Private School Satellite Program?

A Private School Satellite Program (PSP) is an organized group of home-educating families who file one affidavit (a state of California private school certificate) on behalf of all its members. Each member of the PSP is considered a private school student, and the parent becomes their homeschool teacher. Private school satellite programs operate under the provision of the California Education Code Section 48222.

OUR TEAM



Administrator
Randa Waller



Admin Assistant
Andrea Bundy

Contact Information:

EMAILS:

Please save our email address in your contacts: **gracehomeschool.psp@gmail.com**. We send a weekly email every Monday, as this is our best form of communication. If you are in both Grace Classes and Grace PSP you will receive two different weekly emails, one from each program. *If you have trouble with too many emails, please consider creating a separate email to receive these homeschooling emails.*

TEXT MESSAGES:

Please only text the Grace PSP phone at (951) 473-7970 if you would like to make a phone or in person appointment, or if you have an emergency prayer request. *Questions about paperwork or homeschooling should be emailed and will not be answered over text.*

Please do not text or call the Grace PSP Administrators personal phone numbers about PSP questions. Thank you.

BAND:

Band is a private app on your cell phone used for updates and information regarding the PSP program. You can message the admin team on Band.

APPOINTMENTS:

You can now book an appoints with the PSP administrator by clickinking the link on the PSP website.

OUR MISSION STATEMENT

God centered - Putting God first and allowing all activity in life to flow from the premise that God's priorities are the priorities of the individual.

Raise up a child - Train up a child in the way he should go, and when he is old, he will not depart from it. (Proverbs 22:6)

Accountability - An obligation or willingness to accept responsibility or to account for one's actions.

Creating relationships - Opportunities to connect with other homeschool families and the Grace administration team.

Education - (from 1828 definition Webster Dictionary):
EDUCATION, noun [Latin education.] The bringing up, as of a child, instruction; formation of manners. Education comprehends all that series of instruction and discipline which is intended to enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future stations. To give children a good education in manners, arts and science, is important; to give them a religious education is indispensable; and an immense responsibility rests on parents and guardians who neglect these duties.



Private Satellite Program (PSP) California Private School

- A PSP is an organized group of home-educating families who file one affidavit (a state of California private school certificate) on behalf of all its members.
- All the families enrolled are part of this “private school” and the parents are considered the teachers and the children are the students of this satellite school.
- The Administrator will remind you to turn in the required records and course of study.
- Each family is in control of their children’s educational program by selecting their own methods, materials, and curriculum.
- *Co-Op Classes do not replace teaching. You are still required to teach on non-co-op days, have your student complete work, and grade the student’s work.*
- The PSP offers support with educational planning, curriculum suggestions, counseling and record-keeping.
- The PSP holds each student’s cumulative file including attendance records, summary of courses, progress reports and report cards, copy of medical records, and high school transcripts etc. The PSP holds student records until withdrawal and enrollment in another school, or upon graduation.
- PSP’s often offer group activities and field trips for enrolled families to attend if they desire.



GENERAL EXPECTATIONS:

Compliance with all Grace Christian School (GCS) PSP Policies

Adherence to guidelines in GCS PSP Handbook

Commitment to checking email weekly for PSP communications

ENROLLMENT:

Every family enrolled in GCS PSP will be required to pay enrollment & tuition. Annual non-refundable enrollment fee is per student. Fees are paid once enrollment is approved and invoice is received. See website for fee amounts (under New Family Enrollment Process.)

RECORDS DEPOSITS:

A \$25 Records deposit will be collected at the time of enrollment. This deposit will roll over each year until you withdraw or graduate from the program. If we ship your records to the next school or your house, this deposit will be used to cover shipping fees. If you pick up your file, your records deposit will be returned to you.

FAITH DEPOSIT:

A \$100 Faith deposit per family will be collected at the time of enrollment. This deposit will roll over each year until you withdraw or graduate from the program. This deposit will be used to collect a \$25 late fee for paperwork and/or a \$25 no show fee for mandatory meetings. If you acquire fees during the school year, you must replace the balance the following school year at re-enrollment.

HSLDA/NCLL MEMBERSHIP:

All families must be members of HSLDA or NCLL and submit a current copy of the card by September of the current school year.

TUITION PER FAMILY:

Tuition is due the 1st of the month from Sept - June. Payments are late after the 7th of the month. Notices will be sent out for non-payment. Failure to bring delinquent accounts current after 90 days will be cause for withdrawal of the student(s) from the school. See website for tuition amounts (under New Family Enrollment Process.)

SCHOLARSHIPS:

If your family is experiencing hardship, you can apply for a GCS PSP scholarship by filling out a Hardship Application (found on the PSP website). The application will be reviewed by Administration, and you will be notified within two weeks of submitting your application. Scholarships are only good for the current school year.

REFUNDS:

Enrollment fees are nonrefundable. If Tuition is paid in full and you leave the PSP program, you will receive a refund for the months you will not be attending. This will start the following month from the date you put on your withdrawal form.

GRACE CLASSES REGISTRATION DISCOUNT:

All currently enrolled PSP families will get the “returning” family rate instead of the “new” family rate when registering for the first time with Grace Homeschool co-op classes.

OTHER FEES:

\$150 Senior Fee - Extra fee for 12th grade students: Graduation Package includes Cap/Gown, Diploma, Diploma Case, Transcripts, Tassel, Honor Stole and Honors Cord if they are graduating with Honors. The first 3 transcripts are included in the Graduation Package. Additional copies will be \$5.00 each.

\$10 - Work Permit Issuance (contact Administrator if needed)

MANDATORY MEETINGS:

As a member of GCS PSP, you are welcome to email the Administrator with your questions or concerns.

The following meetings are mandatory throughout the year:

- **PSP: Orientation** for ALL families ~ Review of Handbook (group meeting)
- **How to do Paperwork** for NEW families and all families with incoming freshman (group meeting)
- **PSP Group Meeting** for ALL Families, *up to two times per year*
- **K-8th: Semester Paperwork Turn In** for NEW Families (individual meeting) ~ *Must make an appointment with Administrator. There is a one-week window every semester for paperwork appointments. You must meet with the admin team for at least two semesters before you can start dropping off paperwork without a meeting.*
- **High School: Semester Paperwork Turn In** NEW families (individual meeting) - *Must make an appointment with Administrator. There is a one-week window every semester for paperwork appointments. You must meet with the admin team for at least two semesters before you can start dropping off paperwork without a meeting.*
- **Eighth Grade: End of the Year Meeting** ~ Review 4-year Plan for High School (Group meeting)
- **Eleventh Grade: End of the Year Meeting** ~ Review Transcript to prepare for senior year (individual meeting) - *Must make an appointment*
- **Meetings for Graduating Seniors** ~ Group meeting for families with seniors
- **For Seniors Only** - Senior Snap Due in May.

Optional Meetings:

- SEP - Student Education Plan
- High School Requirements and 4-year plan
- Homeschooling 101
- How to Lesson Plan
- How to do Paperwork K-12
- How to use Google Gradebook - Laptop needed

As a member of GCS PSP, you are welcome to email the Administrator at gracehomeschool.psp@gmail.com with your questions or concerns. **YOU DO NOT HAVE TO WAIT UNTIL YOU ARE CALLED.** Please reach out for help if you are struggling in any way.

OTHER IMPORTANT INFORMATION

EVENTS:

Grace PSP and Grace Homeschool Classes do most events together. For Park Days, Field Trips, Formal Dances, please check the PSP website under "PSP Events." This will be on the dropdown of the "Enrolled" families page which is a password-protected page. You will be emailed the password at the beginning of each school year.

STUDENT CODE OF CONDUCT: For Jr High and High School Students:

On Grace campus or events/dances/field trips, I must

- Use appropriate language and behavior
- Be self-controlled and non-intimidating behavior
- Be in dress code according to the Grace handbook
- Not use or distribute any illegal substances
- Not have or use any weapons or anything construed as a weapon

DRESS CODE: All PSP students and parents must follow the Grace Dress code at all field trips/events/dances, etc. Dress Code - Modesty and respect is our policy. Parents need to check what their child is wearing to Grace events as we do not want to stumble other students. Parents must follow these same guidelines while on campus.

REGARDING DANCES DRESS CODE:

GIRLS: Dresses are to be no higher than slightly above the knee. Spaghetti straps and strapless are fine but no cleavage showing. No halter tops where the sides of the breast are showing. No bellies showing. The dress must be one piece. The back of the dress must touch your shoulder blades; no low back allowed.

BOYS: You must be in dress clothes, suit or tuxedo. Dress slacks and dress shirts with a tie. No T-Shirts, logos or rude statements, drugs or inappropriate images on clothing.

DANCE FORMS: For all dances, this form must be filled out and signed by the student and parents. Photo of the dress code is on the forms. By signing this form you understand the dress code.

If any students come to any dances out of dress code you will have the option of going home, or wearing a Grace sweatshirt the entire dance. You will be put on probation and may not be allowed to attend the next school dance.

GRACE PSP FIELD TRIPS & EVENTS PROTOCOL:

In regard to parent involvement with Grace field trips and events (this is directed mostly to parents of 6-12 grade students). Parents should attend all events/field trips to monitor their own children. Most events /field trips are not chaperoned unless stated, like a school dance where a permission slip is required to attend. If you sign up your child to attend an "on-your-own" event or field trip and you cannot attend, you need to make arrangements with another parent to monitor your student in order for them to attend. We assume, because we are homeschooling, that parents will be responsible for their own children. When students are just dropped off, we have no idea if the student is alone, who they are, and who is responsible for them. Grace is a big homeschool program and not all parents know every student. Students may not even know who to go to for an emergency. Grace creates fun events/field trips for the family to enjoy and for your student to make connections with other homeschool students. This is also a great opportunity for you as the parent to make connections with other homeschool parents. We know this may be hard for some to have to attend or find someone else to be responsible. This can be tricky with high school students and/or students who drive themselves, but Grace cannot be responsible for students who come to events without adult supervision. This is the only way we can make events and field trips a safe environment for your students.

Description of Courses :

K-5th Grade:

Bible, English, Mathematics, and P.E. are core classes which should be taught all year, every year.

History/Social Studies and Science should be taught $\frac{1}{2}$ of the school year, every year.

Visual or Performing Arts is required $\frac{1}{4}$ of the year (optional for Kindergarten but recommended).

Health may be incorporated in Science or P.E. This subject is required $\frac{1}{4}$ of the year (optional for Kindergarten but recommended).

Foreign Language and Computer Basics are optional.

Junior High (6-8th Grade):

Bible, English, Mathematics, History, Science, and P.E. are core classes which should be taught all year, every year. Visual or Performing Arts is required to be taught at least $\frac{1}{4}$ of the year.

Visual Arts may be incorporated into Science, History, or Language Arts.

Health is required to be taught in 7th and 8th grade for at least $\frac{1}{4}$ of the year.

Computer Basics are optional but recommended.

High School:

High School Courses are taught at as one year or one semester course.

See the 4-year graduation requirements.

College Track or SEP Track.

See pg. 12-13

Course Criteria:

Students at GCS must adhere to the following curriculum guidelines pertaining to curriculum:

1. History and science must present a Christian worldview.
2. Bible will be taught as a subject and awarded a grade per the Course Description for High School.
3. High School Students - All curriculum must be high school 9-12 level unless the student has an SEP on file.
4. The PSP Administrator must first approve correspondence courses, online classes, and classes attended at a junior college or university.

RECORD KEEPING:

K-8TH GRADE REQUIRED PAPERWORK:

HSLDA recommends you keep samples of every subject for every month to show progress from the start of your school year through completion of the year. Be sure samples are dated. It is recommended that you keep 2 years prior records plus the year you are currently in. The GCS PSP admin does not need copies of your samples.

Due Dates can be found on the Grace PSP calendar and paperwork flyer.

PAPERWORK:

All forms are located on the Grace PSP website under 26/27 Families. This is password protected. You will receive a password each year to access these documents. All forms are editable and available in PDF or WORD. Paperwork due dates can be found on the Grace PSP Calendar, located on the website under 26/27 Families.

K-12th grade students' paperwork must be typed. All the following forms will be kept in your student's cumulative files.

All PSP forms must have **identical class subject titles** (see the example below):

K-8th

Course of Study: Math 6

Report Cards: Math 6

Progress Reports: Math 6

9-12th

Course of Study: English 9

Course Hour Documentation: English 9

Report Card: English 9

Grade Verification: English 9

Beginning of the Year Paperwork (or when you make a change)

K-8th Course of Study

9-12th Course of Study and Course Descriptions for each course the student is taking that year.

When is my paperwork due? See Grace PSP calendar for dates.

Complete every 8 weeks to complete a Quarter.

K-8th Due Each Semester

Attendance, Report Card and Progress Reports.

9-12th Due Each Semester

Attendance, Report Card, Grade Verification, Course Hours Documentation (if applicable), and Community Service Hours.

K-12th - How to Complete Your Paperwork:

Paperwork samples can be found on the Grace PSP website under the 26-27 Enrolled Families dropdown menu.

K-8th - How to Complete Your Paperwork:

Paperwork samples can be found on the Grace PSP website under the 26-27 Enrolled Families dropdown.

Attendance:

Grades K-8th

Students are graded quarterly. There are 45 days of school in a quarter. There are 4 quarters per academic year, totaling 180 days of school. Students are allowed 5 sick days per year. There must be a minimum of 175 instructional days.

COURSE OF STUDY:

A course of study must be completed for every student. This form must include the name of student, grade, age, grade level, name of curriculum, the author, and publisher of each subject you are teaching. If you are not using published curriculum for a subject, then list "parent planned" and give a detailed, complete explanation of the course.

PROOF OF PROGRESS:

At the end of the quarter, assess your student's progress in meeting goals & objectives and evaluate the progress. Include all work covered and completed for that quarter, for example lessons, chapters, test, quizzes and projects etc.

REPORT CARDS:

On this form you must have the students' name, current school year & the age of your student. Record grades earned during the quarter or semester. List any additional comments in the comment section. *This document must be signed and dated.*

COURSE REQUIREMENTS :

A minimum of 85% of a curriculum must be covered to be considered finished by the end of the 36-week academic year.



High School Academic Plan

Credit Requirements:

GCS requires 250 credits for a college prep diploma.

GCS requires 200 credits for a general diploma for SEP students only, no UC/CSU admission.

Academic 4-Year Plan:

GCS Graduation Requirements (College Prep) - for all Grace PSP High School students

- 4 years of Theology/Bible **(40 credits)**
- 4 years of English **(40 credits)**
- 3 years of History/Social Science - World History, U.S. History & U.S. Government/ Economics **(30 credits)**
- 3 years of Mathematics (Must include Algebra 1 and Geometry) **(30 credits)**
- 3 years of Science - including 2 years of lab science (one year of biological/life science and one year of physical science) chosen from Biology (biological) and Physical Science, Chemistry or Physics (physical) **(30 credits)**
- 3 years of Electives **(30 credits)**
- 2 years of Foreign Language (must be 2 years of same foreign language i.e. Spanish 1 and Spanish 2) **(20 credits)**
- 1 years of Visual & Performing Arts **(10 credits)**
- 2 years of Physical Education **(20 credits)**
- 0.5 Ethnic Studies **(students graduating in 2029/30)**
- 0.5 Personal Finance **(students graduating in 2030/31)**

Driver's Education: This is an elective course. A letter grade and 5 credits will be given for Driver's Education the semester the course is completed. The following forms must be turned in upon completion: a copy of the completion of the online Drivers Ed, a copy of the "Behind the Wheel" completion certificate, 50 hours of driving with the parent are completed, the "Classroom Instruction" completion certificate, and a copy of the permit or license are turned in with the semester report card and the course hours documentation.

HSLDA recommends you keep samples of every subject for every month to show progress from the start of your school year through completion of the year. Please be sure these samples are dated. It is recommended that you keep 2 years prior records plus the year you are currently in. It is highly recommended you retain all 4 years of high school paperwork. The GCS PSP admin does not need copies of your samples.

Academic 4-Year Plan:

GCS Graduation Requirements (General Diploma): Only for students with an **SEP** In place.

- 4 years of Bible (40 credits)
- 3 years of English (30 credits)
- 3 years of History/Social Science - World History, U.S. History & U.S. Government / Economics (30 credits)
- 2 years of Mathematics (must include Algebra 1 and Geometry) (20 credits)
- 2 years of Science - one year of biological/life science and one year of physical science chosen from Biology (biological) and Physical Science, Chemistry or Physics (physical) (20 credits)
- 2 years of Physical Education (20 credits)
- 1 Year of a Foreign Language Or Visual or Performing Arts = (10 credits)
- Foreign Lang - Option 1 - Spanish, ASL, or language of Choice
- Fine Art - Option 2 - Music, Drama, Dance or Visual Art, Photography, Drawing, Ceramics. Students must create or perform art. Art History does not count.
- 2 years of Electives (20 credits)
- 0.5 Ethnic Studies (students graduating in 2029/30)
- 0.5 Personal Finance (students graduating in 2030/31)

Driver's Education: This is an elective course. A letter grade and 5 credits will be given for Driver's Education the semester the course is completed. The following forms must be turned in upon completion: a copy of the completion of the online Drivers Ed, a copy of the "Behind the Wheel" completion certificate, 50 hours of driving with the parent are completed, the "Classroom Instruction" completion certificate, and a copy of the permit or license are turned in with the semester report card and the course hours documentation.

HSLDA recommends you keep samples of every subject for every month to show progress from the start of your school year through completion of the year. Please be sure these samples are dated. It is recommended that you keep 2 years prior records plus the year you are currently in. It is highly recommended you retain all 4 years of high school paperwork. The GCS PSP admin does not need copies of your samples.

ATTENDANCE:

Grades 9-12th

Students are graded by semester. There are 90 days of school in each semester. There are two semesters per academic year, totaling 180 days of school. Students are allowed 5 sick days per year. There must be a minimum of 175 instructional days. Handwritten documents will not be accepted at the high school level.

COURSE OF STUDY:

A course of study must be completed for every student enrolled. On this form you must list name of student, age, grade level, name of book, publisher and ISBN number for each subject you are teaching. If you are not using a published curriculum, and want to use a "Parent Planned" this must be approved by the PSP office before the start of the school year. If it is approved, you will list the course as "Parent Planned" and give a detailed and complete explanation of the course.

COURSE DESCRIPTION:

A course description for each student enrolled is required. This form must have the following information: the name of the book, author, and year published the publisher of the book, edition and ISBN number, course title, how many credits each class is worth, the course length (semester or year long), the start and end dates and the grading scale. Please provide as much detail as possible; fully describing the type of course your student will be taking. (Some textbooks provide a Scope and Sequence section or you can use the Table of Content to find the information).

GRADE VERIFICATION SHEET:

Your high school student's grade will be determined based on mastery of the course, assessing the overall grades received on quizzes, tests, final essay or research paper, and participation. You will assign percentages and components your grading will be based on: for example tests, quizzes, daily homework, papers, participation and projects, etc. *If your student is taking an outside class through Grace Homeschool Classes, Great Books Tutorial, a junior college, or anywhere outside of your home and receives a grade, you must turn in a copy of the Grade Report you received as the grade verification. Whatever grade that is received from the outside entity will stand as the grade on the report card.*

COURSE HOUR DOCUMENTATION:

This document records hours for the courses that are parent-planned and do not follow the sequence of a textbook for example, PE, typing, music, life skills, etc. It is your responsibility as the teacher to record how much time has been spent on a parent-planned subject. A semester course has a minimum requirement of 75 hours to be considered completed and will receive 5 credits. A year-long course has a minimum requirement of 150 hours and will receive 10 credits. Course Hour Documentation form is due each semester.

COMMUNITY SERVICE HOURS:

GCS PSP requires a minimum of 60 hours of community service prior to graduation. Community Services hours must be submitted along with your year-end paperwork each year. Students with an SEP need to complete 40 hours.

REPORT CARDS:

A current report card must be kept on file for each student enrolled in GCS PSP. On this form you must have the student's name, age, grade, phone number and address. Your student's GPA will be determined by points received per class taken that semester. Credits are earned per semester, 5 credits per class, this is *different* than the GPA. All report cards must be signed by the parent and dated.

DETERMINING GRADE POINT AVERAGE (GPA):

This is determined by adding up the points that goes with the grade given. Points will differ between Standard courses, Honors courses, or Dual Enrollment Courses. Please check the grading scale sheet for this information. **You will add up the points given and divide it by the number of classes taken that semester.**

This formula will give you your GPA. A printable grading sheet is also on the Grace PSP website.

Standard Grading	Honors Grading	DE: Dual Enrollment Grading
97-100% A+ 4.3	97-100% A+ 4.5	97-100% A+ 5.0
93-96% A 4.0	93-96% A 4.5	93-96% A 5.0
90-92% A- 3.7	90-92% A- 4.2	90-92% A- 4.7
87-89% B+ 3.3	87-89% B+ 3.8	87-89% B+ 4.3
83-86% B 3.0	83-86% B 3.5	83-86% B 4.0
80-82% B- 2.7	80-82% B- 3.2	80-82% B- 3.7
77-79% C+ 2.3	77-79% C+ 2.8	77-79% C+ 3.3
73-76% C 2.0	73-76% C 2.5	73-76% C 3.0
70-72% C- 2.0	70-72% C- 2.2	70-72% C- 2.7
67-69% D+ 1.3	67-69% D+ 1.8	67-69% D+ 2.3

Other Important High School Information:

DUAL ENROLLMENT:

Dual enrollment allows high school students to take college courses and earn college credit while still in high school. This program can help students save money on future college costs and potentially graduate with an Associate's Degree by the time they finish high school. One semester of college = One year of highschool. For more information please see the Grace PSP Administrator.

COURSE REQUIREMENTS:

For a year-long course, a minimum of 85% of a curriculum must be covered to be considered finished by the end of the 34-36 week academic year. For a semester long course, a minimum of 85% of a curriculum must be covered to be considered finished by the end of the 17-18 week academic semester.

DETERMINING COURSE CREDITS:

Credit will be given for each semester's courses. For one year classes, each semester is awarded 5 credits, totaling 10 credits for the whole year for each course. Semester long courses are awarded 5 credits. College classes will receive 10 credits per semester if the class is numbered 100 or above. If the class number is below 100, it will be awarded 5 credits per semester. GCS requires 280 credits for a college prep diploma or 200 for a general diploma.

PAPERWORK EXTENSION: If you are in need of an extension on your paperwork, you can fill out the paperwork extension form found on the grace PSP website under 26-27 enrolled families. This form can be filled out once a school year and must be given to the grace admin before the paperwork due date.

SENIORS:

You will receive a packet that will have all the instructions for your senior year.

TRANSCRIPTS:

Your high school transcript is the official record of all courses taken, credits earned and grades awarded. To request a transcript please contact your PSP Coordinator. Please allow 5-7 days for your transcript to be emailed or mailed. Transcripts will not be given until all fees are paid in full and all of your paperwork is completed for the end of the school year.

WORK PERMITS:

There is **5-7 days process** for obtaining a work permit and a \$10 fee per work permit.

1. Student must first be hired at a business.
2. Contact the PSP administrator and set up an appointment to pick up the work permit form and pay your \$10 fee.
3. Fill out the parent information, student information and employee information and return the form to the PSP administrator.
4. The PSP administrator will process your work permit. Student will sign and give to employer. This process will take a 3-5 days.

ACT/SAT TEST :

This has been reinstated as a requirement for college undergraduate admissions. Please give the administrator a copy of your student's score to be added to your transcript. For more information on testing dates and locations go to act.org or satsuite.collegeboard.org.

Withdrawing from the PSP/Payments:

WITHDRAWAL POLICY AND PROCEDURE:

A student that is transferring from Grace Christian School to another school should inform the PSP Administration at least one week prior to withdrawal, if possible. This will assist in the expedition of the transfer to the next school. A GCS withdrawal form must be completed for each student to officially complete the withdrawal process. This form can be found on our website under 26-27 Enrolled Families.

- All tuition payment must be current.
- Withdrawal form filled out and turned in to the PSP office.
- Transfer, you must supply the new schools address on the form to be shipped. If you are choosing to pick up your students file you will have 30 days once the file is ready. Failure to pick up the file will result in an automatic being shipped and you will not receive the records deposit refund.
- Senior exit files will be prepared once the students final paperwork is turned in. Parents will be informed when file will be ready for pick up. You will have 30 days to pick up the file or it will be shipped to your address and you will not receive the records deposit refund.
- Once your files are picked up I will notify the Grace accounting office for the Faith deposit and Records deposits refund. This refund will come from however you paid, Venmo, Cash or Check.

** In order for student records to be sent to a new school, all fees due must be paid. **

PAYMENTS:

Payments can be made by cash or by check made payable to Grace Homeschool. You can mail payments to 36068 Hidden Springs Rd., Suite C #1003, Wildomar CA, 92595, or bring payment by cash/check to Grace Homeschool Classes campus while in session on Tuesdays, Wednesdays or Thursdays from 8am until 2pm. We also take payment by the **Venmo app to @GraceHomeschool**. If paying by Venmo, please include your last name and indicate that the payment is for PSP and detail what the payment is for.

SCHOOL ADMINISTRATOR:

The School Administrator is available to meet with you, by appointment. Please see the website like to book your appointment.

Encouraging Bible Verses

- **Deuteronomy 6:7:** "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."
- **Proverbs 22:6:** "Train up a child in the way he should go; even when he is old he will not depart from it."
- **Colossians 3:23:** "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."
- **Galatians 6:9:** "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up."
- **James 1:5:** "If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you."

UNDERSTANDING THE COMMITMENT FOR PSP ENROLLMENT:

Please return this page completed to the Grace PSP Office by September 6, 2026.

PARENT, PLEASE INITIAL YOUR AGREEMENT WHERE INDICATED:

1. If my paperwork is not current, I understand that my student will not be allowed to participate in activities, and records may be held until my paperwork is current. (initial)
2. I understand if my paperwork is 90 days past due I will be withdrawn from the PSP. (initial)
3. I understand that a \$25 fee will be taken out of my Faith deposit for late paperwork and no show at mandatory meetings. (initial)
3. I understand that the enrollment fee is required at the time of re-enrollment/enrollment. These fees are non-refundable. (initial)
4. I understand that tuition is to be paid by the 7th of each month from Sept-June. If my account is delinquent 90 days past due, I understand that my family will be withdrawn from the PSP program. Student records will not be released until past due amounts have been paid. (initial)
5. I understand that there are absolutely no refunds on tuition fees unless you have paid in full and are leaving the program. You will receive a refund for the months you will not be attending. This will start the following month from the date you put on your withdrawal form. (initial)
6. I understand and will fulfill my financial commitment to pay for enrolled student(s). (initial)
7. I understand and have read the Events, Dress code, Dance Rules and Field Trip Policies at GCS/GHC for Students. (initial)

Signature required by all Jr High and High School students as agreement with all information, rules and policies as set forth in this Handbook: Page 7

Student Signature _____ Date _____
Student Signature _____ Date _____
Student Signature _____ Date _____

Parent Signatures in agreement with all information, rules and policies as set forth in this Handbook:

Mother/Guardian Signature _____
Print Name _____ Date _____

Father/Guardian Signature _____
Print Name _____ Date _____

Grace Christian School of Temecula Valley (PSP)
Administration Signature _____ Date _____

