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Summer 2017

Dear Parents,

On behalf of the faculty and staff of Pine Forge Academy, I am happy to welcome you to the 2017-2018 school year. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential.

We have many exciting events happening this school year! All students are eligible to attend our quinquennial European tour in February 2018 and all seniors are eligible to participate in the class senior/mission trip to Barbados in May. The MSA/NAD accreditation team will visit the campus for the interim assessment in November. Lastly, the Academy will launch a full work program for the students beginning this Fall.

In this annual Back to School Newsletter, you will find a guide on how to prepare for the start of the school year. We caution you to **AVOID LONG RESISTRATION LINES** by completing all of your registration and enrollment paperwork online. We also ask you to pay keen attention to the 2017 edition of the Academy Handbook as there have been some updates and revisions.

Blessings on you and your family!

Headmistress

Helpful Links

Pine Forge Academy

<http://www.pineforgeacademy.org/>

FACTS General Info

<https://factsmgt.com/>

RenWeb Parent Access

<https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx>



NEW Student Registration Day

Wednesday, August 9, 2017

RETURNING Student Registration Day

Sunday, August 13, 2017

LAST POSSIBLE DAY TO APPLY/ENROLL

Thursday, August 31, 2017

NEW Student Registration Day Schedule

- 9:00 am Registration begins *in Wagner Hall*. International Trip Booth opens.
- 10:00 am RenWeb and FACTS Student and Parent Orientation *in Wagner Hall*
- 11:00 am College Prep 101 *in Wagner Hall*
- 12:00 pm Dorm Move In begins. International Trip Booth closes.
- 5:15 pm New Student Dinner
- 6:10 pm Dorm Worship
- 7:00 pm United Student Movement Activity

RETURNING Student Registration Day Schedule

- 9:00 am Registration begins *in Wagner Hall*. Optional FACTS Training *in Library*. International Trip Booth opens.
- 10:00 am Pine Forge Academy Parent Association (PFAPA) Parent Meeting *TBD*
- 12:00 pm **Faculty and Staff Reception in PFC Fellowship Hall**
International Trip Booth closes.
- 2:00 pm **MANDATORY** Junior & Senior Meeting *in Conference Center One*
- 3:00 pm **ALL STUDENTS/FAMILIES** Principal's Address *in Conference Center One*
- 4:00 pm **Parent Volunteers Clearance Workshop** *in Conference Center One*
- 4:30 pm **International Trip** Information Session *in Conference Center One*
- 4:00 pm Registration re-opens *in Wagner Hall*.
- 6:00 pm Registration closes.

LATE ADMISSION AND ENROLLMENT

By appointment with the Director of Admissions and Records/Registrar ONLY.
Email – Registrar@PineForgeAcademy.org

Required Registration Documents and Tasks for ALL Students and Families

What to Find Where

You can find most information (and more!) in this packet on our website.

All parents and students are required to access and use our online Student Information System.

Families are **required** to complete the following processes:

1. **REQUIRED** Complete and receive clearance for the **online enrollment** paperwork in the registrar's office. Registrar@PineForgeAcademy.org
2. **REQUIRED** Successfully complete the **FACTS online tuition payment process** BEFORE visiting the Business Office.
3. **REQUIRED** Complete and receive clearance for the health office documentation in the **nurse's office**.
4. **REQUIRED** Complete and receive clearance for the work program documents in the **work coordinator's office**.
5. **REQUIRED** Receive **financial clearance** from the business office.
6. **FINAL STOP**. Receive a dormitory green card from Mr. Fielder in the **Vice Principal's Office**.

Registration Day Locations

Registration Stop	Location	PFA Personnel
RenWeb Activation	Library	Mrs. S. Williams
Registration/Enrollment	Registrar's Office	Ms. M. Mathieu
Business Office	Business Office	Mr. E. Edgecombe Mr. L. Martin
Work Program	Classroom 122	Ms. T. Jackson
FACTS Online Enrollment	Computer Lab	Mrs. E. Baker
Health Paperwork	Nurse's Office	Mrs. A. Booker
FINAL Stop	Vice Principal's Office	Mr. K. Fielder

Registration Day Events	Location	Time
Registration	Wagner Hall	9:00 am to 6:00 pm CLOSED during meetings.
PFAPA Meeting	TBD	10:00 am
Off Campus Parent Meeting	TBD	TBD
Junior and Senior Meeting	Conference Center One	2:00 pm
Principal's Address	Conference Center One	3:00 pm

Early Registration

Parents are welcome to complete the registration process **EARLY!** Parents who complete the process early can **SKIP** up to **FOUR** of the registration stops. How can you register early?

1. Complete the online "Registration Day" forms on RenWEB (see page 5 and 6).
2. Have your doctor sign and complete the physical and return it to the nurse BEFORE registration day. Mail seven (7) business days in advance.
3. Make your payment to the business office via mail or telephone. Mail seven (7) business days in advance.
4. Complete your FACTS online payment enrollment BEFORE registration day.

Contact Us

Principal

nhughes@pineforgeacademy.org

School Principal

kfielder@pineforgeacademy.org

Vice Principal

jpottinger@pineforgeacademy.org

Business Manager

edgecombe@pineforgeacademy.org

Registrar

registrar@pineforgeacademy.org

Guidance Counselor

kbonds@pineforgeacademy.org

Administrative Assistant

assistant@pineforgeacademy.org

Work Program Coordinator

tjackson@pineforgeacademy.org

Nurse

abooker@pineforgeacademy.org

School Address and Telephone

Attn: ____(*DEPARTMENT*)____

P.O. Box 338

Pine Forge, PA 19548

610-326-5800 or pfa@pineforgeacademy.org



Registration Day Online Forms

How do I fill out Registration Day forms online?

Parents (New Parents you must contact the Registrar's office to make sure your RenWeb account is

1. Go to www.pineforgeacademy.org.
2. Under Academics click RenWeb.
3. Enter login information and login.
4. Click Family Information on the left.
5. Click Enrollment/Reenrollment.
6. Click Start Enrollment Packet.

If your child will not be returning to PFA, click Will Not Enroll.

ALL PARENTS MUST COMPLETE THIS PROCESS.

****For New Parents/Students****

1. Below are the instructions for new parents to activate their RenWeb Account with Pine Forge Academy.
2. In order for these instructions to work, parents must have supplied the school with their correct email address.
3. Once the parent has followed the attached instructions they can follow the steps above for enrollment.

If you are not able to log in, please contact the Director of Admissions and Registrar Ms. Mia Mathieu at registrar@pineforgeacademy.org immediately.

Please Note:

We have included the instructions in this packet and have attached documents entitled New Parent RenWeb Instructions and New Student RenWeb Instructions.

ren web

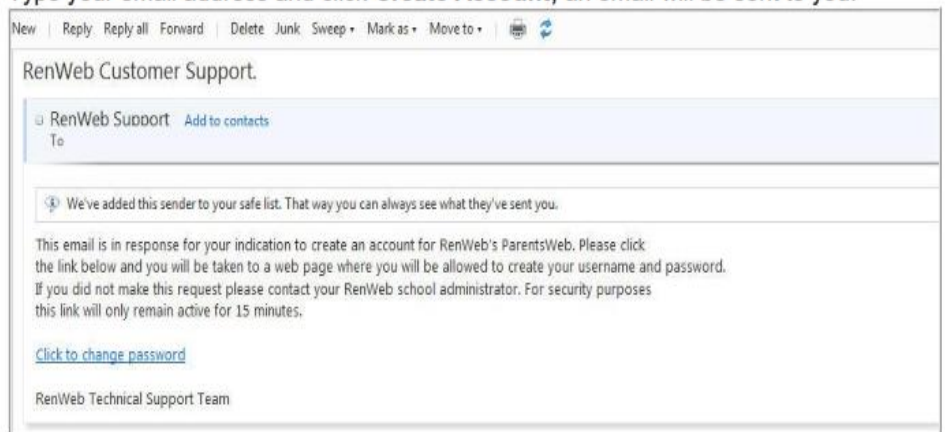
Parents Web

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework as well as other useful school information. All you need is an Internet-capable computer.

Here's how to create your **ParentsWeb** account:

To proceed with the following steps, the school must have your email address on file. Please contact the school if you have not provided an email address.

1. Go to www.pineforgeacademy.org and select **RENWEB** under **ACADEMICS**
2. Click **Create New ParentsWeb Account**.
3. Type your email address and click **Create Account**; an email will be sent to you.



4. Click the **Click to change password** link in the email that was sent to you. This link is only valid for 30 minutes.
5. A web browser displays your Name and RenWeb ID.



6. Type a **User Name**, **Password** and **Confirm** the password.

7. Click **Save Password**.

A message displays at the top of the browser, "**User Name/Password successfully updated.**"



8. You can now log into ParentsWeb using your new User Name and Password.



Academic Life at Pine Forge Academy

Orientation

All new students are required to attend New Student Orientation (August 9 - 13, 2017) on the campus. During Orientation, students will participate in the following:

New Students

- Placement Testing
- Dorm Life Expectations, Policies and Procedures
- Academics Expectations, Policies and Procedures
- College Readiness 101

All students will participate in an integrated orientation program during the first week of school. We will review key expectations and protocol during the daily homeroom periods as well as schedule for...

Returning/ALL Students

- Choir Auditions
- Creative Arts Auditions
- Class Meetings and Team Building
- Course Scheduling
- School-wide Workshops

Supply List

Please purchase the items listed on the supply list in preparation for August 15, 2016 (the first day of instruction). You can find the supply list on the school's website.

<http://www.pineforgeacademy.org/wp-content/uploads/2017/07/2017-2018-supply-list.pdf>

Summer Assignments

Students will be assessed on thorough completion of summer assignments within the first two week of school. You can find the assignment list on the school's website.

English - <http://www.pineforgeacademy.org/wp-content/uploads/2017/06/Summer-Reading-2017-2018.pdf>

Math - <http://www.pineforgeacademy.org/wp-content/uploads/2017/06/Math-Summer-Assignment-Khan-Academy-2017.pdf>

Discipline

Pine Forge Academy encourages all parents to read the PFA Student Handbook. Pine Forge Academy is committed to consistent Christian practice and will use the Handbook as a critical guide in school governance.

Find the handbook here: <http://www.pineforgeacademy.org/wp-content/uploads/2014/09/handbook.pdf>

Please note that IMPORTANT HANDBOOK REVISIONS will be posted on August. Please mark the date in your calendar so you can review the updates.

E-Books

Beginning mid-August, each student will be issued a tablet, charger with extension cord and protective warranty. All are the property of Pine Forge Academy. All tablets and accessories are on loan to the student and must be used in accordance with the E-Book Policies and Procedures, Pine Forge Academy Technology Acceptable Use Policy, and any applicable laws. Each tablet will be inventoried with a label and tagged for tracking purposes.

Students/parents/guardians must comply with the Pine Forge Academy School's Tablet Policies and Procedures at all times. Students must also comply with the Student Technology Acceptable Use Policy located in the student handbook. Any failure to comply may result in disciplinary action and/or terminate your rights of possession of Pine Forge Academy property.

All tablets and tablet accessories must be returned to Pine Forge Academy prior to the last calendar day of the school year, unless terminated earlier by school officials or upon withdrawal from the Academy. Parents will have some responsibility for lost, damaged or stolen tablets. A Tablet/E-Book Policies and Procedures Contract will be distributed with the technology.

Students MUST present an acceptable ipad case to receive their ipad. The following course books will be accessible through the ipad:

- ***History (excluding Afro American History)***
- ***Science***
- ***Mathematics***
- ***Religion***

In our final ebook phase for August 2018, we will add English textbook. Families are responsible for the health and English literature books.

Course Enrollment

During the first week of school, all students will have the opportunity to elect and enroll in the following new academic pilot programs. Each program is “first come, first serve”, the student’s academic schedule must have room to accommodate the course and an additional fee is required.

1. **Culinary Arts** (for credit or work program w/ fees)
 - a. Coordinator: Mrs. Ford
2. **Certified Nurse Aides with Oakwood University** (for credit w/ fees)
 - a. Coordinator: Mrs. Williams
3. **Dual-Credit Online Course Enrollment** (with Andrews University w/fees)
 - a. Coordinator: Ms. Mathieu
4. **Private Music Lessons** (10 per semester minimum at \$50 per lesson)
 - a. Coordinator: Mr. Roseborough

Lastly, please anticipate that each student will have a full or near full academic course load. Students will be expected to enroll in courses between period 1 and 8 which satisfy a state-approved and AECOE approved school daily “seat time requirement” of a minimum of 6 hours and 40 minutes of regular instruction on a regular school day.

The principal reserves the right to adjust student schedules as befitting the student and school’s needs.

Dorm Life

Pine Forge Academy encourages all parents to prepare students for dorm living by reading pages 9 - 13 of the handbook (pages 17 - 21 of the online handbook located on the website <http://www.pineforgeacademy.org/wp-content/uploads/2014/09/handbook.pdf>).

Included in the handbook is pertinent information regarding:

- Items students may bring to campus
- Items not permitted on campus
- Worship and devotion on campus
- Sabbath Preparation and Attire
- Student Appearance and Dress
- Reverence in Religious Services



Financial Matters

Outstanding Balances

Parents, please attend to outstanding balances from the 2016-2017 school year. Payment of outstanding balances are **REQUIRED** for re-enrollment. Please contact the Business Office immediately at 610-326-5800, ext. 216.

Work Program

Families interested in the Pine Forge Academy Work Program are required to complete the following:

1. Work Program Application (See Online Enrollment Packet in RenWeb)
2. Federal I-9 <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
3. Federal W-4 <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Each federal form must be signed in the presence of the Work Coordinator Dean Tracy Jackson. A station will be set up on Registration Day in classroom 122.

Fee Schedule

Please find the UPDATED Pine Forge Academy Fee Schedule on the school's website.

Boarding Students http://www.pineforgeacademy.org/wp-content/uploads/2016/07/PFA-Fee-Schedule_Boarding-2016.pdf

Day Students http://www.pineforgeacademy.org/wp-content/uploads/2016/07/PFA-Fee-Schedule_Day-Student-2016.pdf

FACTS Tuition Questions and Answers

Notification and payment of tuition and monthly incidental billing (bookbill) will be completely electronic THIS year. Invoices will be sent out by email from FACTS to all families and you can make payment direct from a link on the email. Below are some of the questions that you may have.

Pine Forge Academy parents are REQUIRED to sign up for FACTS on Registration Day. Families will not be able to enroll in the Academy without satisfactory completion of this step.

Who needs to enroll in FACTS?

ALL families must enroll in FACTS. This is necessary to establish a FACTS account for your email billing.

For example:

- In one household families, only one parent should sign up with FACTS supplying name, address, email, student information, payment plan option and payment method. This person should be the one responsible for checking emails and paying bills for the household.
- In multiple household families (divorced or otherwise living in two households) who are going to share in paying tuition and incidental billing, a parent from each household must sign up with FACTS. Both parents should be responsible for checking emails and paying bills for their respective households.
- In situations where someone other than a parent pays for tuition and/or monthly incidental billing (grandparent, uncle, trustee, etc.), then that payer will need to sign up with FACTS. This person should be the one responsible for checking emails and paying bills on behalf of that student. Parents can forward the web address or input information for a third party.

How are tuition and incidental billing invoices received?

FACTS generates invoices and sends to the preferred email you list when you set up your FACTS account. Emails sent out for tuition will have the subject line "Tuition Payment Reminder" and emails sent out for incidental billing will have the subject line "Action Required for Barstow School." Please pay close attention to any emails you receive from FACTS as they pertain to your child's tuition and incidental billing.

How are payments made?

Payments may be made directly from the link on the FACTS email by using ACH (electronic check) and/or credit card (Visa, Discover, MasterCard or AmEx).

Is my information secure?

Yes. Your personal information, including payment information, is protected with the highest security standards in the industry.

What happens when my payment falls on a weekend or a holiday?

Your payment will be processed on the next business day.

What happens if a payment is returned?

Returned payments may be subject to a FACTS returned payment fee; watch for a returned payment notice for additional information.

