

May 24, 2018

Dear Kings Academy Families,

There are several changes that will be going into effect for the 2018-2019 school year. As TKA continues to grow, these changes are necessary to keep our students and staff safe, provide assistance to TKA staff, keep costs low and keep families involved in the school.

The changes include:

- Anyone who comes on campus (inside the school) after drop-off or before pickup MUST SIGN IN on a sign in sheet hanging outside the Principal's office. There are no exceptions!
- A new requirement for volunteer hours for each family attending TKA. Each family will be expected to donate a minimum of 4 hours volunteering for a variety of tasks throughout the school year. A specific list of volunteer opportunities and a sign-up list will be available at Step Up Day, Back to School Night and will be posted on TKA's website [www.thekingsacademyreno.org](http://www.thekingsacademyreno.org). The process to claim these hours will be reviewed at Back to School Night in the fall. If you are unable to meet the volunteer requirements, a donation of \$25 per hour can be made.
- A volunteer class is required and will be held at several school events in the fall, including Back to School Night.
- Any parent who volunteers with a teacher, including class parties and driving on field trips, must complete a volunteer form provided by that teacher, unless the parent has had a background check completed by Sierra Bible Church (SBC).
- Parents who volunteer more than 3 times in a school year where they are directly involved with the students are required to have a background check completed by SBC prior to their 4<sup>th</sup> volunteer time.

Please note that the requirements for the volunteer class, background checks and sign in/out while on campus will help increase the safety and security of our school and are due diligence requirements of insurance coverage in the event of any incident.

Thank you for your understanding of these necessary changes. Please direct any questions to Pastor Karl, a member of the School Board or the Principal.

Sincerely,

The King's Academy School Board

