

2009-2010 RETURNING STUDENT APPLICATION AND ADMISSIONS AGREEMENT

Please submit this completed form together with the non-refundable Application Fee. School commences on September 7, 2009. Pre-K students must be 4 years and 9 months and kindergarten students must be 5 years old by December 1, 2009.



Discipling Future Leaders

Office Use Only	<u>Application Fee Must be Submitted with the application</u> (Non-Refundable Fee)
Date Application Received: _____	\$300 each x _____
Notes: _____	Paid ck# _____
_____	Or cash @ \$ _____
_____	Cash Receipt # _____

I. STUDENT INFORMATION

1. Child's Full Name: _____ Name Student Prefers to be Called: _____ Gender: Male Female
 Place of Birth: _____ Date of Birth: _____ Current Age: _____ Grade Entering: _____

2. Child's Full Name: _____ Name Student Prefers to be Called: _____ Gender: Male Female
 Place of Birth: _____ Date of Birth: _____ Current Age: _____ Grade Entering: _____

3. Child's Full Name: _____ Name Student Prefers to be Called: _____ Gender: Male Female
 Place of Birth: _____ Date of Birth: _____ Current Age: _____ Grade Entering: _____

4. Child's Full Name: _____ Name Student Prefers to be Called: _____ Gender: Male Female
 Place of Birth: _____ Date of Birth: _____ Current Age: _____ Grade Entering: _____

II. PARENT / GUARDIAN INFORMATION

Father's Full Name: _____ Home Address: _____ _____ Hm Phone: (____) _____ Wk Phone: (____) _____ Cell Phone: (____) _____ E-Mail: _____ Father's Occupation: _____ Employer: _____ <small>If self-employed, name of business</small> Business Address: _____ _____ Mother's Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Single Father's Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Single Child(ren) live(s) with: <input type="checkbox"/> Both parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Shared Custody <input type="checkbox"/> Guardian(s)	Mother's Full Name: _____ Home Address: _____ _____ Hm Phone: (____) _____ Wk. Phone: (____) _____ Cell Phone: (____) _____ E-Mail: _____ Mother's Occupation: _____ Employer: _____ <small>If self-employed, name of business</small> Business Address: _____ _____
--	--

If the child is not living with **both** parents, who has legal custody? _____

III. EXCERPT FROM THE NEW HARVEST CHRISTIAN SCHOOL STUDENT/PARENT HANDBOOK, SECTION X, SUBSECTION C:

SCHOOL ADMISSION REQUIREMENTS FOR THE PARENTS:

- Parents of students in New Harvest Christian School should have a clear understanding of the biblical philosophy and purpose of NHCS. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. Parents' Initials: _____
- It is required that parents of students subscribe to New Harvest Christian School's Statement of Faith by both written and oral testimony. It is also required that least one parent or guardian has a personal relationship with Jesus Christ and that the child attends church regularly with at least one parent or guardian, and that the student is being raised in a Christ-centered home. Parents' Initials: _____
- Parents should be willing to cooperate with all the written policies of New Harvest Christian School. This is most important in the area of discipline and schoolwork standards, as well as active communication with the respective teacher(s) and administration. Parents' Initials: _____
- If during the course of the teaching your child the teacher discovers that your child has a learning disability, you will be contacted; a meeting will be scheduled to discuss required tutoring for your child for an additional fee. Parents' Initials: _____

Will you need after-school care for your child? (3:00 – 5:30 p.m.) Yes No If yes, approximately how many days per week? _____

IV. FAMILY CHURCH INVOLVEMENT

Name of church of family worship: _____

Church Address: _____

Pastor's Name: _____ Phone: (____) _____

Are you members? Yes No Family attends: Regularly Occasionally Seldom Never

We have been attending the above-named church for _____ years _____ months.

V. POLICIES, TUITION, FEES AND FINANCIAL AGREEMENT

1. We/I understand that the school day begins at 8:15 a.m. That 7:45 a.m. is the earliest that we/I may bring our/my children to school. That children are to be brought to the "E Street" parking lot where there will be playground supervision beginning at 7:45 a.m. That a child not in his/her class line to be taken to the classroom by his/her teacher at 8:15 a.m. will be required to go to the school office for a tardy slip before going to his/her classroom.
2. We/I understand that school is dismissed at 3:10 p.m. That if our/my child is not picked up by 3:20 p.m., he/she will automatically be placed into after-school childcare and that we/I will be charged \$1.00 per minute up to \$8.00, which is the daily childcare rate. Childcare is available until 5:30 p.m. We/I understand that children may not be left unattended at any time!
3. We/I understand that our/my child(ren) will only be dismissed to the undersigned or to those persons listed on our/my child(ren)'s Emergency Card or with a note signed by the undersigned authorizing release to an adult that is not listed on our/my child(ren)'s Emergency Card.
4. We/I agree to provide forty-(40) hours of volunteer service to New Harvest Christian School (*per family*) per school year. We understand that it is our responsibility to record those hours in a timely manner in the Volunteer Hours Recording Book maintained in the school office. We understand that volunteer hours will be monitored on a quarterly basis and that we/I are/am required to complete ten (10) hours per quarter. **We/I further understand that if we/I have not logged 10 hours at the close of the quarter that we/I will be assessed a fine of \$25.00.** That each quarter we/I have not recorded the required volunteer hours, a \$25.00 fine will be assessed. Parents' Initials: _____
5. **Annual Tuition For Full Day and Half-Day Attendance Kindergarten Option / Application Fee and Payment Deadlines:**
 - The annual fees total is **\$725**. The Application Fee of \$300 is due at the time the enrollment application form is submitted and is non-refundable. The \$425 fees balance is added to the monthly tuition and is paid monthly with the tuition.
NOTE: Enrollment applications and application fees received before April 1, 2009 will qualify for a \$100 fees discount. Applications and enrollment fees received between April 1, 2009 and June 30, 2009 will qualify for a \$50 fees discount.
 - **Full-Day K-8 Annual Tuition: \$4,600 + \$425 = \$5,025. Monthly Tuition: \$418.75 per month, per student.** (*Based on a 12-month payment plan: July 2009 – June 2010.*) If enrolled after July 2009, but before the September start date, the total sum will be divided by the months remaining until June resulting in a higher monthly tuition due.
 - **Half-Day Kindergarten Option Annual Tuition: \$2,916.67 + \$425 = \$3,341.67. Monthly Tuition: \$278.47 per month, per student.** (*Based on a 12-month payment plan: July 2009 – June 2010.*) If enrolled after July 2009, but before the September start date, the total sum will be divided by the months remaining until June resulting in a higher monthly tuition due.
 - **If enrolled in September, the full-day tuition will be \$502.50 per month for ten months paid Sept–June. If enrolled in September, the kindergarten half-day tuition will be \$334.17 per month for ten months paid September–June.**
 - **Tuition is due on the first day of the month. If necessary, a grace period of three (3) days will be granted. The 3-day grace period is just that, a "grace period" only when necessary; it is not a different due date.**
 - **FFNA:** Families may apply for tuition assistance through Family Financial Needs Assessment for an annual tuition reduction up to **20%**. (*You may apply online at: www.ffna1.com or you may get an FFNA application in the school office. NHCS School ID: 2696*) Example: With a 20% discount the monthly tuition would be \$342.08 x 12 months, which is a savings of \$76.67 per month per child. Half-day K tuition would be **\$194.45** per month x 12 months or **\$233.33** x 10 months.
6. **Tuition Payment Options:** Payments may be made by check, cash or money order. NHCS offers four payment options. Please check the applicable boxes below to indicate your payment preferences:
 - (1) One annual full tuition payment, which is due prior to August 1, 2009.
 - (2) Semi-annual: Two payments – the first payment is due prior to August 1, 2009 and the second payment by January 1, 2010.
 - (3) Monthly payments due on or before the **first day of the month** (*Based on a 12-month payment plan, July 2009– June 2010.*)
 - (4) Enrollment after the start date of the school year – Tuition will be prorated as follows: Daily rate x number of school days remaining, divided by months remaining.) Tuition is due on the first date of the month unless otherwise noted.

VI. NEW HARVEST CHRISTIAN SCHOOL POLICY MANUAL, SECTION 8.4 – FEES/TUITION COLLECTION POLICY

Objective: To ensure that tuition and fees are collected in a timely manner and to establish policy whereby unpaid tuition and fees are collected as quickly as possible.

Scope: This process is to be followed unless specific other arrangements have been made between the Administrator and the families involved. Good faith will be presumed on the part of these families unless subsequent circumstances indicate no positive action can be expected.

Definition: **Late Tuition** - Monthly tuition and/or unpaid late fees not paid in full on or before **the first day of the month**. Semi-annual tuition and/or unpaid late fees not paid on the dates stated above in number 7 above.

Guidelines: The following process is to be followed in the collection of late tuition:

- A. In the event tuition is not paid by the first day of the month, the Office Administrator will send a Statement to all applicable families. (By email if available) This will be done no later than the third day of each month.
- B. If tuition is not paid or payment arrangements made by the **third day** of the month, a twenty-dollar (**\$20.00**) late fee will be assessed the first time payment is late. The late fee will increase by \$10.00 each additional time payment is late. (For example, the second late payment will be assessed a thirty dollar (\$30.00) late fee; a third late payment will be assessed a forty dollar (\$40.00) late fee, etc.) In addition, the Office Administrator or delegate will personally contact the student's parents. The essential elements or agreements made at that time will be recorded and filed.
- C. Should payment of tuition not be received within fifteen (15) days of the due date, parents will be contacted to meet with the Office Administrator and the School Administrator to discuss terms for collection of tuition and late fees incurred. If a parent cannot come into the office for a meeting because of work hours, a telephone conference will be

scheduled. The school policy regarding temporary suspension for non-payment will also be discussed. If after all the efforts noted above have been exercised and a period of thirty (30) days has elapsed since the tuition due date, the family will receive written notice that their child is subject to immediate suspension until the account is brought current. The account may also be turned over to a collection agency. Parents' Initials: _____

- d. Checks returned by the bank for non-payment will incur fees assessed by the bank and will result in an additional thirty (\$30.00) NSF fee assessed by NHCS. If more than one check is returned to NHCS within a school year, all future payments must be made in cash, money order or cashier's check.** Parents' Initials: _____

VII. WITHDRAWAL OF STUDENT AND STUDENT RECORDS

1. We agree to give TWO WEEKS NOTICE to the school if it becomes necessary to withdraw our child(ren) from school. We further understand that the full monthly tuition will be due for any partial month that our child(ren) has attended New Harvest Christian School. If we have prepaid the full annual tuition, we understand the unused prepaid tuition will be refunded to us. Parents' Initials: _____
2. We agree that we have carefully read Education Code §48904 as written in part below and we/I hereby agree to its terms and conditions.

California Education Code Section 48904, Subpart (b) states:

(b) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).

California Education Code Section 48904.2, Subpart (a) states:

(a) Upon receiving notice that a school district has withheld the grades, diploma, or transcripts of any pupil pursuant to Section 48904, any school district to which the pupil has transferred shall likewise withhold the grades, diploma, or transcripts of the pupil as authorized by that section, until the time that it receives notice, from the district (school) that initiated the decision to withhold, that the decision has been rescinded under the terms of that section.

(b) Any school district that has decided to withhold a pupil's grades, diploma, or transcripts pursuant to Section 48904 shall, upon receiving notice that the pupil has transferred to any school district in this state, notify the parent or guardian of the pupil in writing that the decision to withhold will be enforced as specified in subdivision (a).

VIII. ACKNOWLEDGEMENT AND AGREEMENT

1. By signing below, we acknowledge the following:

- A. Our commitment to the authority of the Bible and our agreement with New Harvest Christian School's Statement of Faith.
- B. Our commitments, as a family, to donate a minimum of forty- (40) volunteer hours for each school year per policy stated herein.
- C. Our commitment to attend parent/teacher conferences and scheduled school meetings.
- D. Our agreement to support the teachers and to reinforce their efforts to develop self-control and appropriate social behaviors in our child.
- E. Our agreement to encourage our child to meet his/her responsibilities to their education and to assist our child in organizing and completing their homework and special project assignments and turning them in on the date required. Parent initials: _____
- F. Our agreement to support New Harvest Christian School in the administration of its philosophy and policies. We authorize the school administrator to use such disciplinary measures, as she deems wise and expedient for our child. We understand that New Harvest Christian School does not employ the use of corporal punishment in its corrective process.
- G. Our agreement that New Harvest Christian School after reasonable efforts to assist, counsel, and discipline, has the right to dismiss any student if he/she is not able to comply with the standards of the school.
- H. Our commitment to pay our financial obligations on or before the due date in accordance with the New Harvest Christian School's tuition and fees schedule.

We, the undersigned, agree to release and hold harmless, the school, its agents and employees from all claims, damages or other liabilities for injuries to my child which are not the result of gross negligence by this school, its agents or employees. The undersigned also agrees to indemnify the school for damages by my child(ren).

We hereby acknowledge that this Agreement shall be interpreted in accordance with the laws of the State of California.

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Accepted for Enrollment:

Date

Carol Ford, School Administrator

New Harvest Christian School admits students of any race, color and national or ethnic origin subject to the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, athletic or any other school administered programs.

Admission to New Harvest Christian School is based on the student's potential to benefit from this type of educational environment and whose family's beliefs and goals agree with those of New Harvest Christian School. The administration reserves the right to exclude any student whose admission would not serve the best interest of the student or the school.

**Member of
The Association of Christian Schools International**