A pleasant day to all!

Thank you for your support in complying with the School guidelines for the whole school year.

As the school year is about to end, please be guided accordingly by the following items on school requirements, SY 2015-2016:

April 7 to April 15

- Claim lost and found items from the Property Office of your Department campus, 7:30 to 8:30 a.m.; unclaimed items to be given to the Community Care Drive.

April 7 to 22

1. Clearance

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing of Student Clearance</td>
<td>KINDER GRADE 6</td>
</tr>
<tr>
<td></td>
<td>GRADE 10</td>
</tr>
<tr>
<td>Taking home all books &amp; projects, emptying of lockers; fine to be set for failure to take home after set date</td>
<td>April 7</td>
</tr>
<tr>
<td>Unsettled Account Slip for students with unsettled responsibilities; slip given to parents of Preschool and Elementary; names to be posted on the Information Board in the 2/F for Grades 7 to 11; report cards to be withheld till account is settled</td>
<td>April 7</td>
</tr>
<tr>
<td>Deadline for submission of official form for those intending to transfer to another school for SY2016-2017; secure form from Department Office of student or click downloadable form from the department webpage at <a href="http://www.jca.edu.ph">www.jca.edu.ph</a></td>
<td>April 8</td>
</tr>
<tr>
<td>Settling of Accounts with indicated office; fine of Php160.00 to be imposed for unsettled accounts after April 13 and April 15, whichever applies</td>
<td>April 7 to 13</td>
</tr>
</tbody>
</table>

**ELEMENTARY DEPARTMENT**
2. Student identification Card (ID)

<table>
<thead>
<tr>
<th>School Year</th>
<th>Level</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>SY 2015-2016</td>
<td>Toddler, Nursery, Grades 1-2, 4-5, 7-8, and 10-11</td>
<td>For lost/damaged ID, submit letter of explanation to class adviser by April 8, 2016; pay P300 for ID replacement at the Finance Office by April 15</td>
</tr>
<tr>
<td></td>
<td>Grades 10-11</td>
<td>Surrender current ID to class adviser for processing by April 8, 2016</td>
</tr>
<tr>
<td>SY 2016-2017</td>
<td>New students, Toddler, Grades 1, 4, 7, and 10</td>
<td>Receive new ID by August 12, 2016</td>
</tr>
</tbody>
</table>

April 11-22

Pre-order name, session, level patches, and school uniforms (e.g., blouse, polo, skirts, pants, PE uniform) at the Bookstore of your Department campus from April 18-22, 9:00 am to 2:00 pm.

1. Name, Session, and Level Patches Guidelines

1.1 Student name patch is sold by sets of three (3) at Php 106.00 per set
1.2 16 slots are allotted for student’s name with surname and first name written in full; if names go beyond 16 slots, Php212.00 to be paid
1.3 Name, session, and level patches to be attached for the regular and PE uniforms; session and level patch are available in the Bookstore at Php 86.00 for five pieces
1.4 Secure Name, Session, and Level Patch Order Slips from the Bookstore of your Department campus starting April 11
1.5 Submit accomplished slips to the Bookstore
1.6 Pay the Bookstore cashier and ask for official receipt
1.7 Claim your name, session, and level patches during enrolment
1.8 Additional fee to be imposed if name patch is ordered incorrectly

2. School uniform

2.1 Secure Uniform Order Slips from the Bookstore of your Department campus starting April 11
2.2 Submit Uniform Order Slip to the Bookstore
2.3 Pay the Bookstore cashier and ask for official receipt
2.4 Claim the uniform during enrolment
2.5 Additional fee to be imposed if order is changed

April 18 & onward

Fetcher’s Card Application

1. Guidelines

1.1 Fetcher’s card is a requirement for Toddler to G6 students. “No Fetcher’s Card, No Fetching of Student.”
1.2 Each student shall be issued only one Fetcher’s Card.
1.3 The School will honor only sealed and laminated Fetcher’s Card.
2. Application Procedure for Toddler to Grade 6 Students

2.1 Secure the Fetcher’s Card Application Form and Card at the Property Office of your campus from 8:00 to 11:00 a.m., Monday to Friday; Fetcher’s Card Application Form can be downloaded from your Departments’ downloadable forms at www.jca.edu.ph

2.2 Type or write legibly information on the Application Form and the Fetcher’s Card

2.3 Paste two latest 1-1/2” x 1-1/2” ID pictures of the student and the fetchers (e.g., parent, yaya, driver, older sibling), colored or black and white

2.4 Submit the Application Form and the Fetcher’s card to the Property Office of your campus during non-enrolment period or to the General Services, Room 305, during enrolment period

2.5 Fetcher’s Card will be released on the Parent’s Orientation Day in July 2016

2.6 Strict implementation will be observed by August 19, 2016

3. Fetcher’s Card Replacement due to Change of Fetchers, Lost or Damaged Card

3.1 Secure the Fetcher’s Card Application Form and Card at the Property Office of your campus from 8:00 to 11:00 a.m., Monday to Friday; Fetcher’s Card Application Form can be downloaded from your Departments’ downloadable forms at www.jca.edu.ph

3.2 Return the accomplished form to the same office together with a notarized affidavit of loss if the Fetcher’s Card previously issued is lost or with the damaged card if it is damaged

3.3 A Temporary Fetcher’s Card will be issued with one week validity

3.3.1 Secure the regular Fetcher’s Card at the end of the week

3.3.2 Fetcher’s Card replacement is Php 199.00

MAY 17-18 Issuance of requested Recommendation Letter / Signing of Report Cards for Students

Transferring to Other Schools

1. Download School Documents Request form from your department’s downloadable forms at www.jca.edu.ph

2. Submit the accomplished form to the Office secretary of your Department Office, 8:00-11:00 am

3. Requested certificates to be released after three working days

Thank you.