

2009-2010 NEW STUDENT APPLICATION AND AGREEMENT

Please submit this completed form together with the non-refundable Application Fee. Attach a copy of your child's birth certificate and most recent school report card and SAT scores, if applicable and available. School commences on **Monday, August 31, 2009.**

(Pre-K Students must be 4 years and 6 months and kindergarten students must be 5 years old by December 1, 2009.)



Discipling Future Leaders

NHCS Office Use Only Date Application Received: _____ Date of Interview: _____ Notes: _____ _____ _____	<u>Application Fee Must be Submitted with the application</u> (Non-Refundable Fee) \$25.00 App Fee x _____; total: \$ _____ Enrollment Fee: \$300 each x _____ Paid ck# _____ Or cash @ \$ _____ Cash Receipt # _____
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I. STUDENT INFORMATION

1. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth: _____	Date of Birth: _____	Current Age: _____ Grade Entering: _____
2. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth: _____	Date of Birth: _____	Current Age: _____ Grade Entering: _____
3. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth: _____	Date of Birth: _____	Current Age: _____ Grade Entering: _____
4. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth: _____	Date of Birth: _____	Current Age: _____ Grade Entering: _____
5. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth: _____	Date of Birth: _____	Current Age: _____ Grade Entering: _____

II. PARENT / GUARDIAN INFORMATION

Father's Full Name: _____	Mother's Full Name: _____
Home Address: _____	Home Address: _____
Hm Phone: (____) _____	Hm Phone: (____) _____
Wk Phone: (____) _____	Wk. Phone: (____) _____
Cell Phone: (____) _____	Cell Phone: (____) _____
E-Mail: _____	E-Mail: _____
Father's Occupation: _____	Mother's Occupation: _____
Employer: _____	Employer: _____
<small>If self-employed, name of business</small>	<small>If self-employed, name of business</small>
Business Address: _____	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)

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.
- 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 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.
- 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.

We agree to the stated four requirements above. Parents' Initials: _____

Will you need after-school care for your child? (3:20 - 5:30 p.m.) Yes No If yes, approximately how many days per week? _____

723 South "D" Street, Oxnard, CA 93030 ~ Phone: 805-486-4656 ~ Fax: 805-201-6687 ~ Email: newharvestcs@msn.com ~ www.newharvestcs.org

IV. FAMILY CHURCH INVOLVEMENT

Name of church of family worship: _____

Church Address: _____

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

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

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

V. ACADEMIC HISTORY of STUDENT NO. 1 – Current Grade: _____

School Name City/State Grades Enrolled Attend Dates (to/from)

ACADEMIC HISTORY of STUDENT NO. 2 – Current Grade: _____

School Name City/State Grades Enrolled Attend Dates (to/from)

ACADEMIC HISTORY of STUDENT NO. 3 – Current Grade: _____

School Name City/State Grades Enrolled Attend Dates (to/from)

ACADEMIC HISTORY of STUDENT NO. 4 – Current Grade: _____

School Name City/State Grades Enrolled Attend Dates (to/from)

How did you hear about New Harvest Christian School? _____

Please tell us why you would like your child(ren) to attend New Harvest Christian School? _____

Please list any special interests or abilities your child(ren) may have. _____

Do you have any concerns over the current progress of your child(ren)? _____

Has/Have your child(ren) ever been suspended? _____ Expelled? _____ Do any of your children have a criminal record?

If yes, to any of the above 3 questions, please explain: _____

Has/have your child(ren) ever been tested, diagnosed or enrolled in any special education program or school for speech, language or learning disabilities (i.e. dyslexia, hyperactivity, ADD), which require particular attention? Yes (Name: _____) No

Has/have your child(ren) any physical disabilities or chronic illness? Yes (Name: _____) No

Has/have your child(ren) ever repeated a grade in any school? Yes (Name: _____) No

Has/have your child(ren) experienced social, emotional, or disciplinary problems in the past year? Yes (Name: _____) No

Has/have your child(ren) had any professional counseling? Yes (Name: _____) No

If you have answered yes to any of the above questions, please name the child and explain below. _____

NOTE: 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: _____

Students entering 7th and 8th grades must complete the following STUDENT QUESTIONNAIRE without assistance.

Student's Name: _____ Grade Entering: _____ (If there is more than one 7th/8th grades applicant, please request an extra Questionnaire.)

(a) In which subjects do you excel? _____

(b) Which subjects do you find difficult? _____

(c) How many hours per week do you spend on required homework? _____

(d) Please list your interests and activities, including music, art, drama, athletics, church groups, etc. Be specific. _____

(e) Please list your responsibilities at home. _____

(f) Please list your responsibilities or positions of leadership elsewhere, such as in your school or church. _____

(g) How would your teachers describe you in the classroom? _____

(h) Do you personally desire to attend New Harvest Christian School? Yes No Please explain then sign on the last line. _____

VII. 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 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.
3. 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! Parents' Initials: _____
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 **\$25.00** is due at the time the application form is submitted and is non-refundable. After review of student records, the family interview and acceptance of student enrollment, the non-refundable fee of **\$300** per student is due. The **\$400** fees balance is added to the annual tuition and is paid monthly with the tuition.
 - **Full-Day K-8 Annual Tuition: \$4,600 + \$400 = \$5,000. Monthly Tuition: \$416.67 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 2010 resulting in a higher monthly tuition due.
 - **Half-Day Kindergarten Option Annual Tuition: \$2,900.00 + \$400 = \$3,300.00. Monthly Tuition: \$275.00** 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 2010 resulting in a higher monthly tuition due.
 - **If enrolled in September, the full-day tuition will be \$500.00 per month for ten months paid Sept–June. If enrolled in September, the kindergarten half-day tuition will be \$330.00 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.** Parents' Initials: _____
 - **FFNA:** Parents may apply for tuition assistance (Fees not included.) 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. The NHCS School ID is 2696*)
Example: With a 20% discount the full monthly tuition would be \$340.00 x 12 months, which is a savings of \$76.67 per month per child. Half-day K tuition would be **\$226.67** per month x 12 months, which is a savings of \$48.33 per month per child.
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**.
 - (5) 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.

VIII. 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.

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.
- 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.**

IX. WITHDRAWAL OF STUDENT AND STUDENT RECORDS

1. We/I agree to give **TWO WEEKS NOTICE** to the school if it becomes necessary to withdraw our child(ren) from school. We further understand that if less than two weeks notice is given, the **full monthly tuition** will be due and the **full monthly tuition** will be due for any partial month that our child(ren) has/have attended New Harvest Christian School.
2. We/I 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).

X. ACKNOWLEDGEMENT AND AGREEMENT

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 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 discipline 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.
8. 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).
9. 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 interests of the student or the school.

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

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723 South "D" Street, Oxnard, CA 93030 ~ Phone: (805) 486-4656 ~ Fax: (805) 201-6687 ~ Email: newharvestcs@msn.com ~ www.newharvestcs.org