

# ACTS

Albemarle Christian Teaching Support, Inc.

## Scheduling and Registration Packet 2018-2019

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# ACTS Calendar 2018-2019

## 2018 Fall Semester

\*August 27 - Mandatory Orientation 1-3 PM

- 1) Sept. 10
- 2) Sept. 17
- 3) \*Sept. 24- Fire Drill

- 4) Oct. 1
- 5) Oct. 8
- 6) Oct. 15
- 7) Oct. 22
- 8) \*Oct. 29

- 9) Nov. 5
- 10) Nov. 12

*Thanksgiving Break- Nov. 19*

- 11) \*Nov. 26

- 12) Dec. 3
- 13) Dec. 10

*Christmas Break- Dec. 17, 24, 31*

## 2019 Spring Semester

- 14) \*Jan. 7
- 15) Jan. 14
- 16) Jan. 21 – Fire Drill
- 17) \*Jan. 28

- 18) Feb. 4
- 19) Feb. 11
- 20) Feb. 18
- 21) \*Feb. 25

- 22) Mar. 4
- 23) Mar. 11
- 24) Mar. 18
- 25) \*Mar. 25

- 26) April 1
- 27) April 8
- 28) April 15
- Easter Break- April 22
- 29) \*April 29

- 30) May 6
- 31) May 13
- 32) May 20

\*denotes tuition collection days if paying monthly

## 2018 Fall Semester Events

*Thursday, August 23 – Teacher Meeting 1- 3 PM*

*Fri., Sept. 21–ACTS Picnic 6-8PM Penn Park*

*KMS Photography – October 8,15*

*Wed., Dec. 5 – Drama 6+Mandatory Practice 1-4PM*

*Fri., Dec. 7 –Christmas Program 7 PM*

## 2018 Spring Semester Events

*February/March–Needs Assessment*

*Feb. 18 – Teacher Tea*

*Wed., May 1 – Drama 6+ Mandatory Practice 1-4*

*Fri., May 3 – Dramatic ACTS 7 PM*

*Mon., May 14 – Year End Event 7 PM*

## ACTS Class List 2018-2019

	<b>1</b> <b>10:10 – 11:05 am</b>	<b>2</b> <b>11:10 – 12:05 pm</b> <b>Lunch 12:05-12:25</b>	<b>3</b> <b>12:30-1:25 pm</b>	<b>4</b> <b>1:30-2:25 pm</b>	<b>5</b> <b>2:30-3:25 pm</b>	<b>6</b> <b>3:30-4:25 pm</b>
Pre	Preschool	Preschool	Preschool	Preschool	Preschool	Preschool
K	KinderKhorus K-2 Spanish K-2 Start with Art K-2	Brick Builders K-2 KinderKhorus K-2 PE K-3 Science Exploration K-2 Start with Art K-2	Geography K-2 PE K-3 Science Exploration K-2 Start with Art K-2	PE K-3 Science Exploration K-2 Spanish K-2	Geography K-2 PE K-3 Phonics Boosters K-1 Science Exploration K-2 Start with Art K-2	Drama Tyme I K-2 Start with Art K-2
1	KinderKhorus K-2 Spanish K-2 Start with Art K-2	Brick Builders K-2 KinderKhorus K-2 PE K-3 Science Exploration K-2 Start with Art K-2	Geography K-2 PE K-3 Science Exploration K-2 Start with Art K-2	PE K-3 Science Exploration K-2 Spanish K-2 STrEAMers 1/2	Geography K-2 PE K-3 Phonics Boosters K-1 Science Exploration K-2 Start with Art K-2	Drama Tyme I K-2 Start with Art K-2
2	Children’s Lit. Year 2 2-4 KinderKhorus K-2 Spanish K-2 Start with Art K-2	Brick Builders K-2 KinderKhorus K-2 PE K-3 Science Exploration K-2 Start with Art K-2	Chorus and the Classics 2-6 Geography K-2 PE K-3 Science Exploration K-2 Start with Art K-2	PE K-3 Science Exploration K-2 Spanish K-2 STrEAMers 1/2	Geography K-2 PE K-3 Science Exploration K-2 Start with Art K-2	Drama Tyme I K-2 Start with Art K-2
3	Brick Builders 3-5 Children’s Lit. Year 2 2-4 Science Exploration 3/4	American Girl Class 3-6 Great Words of Art 3/4 HoH Ancients Yr.1 3-6 HoH Early Modern Yr.3 3-6 PE K-3 Science Exploration 3/4	ASL Through Projects 3+ Chorus and the Classics 2-6 Great Words of Art 3/4 PE K-3 Science Exploration 3/4 STEM 1 3/4	ASL Through Projects 3+ Chess 3+ Great Words of Art 3/4 PE K-3 Spanish 3-5	American Girl Class 3-6 ASL Through Projects 3+ Chess 3+ Drama Tyme II 3-5 Great Words of Art 3/4 PE K-3	American Girl Class 3-6 Chess 3+ Great Words of Art 3/4
4	Brick Builders 3-5 Children’s Lit. Year 2 2-4 Science Exploration 3/4	American Girl Class 3-6 Govt. & Pres. Hist. 4/5 Great Words of Art 3/4 HoH Ancients Yr.1 3-6 HoH Early Modern Yr.3 3-6 PE 4-7 Science Exploration 3/4	ASL Through Projects 3+ Chorus and the Classics 2-6 Great Words of Art 3/4 PE 4-7 Science Exploration 3/4 STEM 1 3/4	ASL Through Projects 3+ Beg. Etiquette (Girls) 4-6 Chess 3+ Creative Writing 4/5 Great Words of Art 3/4 PE 4-7 Spanish 3-5	American Girl Class 3-6 ASL Through Projects 3+ Chess 3+ Crafting with Flair 4-6 Drama Tyme II 3-5 Great Words of Art 3/4 PE 4-7	American Girl Class 3-6 Chess 3+ Creative Writing 4/5 Great Words of Art 3/4
5	Brick Builders 3-5 Herbs & Plants I 5+ Science Exploration 5/6 STEM 2 5/6	American Girl Class 3-6 Beginning German 5+ Govt. & Pres. Hist. 4/5 Herbs & Plants II 5+ HoH Ancients Yr.1 3-6 HoH Early Modern Yr.3 3-6 PE 4-7 Science Exploration 5/6 Spanish I 5-8	Art Thru Centuries 5/6 ASL Through Projects 3+ Chorus and the Classics 2-6 PE 4-7 Science Exploration 5/6	Adventures in Literature 5-8 Art Thru Centuries 5/6 ASL Through Projects 3+ Beg. Etiquette (Girls) 4-6 Chess 3+ Creative Writing 4/5 PE 4-7 Science Exploration 5/6 Spanish 3-5	American Girl Class 3-6 Art Thru Centuries 5/6 ASL Through Projects 3+ Chess 3+ Crafting with Flair 4-6 Drama Tyme II 3-5 PE 4-7	American Girl Class 3-6 Art Thru Centuries 5/6 Chess 3+ Creative Writing 4/5

	<b>1</b> <b>10:10 – 11:05 am</b>	<b>2</b> <b>11:10 – 12:05 pm</b> <b>Lunch 12:05-12:25</b>	<b>3</b> <b>12:30-1:25 pm</b>	<b>4</b> <b>1:30-2:25 pm</b>	<b>5</b> <b>2:30-3:25 pm</b>	<b>6</b> <b>3:30-4:25 pm</b>
6	Cool Ancient History 6-8 Girls PE 6-10 Herbs & Plants I 5+ Science Exploration 5/6 STEM 2 5/6 Teen Lounge/Study Hall	American Girl Class 3-6 Beginning German 5+ Drama 6+ HoH Ancients Yr.1 3-6 HoH Early Modern Yr.3 3-6 Herbs & Plants II 5+ PE 4-7 Science Exploration 5/6 Spanish I 5-8 Teen Lounge/Study Hall	Art Thru Centuries 5/6 ASL Through Projects 3+ Chorus and the Classics 2-6 Cool Early Mod. History 6-8 PE 4-7 Science Exploration 5/6 Teen Lounge/Study Hall	Adventures in Literature 5-8 Art Thru Centuries 5/6 ASL Through Projects 3+ Beg. Etiquette (Girls) 4-6 Chess 3+ Crafting with Flair 6+ PE 4-7 Science Exploration 5/6 Teen Lounge/Study Hall	American Girl Class 3-6 Art Thru Centuries 5/6 ASL Through Projects 3+ Chess 3+ Crafting with Flair 4-6 Creative Writing 6-8 PE 4-7 Teen Lounge/Study Hall	American Girl Class 3-6 Art Thru Centuries 5/6 Chess 3+ Creative Writing 6-8 Girls' Bible Study 6-8 Health & Nutrition 6+ Teen Lounge/Study Hall
7	Cool Ancient History 6-8 Girls PE 6-10 Herbs & Plants I 5+ MathSm Alg I (9:10 start) Teen Lounge/Study Hall	Beginning German 5+ Drama 6+ Engineering/Robotics 7/8 Herbs & Plants II 5+ PE 4-7 Spanish I 5-8 Teen Lounge/Study Hall	ASL Through Projects 3+ Cool Early Mod. History 6-8 PE 4-7 Studio Art 7/8 Teen Lounge/Study Hall	Adventures in Literature 5-8 ASL Through Projects 3+ Chess 3+ Crafting with Flair 6+ Life Science 7 PE 4-7 Teen Lounge/Study Hall	Academic Writing I 7-9 ACTS Choir 7+ Adv. Etiquette (Girls) 7+ ASL Through Projects 3+ Chess 3+ Creative Writing 6-8 Life Science 7 Painting 2 Acrylic 7+ PE 4-7 Teen Lounge/Study Hall	Chess 3+ Creative Writing 6-8 Girls' Bible Study 6-8 Health & Nutrition 6+ Painting 1 Watercolor 7+ Teen Lounge/Study Hall VA State History (fall) 7+
8	Cool Ancient History 6-8 Girls PE 6-10 Grammar 8+ Herbs & Plants I 5+ MathSm Alg I (9:10 start) Teen Lounge/Study Hall	Academic Writing II 8-10 Beginning German 5+ Drama 6+ Engineering/Robotics 7/8 Herbs & Plants II 5+ Spanish I 5-8 Studio Art 8+ Teen Lounge/Study Hall Yearbook 8+	American Literature 8-10 ASL Through Projects 3+ Cool Early Mod. History 6-8 LD Debate (spring) 8+ Photography I 8+ Speech (fall) 8+ Studio Art 7/8 Teen Lounge/Study Hall Yearbook 8+	Adventures in Literature 5-8 Apologia Physical Science 8 ASL Through Projects 3+ Chess 3+ Crafting with Flair 6+ Graphic Design 8+ Photography I 8+ Studio Art 8+ Teen Lounge/Study Hall Yearbook 8+	Academic Writing I 7-9 ACTS Choir 7+ Adv. Etiquette (Girls) 7+ Algebra Made Simple 8-10 Apologia Physical Science 8 ASL Through Projects 3+ Brain Challenge (spring) 8+ Chess 3+ Creative Writing 6-8 Painting 2 Acrylic 7+ Teen Lounge/Study Hall Yearbook 8+	Boys Team Sports 8+ Chess 3+ Creative Writing 6-8 Girls' Bible Study 6-8 Health & Nutrition 6+ MathSmith Geo (4:40 end) Painting 1 Watercolor 7+ Teen Lounge/Study Hall VA State History (fall) 7+ Yearbook 8+
9	Biology 9-11 (9:55 start) Exercise Science 9+ Girls PE 6-10 Grammar 8+ Herbs & Plants I 5+ MathSm Alg I (9:10 start) Teen Lounge/Study Hall World Hist. Ren to Prest. 9+	Academic Writing II 8-10 Beginning German 5+ Drama 6+ Herbs & Plants II 5+ MathSmith Alg 2 (10:40 start) Studio Art 8+ Teen Lounge/Study Hall US Govt 9+ Yearbook 8+	American Literature 8-10 ASL Through Projects 3+ Economics (fall) 9+ French II 9+ LD Debate (spring) 8+ Photography I 8+ Spanish Discovery Level II 9+ Speech (fall) 8+ Teen Lounge/Study Hall World Hist. Ren to Prest. 9+ Yearbook 8+	ASL Through Projects 3+ Chess 3+ Crafting with Flair 6+ Fantasy Lit Lewis/Tolkein 9+ Geometry 9+ Graphic Design 8+ Intr Engineering (spring) 9+ Photography I 8+ Spanish Discovery Level I 9+ Studio Art 8+ Teen Lounge/Study Hall Yearbook 8+	Academic Writing I 7-9 ACTS Choir 7+ Adv. Etiquette (Girls) 7+ Algebra Made Simple 8-10 ASL Through Projects 3+ Brain Challenge (spring) 8+ Chess 3+ Painting 2 Acrylic 7+ Photography II 9+ SAT Prep (Fall) 9+ Teen Lounge/Study Hall Yearbook 8+	Biology 9-11 (4:40 end) Boys Team Sports 8+ Chess 3+ Health & Nutrition 6+ MathSmith Geo (4:40 end) Painting 1 Watercolor 7+ Teen Lounge/Study Hall VA State History (fall) 7+ Yearbook 8+

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10	Biology 9-11 (9:55 start) Chemistry 10+ (9:55 start) Exercise Science 9+ Girls PE 6-10 Grammar 8+ Herbs & Plants I 5+ MathSm Alg I (9:10 start) Physics 10+ (9:55 start) Teen Lounge/Study Hall World Hist. Ren to Prest. 9+	Academic Writing II 8-10 Beginning German 5+ British Lit & Comp 10+ Drama 6+ Herbs & Plants II 5+ MathSmith Alg 2 (10:40 start) Studio Art 8+ Teen Lounge/Study Hall US Govt 9+ Yearbook 8+	American Literature 8-10 ASL Through Projects 3+ Economics (fall) 9+ French II 9+ LD Debate (spring) 8+ Pers. Finance 10+ (spring) Photography I 8+ Spanish Discovery Level II 9+ Speech (fall) 8+ Teen Lounge/Study Hall World Hist. Ren to Prest. 9+ Yearbook 8+	ASL Through Projects 3+ Chess 3+ Crafting with Flair 6+ Fantasy Lit Lewis/Tolkein 9+ Geometry 9+ Graphic Design 8+ Intr Engineering (spring) 9+ Photography I 8+ Spanish Discovery Level I 9+ Studio Art 8+ Teen Lounge/Study Hall US History 10+ Yearbook 8+	ACTS Choir 7+ Adv. Etiquette (Girls) 7+ Algebra Made Simple 8-10 ASL Through Projects 3+ Brain Challenge (spring) 8+ Chess 3+ College Prep Writing 10-12 Painting 2 Acrylic 7+ Photography II 9+ SAT Prep (Fall) 9+ Teen Lounge/Study Hall Yearbook 8+	Biology 9-11 (4:40 end) Boys Team Sports 8+ Chemistry 10+ (4:40 end) Chess 3+ Health & Nutrition 6+ MathSmith Geo (4:40 end) Painting 1 Watercolor 7+ Physics 10+ (4:40 end) Teen Lounge/Study Hall VA State History (fall) 7+ Yearbook 8+
11	Biology 9-11 (9:55 start) Chemistry 10+ (9:55 start) Exercise Science 9+ Grammar 8+ Herbs & Plants I 5+ MathSm Alg I (9:10 start) Physics 10+ (9:55 start) Teen Lounge/Study Hall World Hist. Ren to Prest. 9+	Beginning German 5+ British Lit & Comp 10+ Drama 6+ Herbs & Plants II 5+ MathSmith Alg 2 (10:40 start) Studio Art 8+ Teen Lounge/Study Hall US Govt 9+ Yearbook 8+	ASL Through Projects 3+ Economics (fall) 9+ French II 9+ LD Debate (spring) 8+ Pers. Finance (spring) 10+ Photography I 8+ Pre-Calculus 11+ Spanish Discovery Level II 9+ Speech (fall) 8+ Teen Lounge/Study Hall World Hist. Ren to Prest. 9+ Yearbook 8+	ASL Through Projects 3+ Chess 3+ Crafting with Flair 6+ Fantasy Lit Lewis/Tolkein 9+ Geometry 9+ Graphic Design 8+ Intr Engineering (spring) 9+ Photography I 8+ Spanish Discovery Level I 9+ Studio Art 8+ Teen Lounge/Study Hall US History 10+ Yearbook 8+	ACTS Choir 7+ Adv. Etiquette (Girls) 7+ ASL Through Projects 3+ Brain Challenge (spring) 8+ Chess 3+ College Prep Writing 10-12 Painting 2 Acrylic 7+ Photography II 9+ SAT Prep (Fall) 9+ Teen Lounge/Study Hall Yearbook 8+	Biology 9-11 (4:40 end) Boys Team Sports 8+ Chemistry 10+ (4:40 end) Chess 3+ Health & Nutrition 6+ MathSmith Geo (4:40 end) Painting 1 Watercolor 7+ Physics 10+ (4:40 end) Teen Lounge/Study Hall VA State History (fall) 7+ Yearbook 8+
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# Class Registration Exception Request

**Registration Exception Policy:** ACTS teachers thoughtfully set the intended grade level for their course, and these levels must be respected by all members. Because homeschooling families do not strictly follow grade levels, the minimum and maximum grades for each class are added to each course description. Parents must carefully evaluate their rationale for advancing or retaining their children in classes in which they do not meet the intended grade range. To respect one another, members must realize that granting a class registration exception frequently prevents a fellow student of the intended grade/ age level from benefiting from the class. Exceptions should be requested very rarely and should be based primarily upon academic rationale. (For p.e classes, physical stature rather than academic level may be appropriate rationale.) Students who are exceptionally advanced, or those who have learning delays / disabilities may be considered appropriate for class registration exception requests; arranging for siblings to have the same class or scheduling preferences are not considered appropriate rationale for registration exception requests.

Public schools use September 30 to determine grade level; ACTS policy is more flexible: **November 1<sup>st</sup>** is the date **minimum** age is determined, and **August 31<sup>st</sup>** is the date **maximum** age is determined. Rationale: many homeschooling parents base their child's grade level on their age for most of the school year. (example: A child who turns six years old October 8<sup>th</sup>, is six for eight of the nine months of the school year, and is a first grader); other parents base their decision upon the child's age by September 1<sup>st</sup>. The ACTS minimum and maximum requirements allow grade flexibility for Sept. 1 through Oct. 31 birth dates, and intend to promote fairness of enrollment and appropriate learning environments. (for examples see Registration Policies page located in the Policies section of this handbook)

I submit this class registration exception request because my child is: (please circle) 1) Exceptionally advanced, 2) Has a learning delay or disability, 3) Other. I have described my child's particular situation below, and respectfully request a class registration exception for the intended grade level for this course be made. **I understand the registrar must schedule my child into this course in HORAS and will do so only after approval is granted by the teacher and Officers.**

Student's name: \_\_\_\_\_ Email address \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_ Age by August 31<sup>st</sup> \_\_\_\_\_ or Age by November 1<sup>st</sup> \_\_\_\_\_  
(if older than max grade) (if under the min grade)

Class Name: \_\_\_\_\_ Class Period \_\_\_\_\_ Teacher \_\_\_\_\_

Grade level for 2018-2019 \_\_\_\_\_ Minimum/maximum grades for the class: \_\_\_\_\_

Rationale Supporting the Request: (use the back if necessary)

Was this class requested on the Needs Assessment? \_\_\_\_\_ (yes/no)

I understand that registering my child ahead of grade level now may create gaps in their schedule in the future. When course work becomes more difficult and pre-requisites are involved, they may not be ready to move to the next course in the sequence.

I understand that if this exception is granted for the \_\_\_\_\_ school year, it does not approve continual exceptions. Exception requests must be submitted each year.

\_\_\_\_\_  
Parent Signature Date \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature Date \_\_\_\_\_

\_\_\_\_\_  
Registrar Signature Date \_\_\_\_\_ Approved? \_\_\_\_\_

# Enrollment Contract

*Please initial each paragraph*

\_\_\_\_\_ We are enrolling our child(ren) in ACTS, Inc. for the 2018-2019 co-op year. We understand our commitment is for the co-op year (Sept.-May). We have not registered any of our children for classes for which they do not meet age requirements without prior Officer and Teacher approval.

\_\_\_\_\_ We have read and understand the **ACTS Statement of Faith** and agree to respect these as the doctrinal beliefs upheld by the ACTS leadership and the teachers who hold classes at ACTS.

\_\_\_\_\_ We understand that class offerings through ACTS are a supplement to our children. As home-schooling parents we understand that it is our responsibility to issue credits and grades. Parents are responsible for maintaining all educational responsibility. Parents may ask for grades from their child's teachers, but the parents are ultimately responsible. ACTS and teachers who hold classes at ACTS assume no educational responsibility.

\_\_\_\_\_ We have read and understand the **ACTS Registration Policies and completed the Background Check Information Form.**

\_\_\_\_\_ We have read and understand the **ACTS Tuition Policies.** We agree to pay tuition in accordance with these policies. We understand that if we withdraw our children or they are dismissed from co-op, that we will be held responsible to pay the entire amount of tuition owed to our child(ren)'s teachers for the remainder of the year. We understand that while we are offered the opportunity to pay monthly, that tuition is a yearly obligation. Attached is a copy of each child's schedule in our family. We have circled and initialed the yearly tuition amount that we owe the teachers.

\_\_\_\_\_ We understand that **ACTS dues and background check fees are non-refundable.**

\_\_\_\_\_ We have read and understand the **ACTS Service Requirement Policies. ACTS operates as a cooperation of families** endeavoring to supplement the education of their children. ACTS is only as strong as its weakest link. ACTS is not a school, with tuition to cover facility management, administrative oversight, and safety. The hours of service performed by us (as members) are **absolutely necessary** to ACTS' existence and maintenance. We understand there will be a \$50 fee for any scheduled service shift for which we don't show. We understand that failure to fulfill our family's service hour obligation may result in loss of priority scheduling over newer families as well as termination of our ACTS membership.

\_\_\_\_\_ We have read, understand, and **agree to abide by the ACTS Supervision, Discipline, Conduct, and Dress Code Policies.**

\_\_\_\_\_ We understand that **ACTS policies** may be subject to changes throughout the year and that it is our responsibility to be aware of the posted policy revisions supplied through the **Weekly Update.** We understand that the **Weekly Update** is the primary means of communication from ACTS and agree that we are responsible for the information relayed.

\_\_\_\_\_ We understand that field trips or activities outside of class are NOT sponsored by ACTS. Any activities outside of the ACTS Calendar year are voluntary arrangements between each family with the teacher.

\_\_\_\_\_ We understand that we are responsible for our children at all times. We understand that we're fully responsible for informing the ACTS officers and teachers of any significant allergy **in writing.**

\_\_\_\_\_ We have read, understand, and have signed the **ACTS Release of Liability Form.**

\_\_\_\_\_ ACTS reserves the right to terminate our participation.



## Enrollment Contract continued...

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
We have read, understand, and **agree to abide by the ACTS Supervision, Discipline, Conduct, and Dress Code Guidelines and Policies.** *(Signature required for children age eight and older.)*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# Release of Liability Agreement

In consideration of being permitted to participate in the Albemarle Christian Teaching Support, Inc., *(please list all family members on these lines)* \_\_\_\_\_

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[Hereinafter referred to as “family”] agree to the following:

1. Release, covenant not to sue, waive, and discharge, the ACTS, Inc. or First Baptist Church, their Officers, employees, board members or other families participating in ACTS (hereinafter referred to as “Releasees”) from all liability for any loss or damage and any claim or damage on account of injury to the person or property or resulting in death of a Family member while Family is participating in ACTS, Inc. activities or any other activities on the premises of First Baptist Church.
2. Family agrees to indemnify Releasees from any loss, liability, damage or cost Releasees may incur due to the presence of Family in or on the premises of First Baptist Church. Family realizes transportation to and from ACTS or any time off campus is the Family responsibility.
3. Family assumes full responsibility for risk of bodily injury, death or property damage while in or on the premises of First Baptist Church and/or while working for any purpose or participating in the co-op activities.
4. Family expressly agrees that this release waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Virginia and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
5. Family, in consideration of being permitted to participate in ACTS, Inc., for Family, and Family’s heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage during participation in ACTS, Inc. or any activities in connection with ACTS, Inc.
6. Family states that both Mother and Father of Family have carefully read the above release and know the contents of the release and sign this release as Family’s own free act.
7. Family releases all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered Family during participation in ACTS, Inc.
8. ACTS, Inc. operates under Biblical guidelines and believes that the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Christian church (Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation according to Biblical conduct. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement or any dispute arising out of any activities or events associated with ACTS, Inc. and expressly waive their right to file a lawsuit in any civil court against one another or against another ACTS family for such disputes, except to enforce an arbitration decision.
9. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.
10. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Date \_\_\_\_\_

Father’s Signature \_\_\_\_\_

Mother’s signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

**Two copies are enclosed. Sign and date both copies. Keep one for your records and submit one with registration.**

# Release of Liability Agreement

In consideration of being permitted to participate in the Albemarle Christian Teaching Support, Inc., *(please list all family members on these lines)* \_\_\_\_\_

---

[Hereinafter referred to as “family”] agree to the following:

1. Release, covenant not to sue, waive, and discharge, the ACTS, Inc. or First Baptist Church, their Officers, employees, board members or other families participating in ACTS (hereinafter referred to as “Releasees”) from all liability for any loss or damage and any claim or damage on account of injury to the person or property or resulting in death of a Family member while Family is participating in ACTS, Inc. activities or any other activities on the premises of First Baptist Church.
2. Family agrees to indemnify Releasees from any loss, liability, damage or cost Releasees may incur due to the presence of Family in or on the premises of First Baptist Church. Family realizes transportation to and from ACTS or any time off campus is the Family responsibility.
3. Family assumes full responsibility for risk of bodily injury, death or property damage while in or on the premises of First Baptist Church and/or while working for any purpose or participating in the co-op activities.
4. Family expressly agrees that this release waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Virginia and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
5. Family, in consideration of being permitted to participate in ACTS, Inc., for Family, and Family’s heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage during participation in ACTS, Inc. or any activities in connection with ACTS, Inc.
6. Family states that both Mother and Father of Family have carefully read the above release and know the contents of the release and sign this release as Family’s own free act.
7. Family releases all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered Family during participation in ACTS, Inc.
8. ACTS, Inc. operates under Biblical guidelines and believes that the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Christian church (Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation according to Biblical conduct. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement or any dispute arising out of any activities or events associated with ACTS, Inc. and expressly waive their right to file a lawsuit in any civil court against one another or against another ACTS family for such disputes, except to enforce an arbitration decision.
9. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.
10. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Date \_\_\_\_\_

Father’s Signature \_\_\_\_\_

Mother’s signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

**Two copies are enclosed. Sign and date both copies. Keep one for your records and submit one with registration.**

# Background Check Information Form

\*\*If you have completed a Background Check for ACTS in the past 4 years, you do not need to fill this out. Unfortunately, Background Checks completed for other organizations cannot be used for ACTS. Your family profile in HORAS lists the date of your last Background Check.)

Please bring this completed form(s) with you, a check payable to ACTS Inc., along with your driver's license on registration day. We will input the information **AS YOU WAIT**. This paper copy **will be returned to you right then** for safekeeping or destruction. Families who do not register in person may ask to have the form returned or we will shred it for you. **If you'd like to submit information on your spouse and/or a grandparent so that they may perform service hours as well, bring a completed copy of this form, as well as a copy of their driver's license.**

**Full name:** \_\_\_\_\_  
(Should be the exact name on your social security card)

**Birthdate:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
(Cannot be a P.O. Box)  
\_\_\_\_\_  
\_\_\_\_\_

## Returning Family Registration Checklist

- Read the Handbook thoroughly – particularly the philosophy and policies sections.
- Using the list of scheduling / registration dates on the next page, mark your calendar with those pertinent to you.
- Read the Policies carefully.
- Mark the **Mandatory Orientation Meeting (date on calendar page of this Registration packet)** on your calendar. September tuition will be collected, and those who did not sign up in May for their required service hours will do so. One parent must attend and children are welcome. Students may begin classes if September's tuition has been paid, and if you have signed up for your required service hours.
- Mark **tuition due dates (dates are on the calendar page of this Registration packet)** on your calendar.
- Complete online scheduling.
- Complete online registration (Update family information, complete enrollment contract, complete release of liability).
- Pay dues. If you are paying by PayPal, please note that there is a \$3.35 service fee added. If you are not paying by PayPal, the ACTS Registrar **MUST** receive a check (within 2 weeks of completing online registration) for dues: **\$135 per family** made payable to ACTS (*Non-refundable; no cash please; checks take 30 days to process. If bank account changes are planned, make sure check has cleared.*)
- Bring a copy of each student's schedule (printed from HORAS), with your initials in the marked box.
- Bring *already made out* checks (follow the order of your printed HORAS schedules) for all Materials Fees (*no cash please*). Make checks payable to **each** teacher for **each** student, for **each** class you are registering them in. Checks will not be deposited before July 15<sup>th</sup>. Materials fees are **non-refundable as of August 8<sup>th</sup>**, which means class needs to be dropped by August 7<sup>th</sup> to get a refund. Material fees for classes that begin 2<sup>nd</sup> semester are **non-refundable as of December 8<sup>th</sup>**, which means class needs to be dropped by Dec. 7<sup>th</sup> to get a refund.
- Bring a check for \$8.00 **for each** background check you submit, the background check form, and your driver's license. Checks should be made out to ACTS. These checks are non-refundable and will be deposited within a few days of registration.
- Bring your calendar to schedule service shifts.
- Do not** bring tuition checks. Families who register May-August pay September's tuition at the Mandatory Parent Orientation Meeting.
- If you would like to bless a family who needs financial assistance with their ACTS fees, you may add this gift amount to your family's dues check. Please be advised the gift portion above the dues amount is tax deductible.

## 2018 Scheduling Dates

Currently	Class schedule made available online. Exception forms currently being accepted. <i>The registrar will schedule all exceptions. The scheduling program is not designed for families to schedule exceptions.</i>
Monday, April 16th	<b>Exception requests for classes</b> must be submitted to registrar by midnight. Background check forms can be submitted, if you are up for renewal. <i>(Background checks submitted to ACTS are good for 4 years; therefore, those submitted in 2015 and beyond are still valid. If you'd like to submit additional names, you may do so on this date.)</i>
Tuesday, April 24th	OTCA on-line scheduling (Officers, Teachers, Coordinators, Assistants) Opens 11:00 AM Tuesday, April 24 <sup>th</sup> and closes 11:59 PM Saturday, April 28 <sup>th</sup> .
Wednesday, April 26th	Currently-enrolled families <b><u>on-line scheduling</u></b> Opens 11:00 AM Wednesday, April 25 <sup>th</sup> , closes 11:59 PM Saturday, April 28 <sup>th</sup> .  After scheduling your child's classes, please complete <b><u>on-line registration</u></b> . **Enrolled since 2005 – HORAS opens at 11:00 AM Enrolled since 2006 – opens at 11:15 AM Enrolled since 2007 – opens at 11:30 AM Enrolled since 2008 – opens at 11:45 AM Enrolled since 2009 – opens at 12:00 PM Enrolled since 2010 – opens at 12:15 PM Enrolled since 2011 – opens at 12:30 PM Enrolled since 2012 – opens at 12:45 PM Enrolled since 2013 – opens at 1:00 PM Enrolled since 2014 – opens at 1:15 PM Enrolled since 2015 – opens at 1:30 PM Enrolled since 2016 – opens at 1:45 PM Enrolled since 2017/18 – opens at 2:00 PM
Monday, May 7th	<b><u>**OTCA and Currently enrolled families in – person registration on Monday, May 7th, from 1:00-4:00 PM.</u></b> All checks/forms due!!  <b>Last names A-K 1:00-2:30 PM</b>  <b>L-Z 2:30-4:00 PM</b>  Note: Teachers may drop off checks/forms anytime 1:00-4:00 PM
Monday, May 14th	<b><u>New Family Registration</u></b>

**Questions?** Please email Amy at [actsregistrar@gmail.com](mailto:actsregistrar@gmail.com).