

West Bay Christian Academy

K-8 Enrollment Application

On the web at www.WBCASchool.org



(rev. 06/20/2011)

STUDENT NAME _____ Grade _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Enrollment Application

1 – Personal

Student's Name _____
Birthdate _____ Birthplace _____
Sex _____ Hair & Eye Color _____
Previous School _____
School Address _____
Family Church _____

Please provide copies of your child's birth certificate, current immunization record, and most recent report card. Health examination is required for all entering Kindergartners.

Father's Name _____
Home Address _____
Church _____
Employer _____
Work Address _____

Living with child? _____
Home Phone _____
Work Phone _____
Page/Cell _____
Email Address: _____

Mother's Name _____
Home Address _____
Church _____
Employer _____
Work Address _____

Living with child? _____
Home Phone _____
Work Phone _____
Page/Cell _____
Email Address: _____

Name Birthdate School Attended

Siblings: _____

___Yes/No___ Are there any **LEGAL** restrictions on contact with your child by another family member, such as a restraining order or a custody agreement? If so, please provide copies of legal documentation upon enrollment.

___Yes/No___ Are there any family members whom your would **PREFER** to have no contact with your child? If so, please provide a separate and detailed written notice upon enrollment.

Father's Signature _____ Date _____
Mother's Signature _____ Date _____

Enrollment Application

2 – Emergency

To properly care for your child in an emergency, it is essential for us to have complete and up-to-date information. When any information provided changes, please notify us immediately. In case of emergency, we will make contact in the order listed below, so **please list parents first**. Three other contacts are required. Contacts may also be used during daycare, field trips, and school functions.

STUDENT'S NAME _____ Home Phone _____

Home Address (with ZIP) _____

CONTACT FIRST _____ Relation to Child _____

Day Phone _____ Evening Phone _____ Page/Cell _____

CONTACT SECOND _____ Relation to Child _____

Day Phone _____ Evening Phone _____ Page/Cell _____

CONTACT THIRD _____ Relation to Child _____

Day Phone _____ Evening Phone _____ Page/Cell _____

CONTACT FOURTH _____ Relation to Child _____

Day Phone _____ Evening Phone _____ Page/Cell _____

CONTACT FIFTH _____ Relation to Child _____

Day Phone _____ Evening Phone _____ Page/Cell _____

___Yes/No___ Does your child have any special medical condition, physical problem, disability, or allergy of which a doctor should be aware before providing medical treatment?

___Yes/No___ Does your child regularly take any prescription or other medication at home or at school?

If you answered "Yes" to either question, please include a detailed written explanation with your application.

Child's Doctor _____ Phone _____

Hospital/Clinic _____ Phone _____

Address _____

Insurance Carrier _____ Policy/Card _____

RELEASE AND CONSENT

We understand that in case of medical emergency, illness or injury, a reasonable effort will be made to contact us or the authorized persons listed above to arrange medical treatment for our child. Should this effort fail, West Bay Christian Academy is hereby authorized to arrange for such treatment. West Bay Christian Academy may arrange for any qualified medical or emergency personnel to treat or do whatever may be deemed necessary for the health and well-being of our child. We consent to the school's decisions regarding care for our child should it be unable to contact us or those listed above. We agree to accept full responsibility for the cost of any treatment or care which the school may arrange in such circumstances.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

IMMUNIZATIONS

Proof of immunization is required for your child to attend school. For kindergarten, report of a full physical examination within the past six months is required. An exam is also required for first grade unless one is already on file from kindergarten. Added immunizations are required for other grades.

GENERAL HEALTH

___Excellent ___Very Good ___Good ___Less Good ___Poor ___Very Poor

(Please give approximate dates for illnesses your child has experienced.)

Chicken Pox _____ Smallpox _____ Polio _____
Measles _____ Whooping Cough _____ Rheumatism _____
Rubella _____ Pneumonia _____ Influenza _____
Mumps _____ Diphtheria _____ Frequent Colds _____
Scarlet Fever _____ Tuberculosis _____ Head/Earaches _____
Other Severe or Chronic Illness _____
Accidents of Serious Injuries _____
Surgeries or Operations _____
Physical or Academic Disabilities _____
Nervous Habits or Fears _____

MEDICATIONS

West Bay Christian Academy cannot administer medication without a parent's written authorization and instructions. All medications, including over-the-counter items such as cough drops, aspirin, etc. are kept in and administered from the school office and. Students may not possess medications.

BEHAVIORAL

(Please write "none", "some", or "much" for the child's amount of difficulty in each area listed.)

Sleeping _____ Temper _____ Crying _____
Eating _____ Sulking _____ Disobedience _____
Non-Sociable _____ Dishonesty _____ Fighting _____
Teasing _____ Nail Biting _____ Bed Wetting _____
Jealousy _____ Daydreaming _____ Sexual Curiosity _____
Withdrawal _____ Thumb Sucking _____
Learning or Discipline Difficulties _____

West Bay Christian Academy is committed to promoting the success of each student. Any student exhibiting severe or ongoing health or behavior problems may be required to obtain professional aid as a condition of continued enrollment. Continuing difficulties which detract from the learning process for the child or class will result in review of whether to continue the student's enrollment.

Father's Signature _____ Date _____
Mother's Signature _____ Date _____

DAYCARE

Extended daycare is provided before and after class from 7:00 AM to 6:00 PM on schooldays. On school holidays and vacations, daycare is not available. Usually, after the ten-month school year, a summer program is operated separately, from one week after the school year ends until two weeks before the new school year.

Daycare is charged for students arriving before 8:05 AM or departing after 3:15 PM. Daycare time is determined by the school clock. On “minimum days” when class is dismissed at Noon, free daycare begins at 12:15 PM, for all students, though students remaining on campus at 3:15 PM will be charged for daycare for that day. Students will not be received in daycare before 7:00 AM, and those picked up after 6:00 PM will incur overtime charges. Please see the Fee Schedule and Parent Handbook for more details.

Only persons designated by parents IN WRITING IN ADVANCE may pick up children from daycare. All such persons must be legally responsible adults. Parents are responsible for instructing all such persons about school policies for pick-up, such as signing in or out and observing parking lot rules.

FIELD TRIPS

Parents are given written notice of upcoming field trips so that students only leave school grounds with their parents’ knowledge and permission. A recurring field trip, such as a weekly visit to the library, may be covered by a one-time “blanket” permission. On field trips, students are always under the direct supervision of school staff or parent chaperones. Most field trips require a modest payment (for tickets, food, etc.) for a student to participate. Parents are responsible for arranging alternate care during any field trip their child does not attend.

By signing below, parents extend for all field trips the school’s authorization for emergency care for their child, as well as parental financial responsibility for emergency medical care. Parent signature agrees to indemnify and hold harmless West Bay Christian Academy (including its officers, board members, staff, associates, and volunteers) for any harm, injury or exposure which their child may receive at school or on field trips provided that reasonable safety precautions have been taken. These provisions include the church which hosts the school campus, Redwood Church.

PARENT INVOLVEMENT

Parent involvement is critical to the success of our students and our school. Parents are expected to support and reinforce school standards, assignments, and discipline with their children. Each family fulfills two “Parent Hours” per month of work for the school. Participation in at least one major fundraiser each year is required, and all families are expected to participate in the “eScrip” passive fundraising program. Parents of all enrolled students are invited to lend their efforts and advice to our Parent Advisory Group. Special events and other opportunities for involvement are publicized throughout the year. **Required attendance events** outside of regular school hours include Parents’ Night at School, Parent-Teacher Conferences twice in the year, All-School Performances, and Graduation.

Father’s Signature _____

Date _____

Mother’s Signature _____

Date _____

STATEMENT OF FAITH

West Bay Christian Academy provides a specifically Christian environment for education but is not a “parochial” school in the usual sense. While our campus is hosted by Redwood Church, we are independently operated and do not teach the doctrine of any one particular denomination.

All staff members are Christians active in their own churches, but there is no religious requirement for our students or their families. We seek to instill in our students an acceptance and respect for all persons regardless of faith. Our teaching conforms to the following Statement of Faith.

WHAT WE BELIEVE

The Bible is the true Word of God, unflawed and incapable of error.

There is one true God who exists as Father, Son, and Holy Spirit.

Jesus Christ was born to a virgin, was perfect, and performed miracles during his life on earth. He died so that we would no longer be held accountable to God for our sins. After his death he came back to life, and was reunited with his Father in heaven. Jesus will come back to earth one day to be reunited with us.

Because of what Jesus did, every human being will live forever— whether in God’s presence or in hell depends on accepting or rejecting Jesus.

We are unable to have or continue living a life that is pleasing to God without the help of the Holy Spirit.

Everyone who accepts Jesus and new life by the Holy Spirit is a member of God’s family.

West Bay Christian Academy holds that this statement expresses irreducible truths of our faith. Students are encouraged to begin and maintain a relationship with Jesus Christ as their personal Savior and Lord. If you do not wish your child to be so taught, we ask that you confer with the Principal about whether this school would be the best placement opportunity for your child.

ASSENT OF PARENTS

We understand that all students enrolled in West Bay Christian Academy will receive religious instruction and training in accordance with the above Statement of Faith. We hereby authorize the school to teach our child these truths, and we agree to encourage and support them in our child’s life to the best of our abilities.

Father’s Signature _____ Date _____

Mother’s Signature _____ Date _____

Enrollment Application

6 – Contract

It is our desire to enroll our child _____ in West Bay Christian Academy for the 2011/2012 school year. We agree to pay the following fees and to abide by all school policies as a condition of our child's enrollment and continuing attendance. We understand that we will receive at least thirty days' written notice of any change in financial policy effecting this contract. **Our initials by each item below and signatures at the foot of this sheet constitute our covenant and pledge to fulfill the terms of this financial contract. We understand that tuition rates are according to the currently published Fee Schedule and, like all school policy, subject to change with a thirty-day notice.**

____ REGISTRATION FEE of \$75.00 to be submitted upon enrollment, and which is non-refundable; plus the BOOKS & MATERIALS FEE of \$200.00 also upon enrollment, ensuring placement upon the class rolls, and which is also non-refundable.

____ TUITION FEE in the amount of \$6,500.00 for Kindergarten through Eighth Grades. This total is payable in ten equal monthly installments, beginning in August and on the first day of each month. Students will not be admitted to class if tuition or other fees remain unpaid longer than 30 (thirty) days. Tuition fees are prorated at \$33.00 per day for each day after admission or before notified withdrawal date.

____ DAYCARE FEE is charged separately from tuition for students arriving before 8:15 AM or departing after 3:15 PM. The daycare fee is \$5.00 per hour payable monthly. Daycare accrues in fifteen-minute increments at \$1.25 per quarter-hour or portion thereof, and is billed to parent accounts at the end of each calendar month. Daycare payments are due with tuition for the new month. Sign-in and sign-out times are determined by the school clock. A full month of daycare may be prepaid at \$325 per month, which is a discount of \$25.00.

____ LATE FEE in the amount of \$25.00 for each instance a tuition or daycare payment is received after the 10th day of a month. Due dates are irrespective of weekends, holidays, vacations, or absences. Delinquency of thirty days will result in financial suspension from admission to class until the account is brought current. After three delinquencies, payment will be required by the 10th of ensuing months, with financial suspension beginning on the 11th until the account is cleared. Late fees are due with the tuition.

____ BANK FEE in the amount of \$25.00 for each instance a check is returned. Returned checks must be redeemed by cash cashier's check or money order within five days to avoid financial suspension. After a second returned check, remaining payments for the school year will be required in the form of cash, cashier's check or money order. Bank fees are due with redemption of the returned item.

____ OVERTIME FEE for students picked up from school after 6:00 PM, charged at the rate of \$10.00 for each fifteen minutes (or portion thereof) for the first hour, plus \$20.00 for each fifteen minutes (or portion thereof) for the second hour. Sign-out time is determined by the school clock. Overtime fees are due with the following month's tuition.

____ PARENT HOURS are assigned at two hours per month for each family with children enrolled. PARENTS are responsible for recording their hours on the form provided in their weekly folder, and will be credited upon verification by a staff member. Unworked hours are billed to accounts in November, February, and May (or at withdrawal) at the rate of \$10.00 per hour, payable with tuition for those months.

____ ADJUSTMENTS to Registration, Books & Materials, and Parent Hours Fees are not made, and these fees must be paid in full. Adjustments to Late, Bank, or Overtime Fees may be considered by the Principal upon written request.

____ PAYMENTS: Make all checks payable to West Bay Christian Academy. Payments are to be made directly to the school office. Office hours are 8:00 AM to 4:00 PM on school days. A drop-slot is available for payments outside these hours.

____ TUITION ASSISTANCE may be granted by the School Board for all or part of the school year. If granted, assistance is in effect only through the 10th day of each month. Payments made after the 10th day of a month revert to the full normal monthly rate and are to be paid in full, along with the Late Fee, before the student may attend class as of the 11th.

____ INVOLVEMENT: We recognize that since the fees paid do not fully cover the costs of education, we have an obligation to fully support and participate in the fundraising efforts, workdays, parent-teacher conferences, concerts, and other special events.

____ ABSENCES: We understand that there can be no adjustment in fees due to our child's absence from school for any reason, and that school policy allows for corrective measures to be taken in the event of excessive absences or tardiness. Such measures may include Saturday School or Summer School at the family's expense.

____ WITHDRAWAL NOTICE of two weeks in writing is required, and all fees continue to accumulate at normal rates until the date of withdrawal specified, or until two weeks from the date on which the written notice is delivered to office staff, whichever comes later. All charges to student accounts are to be cleared by the last day of attendance.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

For your child's enrollment at the West Bay Christian Academy to be considered, this application must be completed truthfully with each page signed by both parents showing it has been read, understood, and agreed to. The application fee and other documentation is required before an application can be considered. Payment of the registration and book fees ensure placement on the class rolls, and students will only be admitted upon payment of the first month's tuition. All applications are subject to approval by the Principal and/or the School Board. Appeals may be made in writing to the School Board by way of the Principal's office.

ENROLLMENT AGREEMENT

It is our desire that our child _____ be considered for enrollment in West Bay Christian Academy for the school year 2011/2012. We agree to be bound by all the terms and conditions expressed throughout this application. In applying for enrollment, we specifically acknowledge and agree to the following:

That since this is a Bible-centered school all knowledge will be taught in accordance with the school's Statement of Faith, and that our child will be taught that Jesus Christ is the only Savior and Lord.

That the school is duly licensed and certified to operate by all appropriate regulatory agencies; that staff members are qualified professionals; and that volunteers and associates are competent to perform their duties.

That our child will be given opportunity to participate in activities aside from regular classroom instruction (including special classes and off-campus trips), for each of which our specific permission will be required (blanket permission may be given for a recurring field trip); and provided reasonable care has been taken, we absolve both West Bay Christian Academy and Redwood Church --corporately and their staff, volunteers and associates together and individually -- from any and all liability in the event of our child's injury, illness, or exposure to infection at school or in the course of any regular or special school activity.

That in case of emergency the school will make a reasonable effort to contact us or our authorized representatives before proceeding to arrange for medical care; and that the school maintains a supplemental accident insurance policy for students.

That only ourselves, our authorized representatives, or certain officials designated by law may at any time remove our child from the school premises; and we will provide written authorization in advance for anyone else to do so.

That the school is authorized to employ such discipline as it deems wise and expedient for our child, short of using either physical contact or restraint as punishment; and that we will be contacted if inappropriate behavior persists.

That parental support being critical to the school, we are responsible to fulfill two hours per month for the school; to participate in fundraisers, special event and field trips; and to lend our involvement to the school's parent group.

That we and our child will conform to and abide by all school policies including applicable governmental laws and regulations, curriculum guidelines, this enrollment application, parent handbook, and any actions taken, published and endorsed by the Principal, or School Board. Copies of all documents are available.

That the fees paid do not cover the cost of our child's education, the remainder being provided by donations and fundraisers which we pledge to support; and that we agree to abide by the financial policies stated in the Financial Agreement included in this application.

WE DECLARE: That we have read, understood, and in good faith agreed to all of the provisions, requirements and obligations of enrollment as set forth in this application; and we have provided all requested information freely, fully and truthfully.

WE AGREE: That if we have given any false, misleading, or misrepresented information, it will be grounds for rejection of this application without appeal; and if discovered after enrollment, is grounds for our child's immediate removal from the school and the forfeiture of all monies and fees paid, even if normally refundable.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____