

# ACTS

Albemarle Christian Teaching Support, Inc.

## **Scheduling and Registration Packet 2020-2021**

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# ACTS Calendar 2020-2021

## 2020 Fall Semester

\*August 31 - Mandatory Orientation 1-3 PM

1) Sept. 14

2) Sept. 21

3) \*Sept. 28

4) Oct. 5- Fire Drill

5) Oct. 12 (make-up fire drill)

6) Oct. 19

7) \*Oct. 26

8) Nov. 2

9) Nov. 9

10) Nov. 16

*Thanksgiving Break- Nov. 23*

11) \*Nov. 30

12) Dec. 7

*Christmas Break- Dec. 14, 21, 28*

## 2021 Spring Semester

13) \*Jan. 4

14) Jan. 11

15) Jan. 18 – Fire Drill

16) \*Jan. 25

17) Feb. 1

18) Feb. 8

19) Feb. 15

20) \*Feb. 22

21) Mar. 1

22) Mar. 8

23) Mar. 15

24) Mar. 22

25) \* Mar. 29

*Easter Break- April 5*

26) April 12

27) April 19

28) \*April 26

29) May 3

30) May 10

31) May 17

32) May 24

## 2020 Fall Semester Events

*Thursday, August 27 – Teacher Meeting 1- 3 PM*

*Fri., Sept. 18 – ACTS Picnic 6-8PM Penn Park*

*Thursday., Dec. 3 – Adv. Drama Mandatory Practice 1-4PM*

*Fri., Dec. 4 –Christmas Program 7 PM*

## 2021 Spring Semester Events

*February/March–Needs Assessment*

*Feb. 15 – Teacher Tea (room 113)*

*Fri., May 7– Dramatic ACTS 7 PM (Sanctuary/ room 209)*

*Mon., May 10 – Year End Event 7 PM (Sanctuary/Fellowship Hall)*

# ACTS Class List 2020-2021

	1 10:10 – 11:05 am	2 11:10 – 12:05 pm Lunch 12:05-12:25	3 12:30-1:25 pm	4 1:30-2:25 pm	5 2:30-3:25 pm	6 3:30-4:25 pm
Pre	Preschool	Preschool	Preschool	Preschool	Preschool	Preschool
K	Brick Builders K-2 Spanish K-2 Start with Art K-2 Novel Adventures K-1	Brick Builders K-2 Science Exploration K-2	Geography K-2 PE K-3 Science Exploration K-2 Start with Art K-2	ACTS Choir K-2 PE K-3 Phonics Boosters K-1 Science Exploration K-2 Spanish K-2	Geography K-2 PE K-3 Start with Art K-2	Drama Tyme I K-2 Start with Art K-2
1	Brick Builders K-2 Spanish K-2 Start with Art K-2 Novel Adventures K-1	Brick Builders K-2 Science Exploration K-2 STEAMers 1/2	Geography K-2 PE K-3 Science Exploration K-2 Start with Art K-2	ACTS Choir K-2 PE K-3 Phonics Boosters K-1 Science Exploration K-2 Spanish K-2	Geography K-2 PE K-3 Start with Art K-2	Drama Tyme I K-2 Start with Art K-2
2	Brick Builders K-2 Spanish K-2 Start with Art K-2	Brick Builders K-2 Novel Adventures 2-4 Science Exploration K-2 STEAMers ½	Geography K-2 PE K-3 Science Exploration K-2 Start with Art K-2	ACTS Choir K-2 PE K-3 Science Exploration K-2 Spanish K-2	Geography K-2 PE K-3 Start with Art K-2	Drama Tyme I K-2 Start with Art K-2
3	Great Words of Art 3/4 Hands-On Ancient History 3-6 IEW Fable, Myth, Fairy Tale 3-5 Science Exploration 3/4	American Girl Class 3-6 Novel Adventures 2-4 Great Words of Art 3/4 Hands-On Ancient History 3-6 HoH Early Modern Yr.3 3-6 Science Exploration 3/4	ACTS Choir 3-6 Chess 3+ PE K-3 Science Exploration 3/4 STEM 1 3/4	Chess 3+ Explore World Geography 3-5 Great Words of Art 3/4 PE K-3 Spanish 3-5	American Girl Class 3-6 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	Great Words of Art 3/4 Hands-On Ancient History 3-6 IEW Fable, Myth, Fairy Tale 3-5 Science Exploration 3/4	American Girl Class 3-6 Novel Adventures 2-4 Govt. & Pres. Hist. Yr. B 4/5 Great Words of Art 3/4 Hands-On Ancient History 3-6 HoH Early Modern Yr.3 3-6 Science Exploration 3/4	ACTS Choir 3-6 Chess 3+ PE 4-7 Science Exploration 3/4 STEM 1 3/4	Chess 3+ Creative Writing 4/5 Explore World Geography 3-5 Great Words of Art 3/4 PE 4-7 Spanish 3-5	American Girl Class 3-6 Chess 3+ 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	Hands-On Ancient History 3-6 IEW Fable, Myth, Fairy Tale 3-5 Middle School French 5-8 Science Exploration 5/6 Spanish I 5-8 STEM 2 5/6	American Girl Class 3-6 Govt. & Pres. Hist. Yr. B 4/5 Hands-On Ancient History 3-6 HoH Early Modern Yr.3 3-6 Science Exploration 5/6 Spanish II 5-8	ACTS Choir 3-6 Art Through Centuries 5/6 Chess 3+ PE 4-7 Science Exploration 5/6	Adventures in Literature 5-8 Art Through Centuries 5/6 Chess 3+ Creative Writing 4/5 Explore World Geography 3-5 Intro ASL Middle School 5-8 PE 4-7 Science Exploration 5/6 Spanish 3-5	American Girl Class 3-6 Art Through Centuries 5/6 Chess 3+ Drama Tyme II 3-5 PE 4-7	American Girl Class 3-6 Art Through Centuries 5/6 Chess 3+ Creative Writing 4/5

	1 10:10 – 11:05 am	2 11:10 – 12:05 pm Lunch 12:05-12:25	3 12:30-1:25 pm	4 1:30-2:25 pm	5 2:30-3:25 pm	6 3:30-4:25 pm
6	Cool Ancient History 6-8 Girls PE 6-10 HoH Ancients Yr. 1 3-6 Middle School French 5-8 Science Exploration 5/6 Spanish I 5-8 STEM 2 5/6 Study Hall	Advanced Drama 6+ American Girl Class 3-6 Girls PE 6-10 HoH Ancients Yr. 1 3-6 HoH Early Modern Yr.3 3-6 Science Exploration 5/6 Spanish II 5-8 Study Hall	ACTS Choir 3-6 Art Thru Centuries 5/6 Brainteasers 6-8 Chess 3+ Cool Early Modern Hist. 6-8 Creative Writing 6-8 PE 4-7 Science Exploration 5/6 Study Hall	Adventures in Literature 5-8 Art Thru Centuries 5/6 Chess 3+ Intro ASL Middle School 5-8 PE 4-7 Science Exploration 5/6 Study Hall	American Girl Class 3-6 Art Thru Centuries 5/6 Chess 3+ Creative Writing 6-8 PE 4-7 Study Hall	American Girl Class 3-6 Art Thru Centuries 5/6 Chess 3+ Study Hall Travel World Geography 6-8
7	Cool Ancient History 6-8 Girls PE 6-10 Middle School French 5-8 Spanish I 5-8 Study Hall	ACTS Choir 7+ Advanced Drama 6+ Ceramics 7-12 Girls PE 6-10 Pre-Algebra Made Simple 7-10 Spanish II 5-8 Study Hall	Brainteasers 6-8 Chess 3+ Cool Early Modern Hist. 6-8 Creative Hospitality 7+ Creative Writing 6-8 PE 4-7 Intro to Studio Art 7/8 Study Hall	Adventures in Literature 5-8 Ceramics 7-12 Chess 3+ Intro ASL Middle School 5-8 Life Science 7 PE 4-7 Study Hall	ACTS Choir 7+ Academic Writing I 7-9 Chess 3+ Creative Writing 6-8 Life Science 7 Painting: Acrylic 7+ PE 4-7 Study Hall	Chess 3+ Painting: Watercolor 7+ Study Hall Travel World Geography 6-8
8	Cool Ancient History 6-8 Girls PE 6-10 Grammar 8+ Middle School French 5-8 Spanish I 5-8 Study Hall	ACTS Choir 7+ Advanced Drama 6+ Boys Bible Study 8+ Ceramics 7-12 Girls PE 6-10 Physical Science 8 Pre-Algebra Made Simple 7-10 Spanish II 5-8 Studio Art 8+ Study Hall	American Literature 8-10 Brainteasers 6-8 Chess 3+ Cool Early Modern Hist. 6-8 Creative Hospitality 7+ Creative Writing 6-8 Intro to ASL High School 8+ Intro to Studio Art 7/8 Study Hall	Academic Writing II 8-10 Adventures in Literature 5-8 Ceramics 7-12 Chess 3+ Intro ASL Middle School 5-8 LD Debate (spring) 8+ Speech (fall) 8+ Studio Art 8+ Study Hall	Academic Writing I 7-9 ACTS Choir 7+ Algebra I Made Simp 8-10 Chess 3+ Creative Writing 6-8 Computer Coding I & II 8+ Painting: Acrylic 7+ Study Hall	Boys Team Sports 8+ Chess 3+ Painting: Watercolor 7+ Study Hall Travel World Geography 6-8
9	Algebra II 9+ (9:40 start) Biology 9-11 (9:55 start) Female Vocal Ensemble 9+ Girls PE 6-10 Grammar 8+ Study Hall	ACTS Choir 7+ Advanced Drama 6+ Boys Bible Study 8+ Ceramics 7-12 French II 9+ Girls PE 6-10 Pre-Algebra Made Simple 7-10 Spanish Simply I 9+ Studio Art 8+ Study Hall US Government 9+	American Literature 8-10 Chess 3+ Creative Hospitality 7+ Economics (fall) 9+ Intro to ASL High School 8+ Spanish Simply II 9+ Study Hall World Hist. Ren - Present 9+ World War II 9+	Academic Writing II 8-10 Ceramics 7-12 Chess 3+ Geometry 9+ Fantasy Lit Lewis/Tolkien 9+ LD Debate (spring) 8+ Speech (fall) 8+ Studio Art 8+ Study Hall	Academic Writing I 7-9 ACTS Choir 7+ Algebra I Made Simp 8-10 Chess 3+ Computer Coding I & II 8+ Painting: Acrylic 7+ Study Hall Teen Lounge 9+	Adv. Creative Writing 9+ Biology 9-11 (4:40 end) Boys Team Sports 8+ Chess 3+ Painting: Watercolor 7+ Study Hall Teen Lounge 9+

	<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>
10	Algebra II 9+ (9:40 start) Biology 9-11 (9:55 start) Chemistry 10+ (9:55 start) Female Vocal Ensemble 9+ Girls PE 6-10 Grammar 8+ Study Hall	ACTS Choir 7+ Advanced Drama 6+ Boys Bible Study 8+ British Lit & Comp 10+ Ceramics 7-12 French II 9+ Girls PE 6-10 Intro Christian Theology 10+ Pre-Algebra Made Simple 7-10 Spanish Simply I 9+ Studio Art 8+ Study Hall US Government 9+	American Literature 8-10 Chess 3+ Creative Hospitality 7+ Economics (fall) 9+ Intro to ASL High School 8+ Pers. Finance 10+ (spring) Spanish Simply II 9+ Study Hall World Hist. Ren - Present 9+ World War II 9+	Academic Writing II 8-10 Ceramics 7-12 Chess 3+ Geometry 9+ Fantasy Lit Lewis/Tolkien 9+ LD Debate (spring) 8+ Speech (fall) 8+ Studio Art 8+ Study Hall US History 10+	ACTS Choir 7+ Algebra I Made Simp 8-10 Chess 3+ College Prep Writing 10-12 Computer Coding I & II 8+ Forensic Science 10-12 Painting: Acrylic 7+ SAT Prep (fall) 10+ Study Hall Teen Lounge 9+	Adv. Creative Writing 9+ Biology 9-11 (4:40 end) Boys Team Sports 8+ Chemistry 10+ (4:40 end) Chess 3+ Painting: Watercolor 7+ Physics 10+ (4:40 end) Study Hall Teen Lounge 9+
11	Algebra II 9+ (9:40 start) Biology 9-11 (9:55 start) Chemistry 10+ (9:55 start) Female Vocal Ensemble 9+ Grammar 8+ Study Hall	ACTS Choir 7+ Advanced Drama 6+ Boys Bible Study 8+ British Lit & Comp 10+ Ceramics 7-12 French II 9+ Intro Christian Theology 10+ Spanish Simply I 9+ Studio Art 8+ Study Hall US Government 9+	Anatomy/Physiology 11+ Chess 3+ Creative Hospitality 7+ Economics (fall) 9+ Intro to ASL High School 8+ Pers. Finance (spring) 10+ Pre-Calculus 11+ Spanish Simply II 9+ Study Hall World Hist. Ren - Present 9+ World War II 9+	Ceramics 7-12 Chess 3+ Fantasy Lit Lewis/Tolkien 9+ Geometry 9+ LD Debate (spring) 8+ Speech (fall) 8+ Studio Art 8+ Study Hall US History 10+	ACTS Choir 7+ Chess 3+ College Prep Writing 10-12 Computer Coding I & II 8+ Forensic Science 10-12 Painting: Acrylic 7+ SAT Prep (fall) 10+ Study Hall Teen Lounge 9+	Adv. Creative Writing 9+ Biology 9-11 (4:40 end) Boys Team Sports 8+ Chemistry 10+ (4:40 end) Chess 3+ Painting: Watercolor 7+ Physics 10+ (4:40 end) Study Hall Teen Lounge 9+
12	Algebra II 9+ (9:40 start) Chemistry 10+ (9:55 start) Female Vocal Ensemble 9+ Grammar 8+ Study Hall	ACTS Choir 7+ Advanced Drama 6+ Boys Bible Study 8+ British Lit & Comp 10+ Ceramics 7-12 French II 9+ Intro Christian Theology 10+ Spanish Simply I 9+ Studio Art 8+ Study Hall US Government 9+	Anatomy/Physiology 11+ Chess 3+ Creative Hospitality 7+ Economics (fall) 9+ Intro to ASL High School 8+ Pers. Finance (spring) 10+ Pre-Calculus 11+ Spanish Simply II 9+ Study Hall World Hist. Ren - Present 9+ World War II 9+	Ceramics 7-12 Chess 3+ Fantasy Lit Lewis/Tolkien 9+ Geometry 9+ LD Debate (spring) 8+ Speech (fall) 8+ Studio Art 8+ Study Hall US History 10+	ACTS Choir 7+ Chess 3+ College Prep Writing 10-12 Computer Coding I & II 8+ Forensic Science 10-12 Painting: Acrylic 7+ SAT Prep (fall) 10+ Study Hall Teen Lounge 9+	Adv. Creative Writing 9+ Boys Team Sports 8+ Chemistry 10+ (4:40 end) Chess 3+ Painting: Watercolor 7+ Physics 10+ (4:40 end) Study Hall Teen Lounge 9+

# 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 2020-2021 \_\_\_\_\_ 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? \_\_\_\_\_

**\*Form may be submitted via email this year due to COVID.**

# Enrollment Contract

*Please initial each paragraph*

\_\_\_\_\_ We are enrolling our child(ren) in ACTS, Inc. for the 2020-2021 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

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Date

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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)* \_\_\_\_\_

---

[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, background check forms will be collected, and families will sign up for fall service shifts. 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).
- Watch your email for details on In-person Registration (dues and materials fees) this summer.

## 2020 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, May 18th	<b>Exception requests for classes</b> must be submitted to registrar by 2:30pm via email.
Wednesday, May 20th	OTCA on-line scheduling (Officers, Teachers, Coordinators, {non-classroom} Assistants) Opens 11:00 AM Wednesday, May 20 <sup>th</sup> and closes Monday May 25th.
Thursday, May 21st	Currently-enrolled families <b>on-line scheduling</b> Opens 11:00 AM Thursday, May 21 <sup>st</sup> and closes 11:59 PM Monday May 25th.  After scheduling your child's classes, please complete <b>on-line registration</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 – opens at 2:00 PM Enrolled since 2018 – opens at 2:15 PM Enrolled since 2019/20 – opens at 2:30 PM
TBD	In-Person or by mail registration
TBD	New Family Registration

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