

January, 2010

Dear HCA Parents,  
It is Re-Enrollment time again! Enclosed you will find the 2010-2011 forms.

Please call the office for an appointment with the Administrator for an Enrollment appointment. Bring with you the completed enrollment packet and the \$150.00 enrollment fee. The Financial Agreement form will be reviewed and finalized at this meeting to complete the enrollment process.

Open enrollment to new students begins February 1, so you don't want to delay. Please call for your appointment within the next couple of weeks to ensure your child's seat for the fall. If you have any questions, please do not hesitate to contact us. It is a true blessing to serve you and your children.

Sincerely,

Michelle Hagel  
Director

# Hope Christian Academy

## Re-enrollment Form 2010-2011

**ALL** of the following information must be included for re-enrollment to be complete:

- \_\_\_\_\_ Complete Re-Enrollment Form
- \_\_\_\_\_ Signed Statement of Faith
- \_\_\_\_\_ Signed and Notarized Medical Release Form
- \_\_\_\_\_ Initialed and signed Enrollment Agreement Form
- \_\_\_\_\_ Signed Financial Agreement
- \_\_\_\_\_ Re-enrollment Fee
- \_\_\_\_\_ Signed Financial Aid Scholarship Form

Circle the grade your child will be in NEXT year.

K5    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>    6<sup>th</sup>    7<sup>th</sup>    8<sup>th</sup>    9<sup>th</sup>    10<sup>th</sup>    11<sup>th</sup>    12<sup>th</sup>

**Student Name** \_\_\_\_\_ **Date of Re-enrollment** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

\*\*Frequently used e-mail address:

Who does the student reside with? ( ) Mother ( ) Father ( ) Step-Mother ( ) Step-Father  
( ) Grandparents ( ) Other

**Please include contact information for all guardians.**

**Parent Name** \_\_\_\_\_ **Primary Phone Number** \_\_\_\_\_

Who has legal custody of the child for whom application is made?

**A current copy of any legal documents must be kept on file in the office. It is the sole responsibility of the parent to provide the school with any changes or updated legal documents.**

Name of person responsible for tuition and fees: \_\_\_\_\_

### OFFICE USE

Date Received: \_\_\_\_\_

Re-Enrollment Fee: \_\_\_\_\_

Cash \_\_\_\_\_ Ck# \_\_\_\_\_ Date \_\_\_\_\_

Siblings Re-enrolled: YES NO

New Sibling Enrolled: YES NO

# Enrollment Agreement

So that each parent and student understands school policies, we ask that you read the following information and initial next to each statement and sign this form indicating your agreement and understanding of the policies set forth.

- \_\_\_\_\_ 1. Students are to show respect in relation to the faculty and in speaking to faculty members. The first rule of conduct should be to show consideration of others at all times.
- \_\_\_\_\_ 2. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time are serious violations of the standards of Hope Christian Academy (HCA) and will lead to expulsion.
- \_\_\_\_\_ 3. Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities.
- \_\_\_\_\_ 4. The school is not responsible for the loss of personal property, whether the loss occurs by theft, fire, or any other cause.
- \_\_\_\_\_ 5. HCA reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school or generally fails to cooperate with instructors or administration. He or she may be indefinitely expelled.
- \_\_\_\_\_ 6. Attire and appearance appropriate to the occasion is expected of all students at all times, and students are expected to adhere to dress code guidelines as described in the student handbook.
- \_\_\_\_\_ 7. Students should consider it a privilege to attend HCA. And therefore, do all in their power to keep the buildings attractive. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action including expulsion.
- \_\_\_\_\_ 8. All students enrolled at HCA must have in their school file, a birth certificate, social security number, school physical, valid immunization records, and current custody papers if applicable. It is the sole responsibility of the parent to provide the school with any changes or updated legal documents.
- \_\_\_\_\_ 9. HCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarships, athletic and other school administrative programs.
- \_\_\_\_\_ 10. A student handbook will be furnished to each student. As parents, and students, we agree to read and adhere to the policies and guidelines set forth in the student handbook.
- \_\_\_\_\_ 11. Any form of homosexuality, lesbianism, bisexuality, fornication or pornography is a violation of the standards of HCA and will lead to expulsion.
- \_\_\_\_\_ 12. As parents, we agree that Hope Christian Academy may use my child's picture in its promotional and periodical literature for school use.
- \_\_\_\_\_ 13. I agree to the financial policies of HCA and I understand that payments for tuition and fees will be made by the first of each month, late on the 10<sup>th</sup>, and if late, my account will be billed a late charge of \$35. If my payment is past due for more than thirty calendar days, my child may be withdrawn from school until my account is made current.
- \_\_\_\_\_ 14. My child is permitted to take part in all school activities, including but not limited to, sports and school sponsored field trips, and absolve the school from liability to me or my child in case of accident or injury to my child while on campus or during any school sponsored outing.
- \_\_\_\_\_ 15. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
- \_\_\_\_\_ 16. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child as necessary. We further agree that we will support the faculty and administration in discipline at home as needed.
- \_\_\_\_\_ 17. As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will then contact the principal/director.
- \_\_\_\_\_ 18. **It is understood that all students are accepted on a trial basis for the first grading period (30) days before grade placement or enrollment becomes final.**
- \_\_\_\_\_ 19. I agree to comply with and support the spiritual, moral, dress and disciplinary standards and policies of the school and further agree that the school has full discretion in the discipline of my child while under school supervision.
- \_\_\_\_\_ 20. Hope Christian Academy has internet available from time to time to students under teacher direction. As parents, it is our responsibility to notify HCA in writing if we do not want our child to have internet access at school.
- \_\_\_\_\_ 21. I understand that if I or any agent acting in my behalf or on behalf of my child brings any legal action against the school or its agents and such legal action is found in favor of the school or its agents, I will be responsible to pay all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration.

**I understand that in signing the Enrollment Agreement, I am agreeing to accept and abide by the rules and philosophy of Hope Christian Academy.**

---

Parent's Signature

Student Signature

Date

## Financial Information 2010 – 2011

### ENROLLMENT/REENROLLMENT

**\$150**

*(non-refundable or transferable)*

### BOOK AND ACTIVITY FEE (Due Sept. 1<sup>st</sup>)

Books, Liability Insurance, Accreditation Fees

\$350.00

*\*This fee is non-refundable or transferable.*

### TUITION

\$7,000.00

### EXTENDED CARE FEES – Daily/Monthly

Morning Care

7:30 – 8:00 a.m. \$5.00 \$25.00

Afternoon Care

3:00 – 3:30 p.m. \$5.00 \$25.00

**\*\*Additional Fees apply for late pickup after 3:30 p.m.**

### TUITION PAYMENT OPTIONS

**Full Payment:** There will be a 3% discount (tuition only) for those who pay the entire years' tuition on or before **June 5<sup>th</sup>** for the upcoming school year. If a child is withdrawn by the parent before December 31<sup>st</sup>, one half year's tuition will be refunded. If a parent withdraws a student after January 1<sup>st</sup>, no refund will be given.

**Ten Payments:** Your tuition is divided into ten equal payments. The 1<sup>st</sup> payment is due **July 1**, and the last payment is due on **May 1, late on the 10th**. A student's grades and/or report card will be withheld until all fees and/or fines are paid. **There is no monthly tuition payment due in Sept.**

### WITHDRAWALS

Parents withdrawing students from our school **MUST** complete the withdrawal process through the school office.

Students enrolled one day in a month (**INCLUDES JULY AND AUGUST**) will owe the full month's tuition. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention of removing their child from school. No records are transferred if there is an outstanding balance due on the student's account.

### LATE CHARGES

Monthly tuition is to be paid in advance and is due and payable on the first day of each month. There will be a late charge of \$35 on any account when the account has not been paid by the 10<sup>th</sup> day of each month. If an account is past due for more than thirty (30) calendar days, the parent will be asked to remove the student from the school unless adequate arrangements have been made with the business office.

### TEXTBOOK POLICY

If a textbook is lost, stolen or damaged beyond usability, the student will be required to purchase another textbook from the school at its full replacement cost. All hardbound textbooks are the property of the school and must be covered at all times. The books must be returned without excessive wear at the completion of the school year or an additional fee will be assessed. If a textbook is missing for three consecutive class days it is to be considered lost and another textbook must be purchased from the school. Once the book fee has been assessed it is non-refundable.

### GRADUATION FEES

A graduation fee of \$100.00 will be charged to high school seniors. These fees cover the cost of diplomas, cap and gowns. This will be billed during the month of September. No senior high student will receive their diploma until all financial responsibilities are paid and up to date.

### ADDITIONAL FEES

Lost Books/Damaged Replacement Cost

Returned Check Charge \$35.00

Late Payment Fee (10<sup>th</sup> of each month) \$35.00

# Hope Christian Academy      MEDICAL RELEASE FORM

Student Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

To: Emergency Personnel

I hereby give my consent to any emergency medical personnel to administer necessary treatment to my child, \_\_\_\_\_, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if the situation warrants it.

I hereby grant permission for my son/daughter to participate in any and all sports and all extra-curricular activities. I waive, release, absolve, and hold blameless Hope Christian Academy and their administrators, teachers, supervisors, physical education directors, managers, persons transporting my child to and from school activities and other participants, from any claim arising out of an injury or sickness to my child. I authorize the personnel at Hope Christian Academy to administer first aid to my child in the event of their involvement in an accident, injury or sickness.

## THIS FORM MUST BE NOTARIZED

\_\_\_\_\_  
SIGNATURE OF PARENT OR LEGAL GUARDIAN

State of Florida  
County of Hillsborough

\_\_\_\_\_  
DRIVERS LICENSE #

On the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me came \_\_\_\_\_,  
to me known to be the individual described in and who executed the same.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

## EMERGENCY INFORMATION:

Child's Doctor \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Insurance Name \_\_\_\_\_ Policy # \_\_\_\_\_  
Hospital Preference \_\_\_\_\_

**PICK-UP / EMERGENCY LIST:** Please list the people who are allowed to pick up your child from Hope Christian Academy **AND** can be contacted in case of an emergency. **It is the sole responsibility of parent to notify the school of any changes to this list.**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

## Medical History:

Previous hospitalization? ( ) No ( ) Yes – If yes, why? \_\_\_\_\_  
Is child allergic to anything? ( ) No ( ) Yes – If yes, what? \_\_\_\_\_  
Is the child under the care of a doctor? ( ) No ( ) Yes – If yes, for what reason? \_\_\_\_\_  
Does child take any prescribed medication on a daily basis? ( ) No ( ) Yes—If yes, please list. \_\_\_\_\_

**NOTICE:** No medication will be dispensed without a written prescription (i.e. Tylenol, Motrin, etc)  
Any history of convulsions? ( ) No ( ) Yes – If yes, please list. \_\_\_\_\_  
Are there any special instructions that we should know about? ( ) No ( ) Yes – If yes, please list. \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

# HOPE CHRISTIAN ACADEMY

## STATEMENT OF FAITH

We believe the Bible is inspired, the only infallible, authoritative Word of God.  
(II Timothy 3:16)

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1:1, John 10:30, John 4:24)

We believe in the Deity of our Lord Jesus Christ (John 10:33), in His Virgin Birth (Is. 7:14, Matt. 1:23); in His sinless life (Heb. 4:15); in His miracles (Jn. 2:11); in His atoning death through His shed blood (Eph. 1:7); in His bodily resurrection (Jn. 11:25); in His ascension to the right hand of the Father (Acts 1:11); and in His personal imminent return in power and glory. (Rev. 19:11-16).

We believe that all men are sinful by nature and as such at enmity with God and therefore regeneration by the Holy Spirit is essential to their salvation. (Rom. 3:19)

We believe that men are justified on the simple ground of faith in the shed blood of Jesus Christ and that only by God's grace through faith alone are we saved.  
(Acts 13:38-39)

We believe that Satan is a person and that Hell is a place of eternal conscious punishment of all unsaved. (Job 1:6-7, Matt. 25:46)

We believe that the Holy Spirit convicts of sin, makes believers children of God through the new birth, assuring them of Heaven, and that the Church as recorded in the book of Acts has not changed and all of the gifts and fruits of the Holy Spirit are available today, and by His indwelling enables Christians to live a Godly life.  
(John 16:3, I Cor. 3:16)

We believe that the one test of true Christianity is our love for God through Jesus Christ and our love for one another.

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

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date