

## Instructions for Re-Enrolling Families & Students

### Checklist of Items to Be Submitted with Application:

- Application for Admission
  - Page 1 – One per family
  - Page 2 – One per student
- Att. 1, Registration & Enrollment Agreement
  - Page 2 – One per family
- Att. 5, Emergency Medical Form
  - Pages 1 & 2 – One per student
- Att. 6, Student Pick Up Notification Form
  - Page 1 – One per family, K-6<sup>th</sup> (**Not required, only as needed**)
- Payment of Enrollment Fee (Applications will not be accepted without payment of Enrollment Fees. Payment secures child's space in his/her grade.)
  - \$75 per Student if paid by Feb 1<sup>st</sup>
  - \$150 per student if paid by April 1<sup>st</sup>
  - \$250 per student if paid after April 1<sup>st</sup>

**Current Families with a New Student and/or Child Entering Kindergarten:** Submit Section II (Page 4-6) of the New Student Application with payment of Enrollment Fee for each student new to the school. Enrollment for Kindergarten will open to the public on February 15<sup>th</sup>. Current families are highly encouraged to submit Kindergarten applications before February 15<sup>th</sup> to ensure space for your student. You will be contacted at a later date to schedule your child for an evaluation with the Kindergarten teacher.

**New Family Referrals:** Refer a new family to PCCA and receive a \$500 credit (per new student) toward your tuition. The appropriate forms must be completed and submitted, and all guidelines must be met. See the *Guidelines for Enrollment Incentives* for more information.

**Financial Aid Program:** If you would like to apply for financial aid, please call the school office to request a form or apply online at [www.NAIS.org](http://www.NAIS.org). PCCA's school code is: 2735. Forward the completed application directly to NAIS and not to the PCCA office. NAIS will provide PCCA an analysis within two weeks receipt of the application. **Deadline for submission to NAIS for the 2010/11 school year: April 1<sup>st</sup>, 2010.**

RE-ENROLLING STUDENT APPLICATION FOR ADMISSION

SECTION I. - FAMILY INFORMATION

FATHER/Guardian	MOTHER/Guardian
Name:	Name:
Home Address:	Home Address:
City/ST/Zip:	City/ST/Zip:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Email Address:	Email Address:
Home Church:	Home Church:

**Parent Cooperation Agreement**

As a parent/guardian of a child attending PROVIDENCE CLASSICAL CHRISTIAN ACADEMY, you will be expected to support the principles listed below:

1. I am sufficiently satisfied with the curriculum, teaching methodology, facility, Statement of Faith, personnel and ideas of the school, to enroll my child at PROVIDENCE CLASSICAL CHRISTIAN ACADEMY.
2. I support the discipline policy of the school.
3. I understand that the school, after consultation with parents, has final responsibility for deciding the placement of my child in the proper grade level.
4. I will be financially responsible for any damage caused to school property by my child.
5. If problems regarding my child’s education arise, I will discuss matters directly with my child’s teacher(s) and/or the administration. I will attempt to resolve such difficulties in a manner consistent with Christian behavior.
6. I will support the school policies concerning dress, conduct, and all other matters outlined in Handbook.
7. I will assume my part of the responsibility of my child’s education by supervising assigned homework and keeping regular contact with my child’s teachers.
8. I will support, to the best of my ability, the various activities of the school. I will consider supporting PROVIDENCE CLASSICAL CHRISTIAN ACADEMY through prayer, time, and financial gifts, as I am able.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*PROVIDENCE CHRISTIAN ACADEMY admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs or other school-administered programs.*

SECTION II. – RE-ENROLLING STUDENT INFORMATION

Please complete this section for each student that is applying to PCCA.

Student’s Full Name: \_\_\_\_\_

Applying for Grade \_\_\_\_\_ for school year 2009/10

Today’s Date: \_\_\_\_\_

Student Standard of Conduct

Students at PROVIDENCE CLASSICAL CHRISTIAN ACADEMY are expected to follow a standard of conduct in accordance with Christian principles. As a student of PROVIDENCE CLASSICAL CHRISTIAN ACADEMY, you will be asked to agree with the following:

- 1. To cooperate respectfully and obey willingly those in authority.
2. To strive for excellence as a student.
3. To conform to the dress code that has been set by the school.
4. To refrain from dissension, gossip, grumbling, and complaining.
5. To submit to the discipline policy of PCCA.
6. To maintain high moral standards in words and actions.

Student Signature (3rd Grade & Up)

Parent’s Signature

Kindergarten thru 4th Grade Only: Corporal Discipline Agreement

We have read Attachment 3, Behavior Expectations and Discipline. We opt to:

- Give our permission for this child to receive corporal discipline in the manner outlined by PCCA. OR Refuse our permission for this child to receive corporal discipline in the manner outlined by PCCA.

Reason for refusal: \_\_\_\_\_

Father’s Signature

Mother’s Signature

## Attachment 1 – REGISTRATION & ENROLLMENT AGREEMENT

**Please read this agreement completely and carefully, as this is a binding contract.**

This is an agreement for the entire school year by and between PROVIDENCE CLASSICAL CHRISTIAN ACADEMY, and the undersigned parents, legal guardians, or parties financially responsible for the student(s) named in this agreement (hereafter referred to as “parents”), wherein the parents agree to the tuition schedule for the academic year 2010/11. Both parents must sign this agreement and return it to the school when enrolling students. **No student will be allowed to begin classes until this form is signed and on file with the school.**

### Acceptance

In consideration of the School’s acceptance of this Registration & Enrollment Agreement and the Enrollment Fee, we agree to support the policies of the School and to pay when due the required charges for tuition and fees as indicated herein. Because the School must make year-long financial commitments to faculty, staff, facilities, vendors, and others on behalf of students, the following agreement is accepted by each parent through their signatures.

**I UNDERSTAND THAT IF I WITHDRAW MY CHILD/CHILDREN FROM THE SCHOOL, I AM STILL OBLIGATED TO PAY THE FULL YEAR’S TUITION AND FEES, WHETHER OR NOT MY STUDENT(S) ATTENDS FOR THE FULL YEAR. Additionally, a written letter requesting withdrawal must be forwarded to PCCA and ALL FEES AND TUITION DUE MUST BE PAID before the student’s records will be sent to a new school.**

Although we may be permitted to pay our obligation for the full year in more than one payment, we fully understand that this is not a fractional agreement, and should we choose to withdraw from school for whatever reason before the end of the school year, we are still obligated to pay for the full academic year’s tuition.

### Enrollment Fee Due

I understand that failure to pay the Enrollment Fee up submission of the application may jeopardize my child’s enrollment status. (Refer to the *Schedule of Fees and Tuition* document for more details.) Payment of this fee is required to secure my child’s enrollment in his/her grade.

Furthermore, I understand that this fee is non-refundable.

Attachment 1 – REGISTRATION & ENROLLMENT AGREEMENT (Continued)

Family Last Name: \_\_\_\_\_

**Tuition Payment Plans**

Please choose one of the following Tuition Payment Plans. **A Tuition Payment Plan must be submitted with your application.** Furthermore, your child will not be allowed to begin classes in the 2010/11 academic year until this form is signed and on file with the school.

- Annual Payment Plan** – I understand that when I pay the balance of my tuition and all fees by August 1<sup>st</sup>, I will receive a 3% discount on that balance. If not paid by August 1<sup>st</sup>, payment in full is required prior to the first day of the school year.
- Semi-Annual Payment Plan** – I will pay one-half of my tuition prior to the start of school, and I will pay the remaining half by December 31<sup>st</sup>.
- Installment Plan --** I understand that if I choose the installment plan, my tuition shall be due in installments to a 3<sup>rd</sup> party company on behalf of the school. There is a nominal one-time/annual fee, due directly to the 3<sup>rd</sup> party company, for this service. Choose an option below for the frequency of your payments:
  - Monthly, 12 Month** – 1/12<sup>th</sup> due each month July through June
  - Monthly, 10 Months** – 1/10<sup>th</sup> due each month August through May
  - Quarterly** – 1/4th due each quarter, payable in July, October, January, and April

- Financial Aid** – Please check this box if you will be applying for financial aid from PCCA. You must apply through NAIS, a 3<sup>rd</sup> party. Contact the school office to request a form or apply online at [www.NAIS.org](http://www.NAIS.org). PCCA’s school code is: 2735. Forward the completed application directly to NAIS and not to the PCCA office. NAIS will provide PCCA an analysis within two weeks receipt of the application. **Deadline for submission to NAIS for the 2010/11 school year: April 1<sup>st</sup>, 2010.**

**Parent/Guardian/Individual Responsible for Payment (Invoices will be sent to this person.)**

Name: \_\_\_\_\_

Please provide the following if different from information provided on page 1 of application:

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signatures for Agreement**

Today’s Date: \_\_\_\_\_

\_\_\_\_\_  
Father’s Signature

\_\_\_\_\_  
Mother’s Signature

## Attachment 2 - STATEMENT OF FAITH

PROVIDENCE CLASSICAL CHRISTIAN ACADEMY'S subscribes to the common elements of ecumenical creeds and the following historical confessions as our primary doctrine:

1. The Augsburg Confession (1530)
2. The Forms of Unity
  - a. Belgic Confession (1561)
  - b. Heidelberg Catechism (1563)
  - c. Canons of Dort (1619)
3. Thirty-nine Articles (1563)
4. Westminster Standards (1646)
5. The 1689 London Baptist Confession of Faith (1689)

As a member of the Association of Classical and Christian Schools (ACCS), PCCA also subscribes to the ACCS statement of faith, which is found in that association's by-laws (essentially, the first two chapters of the Westminster Confession of Faith.)

We accept as students only those who have at least one parent who is a professing Christian.

In all of our classes, the teachings of Christian doctrine include the essentials of the faith as taught by the 16<sup>th</sup> century reformation:

1. *Sola Scriptura* – The Bible is the inspired, infallible Word of God and the sole rule of faith and life.
2. *Sola Gratia* – Salvation is only by the grace of God, made available through the finished work of Christ on the cross.
3. *Sola Fide* – Sinners are justified by God solely through faith in the work of Christ, apart from human works.
4. *Soli Gloria Deo* – All of life is to be lived only for the glory of God.

## Attachment 3 - BEHAVIOR EXPECTATIONS & DISCIPLINE (K-4<sup>TH</sup>)

PROVIDENCE seeks to assist parents in their joyful duty of molding and shaping their children's characters in accordance with biblical principles and godliness. We seek to do this in a variety of ways.

Our teachers and staff model godly character to the children in all interactions. They demonstrate by the way they speak to their students and each other and by their nonverbal expressions and actions that godliness brings great joy and blessing. Furthermore, the teachers' love and acceptance of the students creates in the students a love for the teacher and a desire to obey because of the relationship they have. This must be the foundation upon which godly discipline is built.

In the elementary grades each teacher develops his/her classroom rules. There really is only one expectation that we have of our students, namely, to obey all the way, right away, and with a good attitude. We have this expectation because we believe this is what God expects of us. Because the relationship children have with both parents and teachers is a model of the relationship they have with the Lord, we must expect this of them if we are to be faithful in the nurturing of our students. Furthermore, both teachers and students are honored when behavioral expectations are high and consistent. Because our teachers establish an atmosphere of love and acceptance and communicate clearly to their students what is expected, our students thrive and learning can go on unhindered.

When disobedience does occur, teachers follow the discipline plan they have established for their classrooms. These systems vary, but they all resemble a check system with progressively worse consequences. Typical consequences are time out for kindergarten, time missed from recess, note home, phone call to parents, etc. Students are given approximately four checks in a day before they are sent to the office to visit the headmaster. Almost all disobedience is taken care of between the teacher and the student, and if necessary the student's parents. Rarely is a student sent to the office to visit the headmaster, and when he is sent it is because he has persisted in willful disobedience after being lovingly rebuked numerous times by his teacher and suffering other milder forms of correction.

Besides willful disobedience there are five other behaviors that the board has determined should result in an immediate office visit: disrespect, dishonesty, rebellion, fighting, and obscene/profane language. Refer to the formal discipline policy for more information.

When a child is sent to the headmaster's office because of disobedience, PROVIDENCE does have a policy that gives the headmaster permission to use corporal discipline. The policy states that corporal discipline may only be administered if the parents have given their consent in writing, and that only the headmaster may administer corporal discipline. It clearly spells out the method by which corporal discipline should be administered.

PROVIDENCE uses corporal discipline because we believe it is scriptural and the most loving way a child can be disciplined. Proverbs 19:18 says, "Discipline your son while there is hope, and do not desire his death." Proverbs 13:24 says, "He that spares his rod hates his son, but he that loves him chastens him early." Corporal discipline is swift, and it allows for immediate reconciliation and forgiveness between teacher and student. We have seen the blessings of hearts softened and relationships strengthened because of this policy, and we encourage parents to prayerfully consider signing the consent form in the application packet, an example of which can be found below. We do understand however, that a bond of trust must be formed between the school and parents for the parents to feel comfortable giving permission for their child to be disciplined in this way, and we are willing to work with parents in this matter.

## Attachment 3 - BEHAVIOR EXPECTATIONS & DISCIPLINE – (Continued)

### **Method by which all corporal discipline must be administered:**

- The headmaster will talk to the teacher to find out why the child was sent to the office.
- The headmaster will talk with the child in the presence of the teacher to make sure the child understands what he has done wrong.
- The Word of God will be used to show the child what God thinks about what he has done.
- The headmaster will explain to the child that he will be spanked because God commands that children be spanked and says we must spank if we love children.
- He will reiterate that the spanking is done out of love and a desire for the child's good.
- After explaining these things the headmaster will administer corporal discipline in the presence of at least one witness.
- Afterwards the child will ask forgiveness.
- Forgiveness will be granted and the child will be assured that the matter is over and will never be mentioned or remembered again.
- Parents will be notified that their child has received corporal discipline as soon as administratively practicable.

We understand that many parents struggle with the use of corporal discipline. We would recommend the book Withhold Not Correction by Bruce Ray. We would also encourage parents to observe in the classrooms and talk to the teachers and headmaster about any concerns they might have. Again, our desire is not to drive any away by this policy but to promote an atmosphere of love and care for the child.

## Attachment 4 - SCHEDULE OF FEES & TUITION

Fee and Tuition Schedule		
Enrollment Fee	\$75 per Student if paid by Feb 1 <sup>st</sup> \$150 per student if paid by April 1 <sup>st</sup> \$250 per student if paid after April 1 <sup>st</sup>	Due With Application
Tuition	Kindergarten–Half Day	\$3,650
	Kindergarten–Full Day	\$4,200
	1 <sup>st</sup> –6 <sup>th</sup> Grade	\$5,600
	7 <sup>th</sup> –11 <sup>th</sup> Grade	\$7,100
	12 <sup>th</sup> Grade	\$5,000

Discounts	Amount
Multiple Siblings	20% off tuition for 2 <sup>nd</sup> sibling 40% off tuition for 3 <sup>rd</sup> and subsequent siblings
Early Pay	3% off tuition if entire amount for school year is paid by August 1 <sup>st</sup>

Payment Plan Options	Description	Due Dates
Annual Payment	Payment in full is required prior to the start of school.	Prior to Start of School
Semi-Annual Payments	One half of tuition required prior to the start of school, and the second half of tuition is due by December 31 <sup>st</sup>	Prior to Start of School (1/2) and December 31 <sup>st</sup> (1/2)
Installment Plan – 12 Month*	One twelfth of tuition due monthly.	Monthly, July through June
Installment Plan – 10 Month*	One tenth of tuition due monthly.	Monthly, August through May
Installment Plan – Quarterly*	One fourth of tuition due quarterly.	July, October, January, and April

*\*Paid to a third party on behalf of PCCA. There is a nominal one-time/annual fee ranging from \$38 to \$45.*

**NOTES:**

1. Applications will not be accepted without payment of Enrollment Fees. Payment secures child's space in his/her grade.
2. A Tuition Payment Plan must be chosen prior to the start of school. Students will not be allowed to begin classes until this form is signed and on file with the school office.
3. All fees and tuition paid are non-refundable.
4. Financial Aid Program:
  - a. If you would like to apply for financial aid, please call the school office to request a form. Or, you can apply online at [www.NAIS.org](http://www.NAIS.org). PCCA's school code is: 2735.
  - b. The application form should be forwarded directly to NAIS and not to the PCCA office. NAIS will provide PCCA an analysis of the application within two weeks receipt of the receipt of the application.
  - c. Financial Aid Deadline for submission for the 2010/11 school year: April 1<sup>st</sup>, 2010.

## Attachment 5 – Emergency Medical Form

**Please complete both pages of this form for each child.**

Student's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Permission to Administer Medication**

I give PCCA staff and parent volunteers permission to administer the medications checked below to my child, if needed. Please check the box for each medication that you give the school permission to administer to your child:

<input type="checkbox"/> Advil or Generic Equivalent	<input type="checkbox"/> Tylenol or Generic Equivalent	<input type="checkbox"/> Motrin or Generic Equivalent	<input type="checkbox"/> Cough Drops	<input type="checkbox"/> Cough Suppressant
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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Physician(s) to contact in the event of emergency:**

Name	Specialty	Phone #	Address
	Primary – Family, Pediatrician, etc.		
	Dentist		
	Orthodontist		

**Insurance Information:**

Primary Carrier:	Policy #:
Secondary Carrier:	Policy #:

**Medical History:**

Allergies:	Chronic Medical Condition:
Current Medications:	Medications for Medical Conditions:
Date of Last Tetanus Shot:	Other Pertinent Medical Information:

**Other Medical Information:**

Please list any other medication conditions or information that you feel PCCA should be aware of: (Continue on additional sheet as necessary.)
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Attachment 5 – Emergency Medical Form (Continued)

Student’s Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Please complete both pages of this form for each child.**

I hereby grant permission for PROVIDENCE CLASSICAL CHRISTIAN ACADEMY staff to take whatever steps may be necessary to obtain medical care for my child, if warranted. These steps may include, but are not limited to the following:

1. Attempt to contact a parent or guardian
2. Attempt to contact the child’s physician, listed on this form.
3. If PCCA cannot contact you or your child’s physician, we will do any or all of the following:
  - a. Call another physician or the paramedics
  - b. Call an ambulance
  - c. Have the child taken to an emergency hospital in the company of a staff member.
4. Any expense incurred in seeking medical treatment will be the responsibility of the child’s family.
5. The school will not be responsible for anything that may happen as a result of false medical or personal information given at the time of enrollment.

**Emergency Medical Permission**

TO WHOM IT MAY CONCERN: I hereby give my consent for medical treatment for my child, named above, in the event of an emergency at which time I cannot be reached. I give consent to transport my child by ambulance, if the situation warrants.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mother’s Work Phone: \_\_\_\_\_

Mother’s Cell Phone: \_\_\_\_\_

Father’s Work Phone: \_\_\_\_\_

Father’s Cell Phone: \_\_\_\_\_

Emergency Contact (if parents cannot be reached) \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Phone: \_\_\_\_\_

**Attachment 6 – Student Pick-Up Notification Form**

*(Applicable for Grades K-6 only)*

Today's Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following individuals have my permission to pick up my child/ren:

\_\_\_\_\_  
\_\_\_\_\_

*Note: If these individuals are unknown to the school, they will be required to show identification before a student is released to them. Thank you for your understanding.*

**The following individuals specifically ARE NOT ALLOWED to pick up my child/ren:**

\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_