

Finding Out What You Need to Know at VCA

Please read this sheet carefully and let us know if you have questions. There are **FIVE** ways that information will travel between school and home. **We're partnering for YOUR child's success!**

1

EMAIL:



Make sure that Mrs. Wendl has your best email address for communication. You should look for an email **every Friday** from the Office!

- **All employees** have their own email addresses, comprised of their first initial and their last name @valleychristian.com.
- You can find their names and links on the **website** (About Us\Meet the Faculty and Staff)
- The **PARENTNEWS**letter document will be attached to the Friday email. Print it out and keep it handy! Previous copies will be posted on the Parent News Page on the website.
- Please give school personnel **24 hours** to respond to your emails.

2

The VCA WEBSITE:

Go to www.valleychristian.com for everything you need to know except grades and attendance.



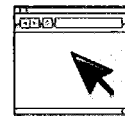
- Always start with the **Home Page** for public announcements.
- To go to the private pages, click on the "**LOG IN**" in the upper right hand corner of the screen.
- Enter "parents" for the **username** and this year's password (emailed to you).
- You'll be back at the homepage, but now will see many more pages listed under the tabs.
- **Asterisks (**)** always indicate a private page, only visible to parents who log in.
- Various pages of valuable information are located under the **Parents Tab** at the top.
- **EVERY** parent should visit the ****Parent News Page** each **weekend** for all the updates. It is only updated once per week.
- Grade-level page links are on the ****Parent News Page**.
- Click on the **links** listed to view the latest **classroom news** from the teachers.
- Many documents (classroom supply lists, Dress Code sheets) are downloadable from the **RESOURCE PAGE**.

Please direct your questions to:
Mrs. Horak-
KHorak@valleychristian.com or
Mrs. Wendl-
JWendl@valleychristian.com

PARENTSWEB:

3

By clicking on the ParentsWeb button on the Parent News Page of the website, you can find the **Family Directory**, check on your child's **attendance**, office **behavioral record**, **grades**, and see their **medical info**. Elementary parents can see mid-terms and end of quarter grades. Middle school parents can see current grades.



- The **only ParentsWeb button** is on the ****Parent News Page**.
- To be able to log in to ParentsWeb, VCA must have your **current email address** in our system so that it will recognize you.
- When you get to ParentsWeb, you must first enter the **school ID**, which is VCA-OH (you will only have to do this once).
- Then enter the email address that the school has **on file for you** (where you get your emails from the school)
- On your first visit, ParentsWeb will email you a **temporary password** which you'll use to log in.
- Once you've logged in, you can go to the Family Info Tab to change your **password**.

4

PAPERS:

Periodically, forms, flyers, and information will go home with the youngest child in each family (like Picture Flyers, PTF info, and more).

Always check your child's homework folder (nightly). If there are any important papers they will be there!



5

YOUR PHONE:

Periodically, we will utilize our group phone calling system to give you important announcements (like Snow Days) or reminders. You should always see "Valley Christian Academy" in your caller ID. We call the one home number and one cell number that we have on file. It's **VERY** important to tell us when your phone numbers change!

