

Dear Parents/Guardians,

God has been faithful to our school and has richly blessed our school community for 88 years. This year has been no exception. Our enrollment exceeded predictions. We retained and hired staff members that are excellent in their fields and who are committed to growing their faith and the faith of their students. It is an honor and privilege to partner with your family to equip and inspire each student for a lifetime of service to God. Thank you for continuing to entrust your child(ren) with our amazing faculty and staff.

Re-enrollment will begin today, **Monday, February 6**. Your family will be able to complete the process online through our Blackbaud Enrollment System. We offer priority re-enrollment for current VCS families. Re-enrollment takes only a few minutes to complete and this information is critical as we make staffing and placement projections for next year. **The deadline to re-enroll is Friday, February 17**. While there are many new prospective families eager to join the VCS family, our current students will always receive priority. Re-enrolling your child as early as possible will secure a spot for the 2023-24 school year. ***Please Note: several of our grade levels K-12 are at capacity this year and we anticipate the same for the 2023-24 school year.***

### **Re-enrollment Fee**

Consideration for re-enrollment is based on accounts being in good standing. The re-enrollment fee is as follows: first student \$200, second student \$200, third student \$100, fourth student \$0. After the February 17 deadline, a \$50 late fee per student will be applied.

### **Bus Information**

VCS will continue to offer busing for the 2023-24 school year. Because there has been a reduction in ridership and difficulty in finding additional drivers to hire, there will only be four or five routes available. These routes will be determined based on location and how many families need busing. It is possible that the bus stops will be more clustered than our current routes. Thank you for your patience as we adjust to the changes of our bus routes.

### **How to re-enroll online**

1. Log in to your Blackbaud account at <https://vcschools.myschoolapp.com>.
  - **Your username is now your email address**
  - Note: you may be asked to create a new password (or use Google or Apple to sign in)
2. Once signed in, click on “Contract to Review” and navigate through all the tabs within the contract.
3. Continue with the re-enrollment process and complete the “Forms to Review”.

### **Adding a New Student**

If you are enrolling a new student from your family, please click on the **Resources** tab and select “Apply-New Student”. For more information regarding the admissions process, please contact Leann Bakker at [LBakker@vcschools.org](mailto:LBakker@vcschools.org)

### **Tuition Management Account**

Once you complete the tuition contract, you will have access to your tuition account. Click on the **Resources** tab, then click on **Blackbaud Tuition Management**.

**The tuition contract and re-enrollment forms are due by February 17, 2023.** If you need assistance during the re-enrollment process, please contact Ana Menendez at [amenendez@vcschools.org](mailto:amenendez@vcschools.org). We look forward to having you and your family join us for another successful school year!