

Student Information: Legal Name of student to be enrolled:

() Returning student

() Male () Female

Last _____ First _____ Middle _____ Age _____ DOB _____ Race _____ Grade to enter _____

SS# _____ Parent E-mail _____

Address: _____
 No. & Street _____ City _____ State _____ Zip code _____

County _____ Student's home phone number _____

Parent Information: Name of Parents(s)/Guardian with whom student lives: _____

*Mother's name _____ Home phone _____ Mom's cell _____

Address: _____
 No. & Street _____ City _____ State _____ Zip code _____

Employer _____ Business phone _____

Married to student's father _____ Widowed _____ Divorced _____ Remarried _____ Single _____

*Father's name _____ Home phone _____ Dad's cell _____

Address: _____
 No. & Street _____ City _____ State _____ Zip code _____

Employer _____ Business phone _____

Married to student's mother _____ Widowed _____ Divorced _____ Remarried _____ Single _____

Names of Siblings attending Little Flock Christian Academy

Name _____ Grade _____ Name _____ Grade _____

Name _____ Grade _____ Name _____ Grade _____

Last school attended by student:

School _____ City/State _____ Grades attended _____

Has the student repeated grades? Yes _____ (grade) _____ No _____

Has the student experienced serious disciplinary problems: suspension, probation, expulsion? Yes _____ No _____

If yes, please explain: _____

Has the student ever been in special education classes? Yes _____ No _____

Does your family attend church? Yes _____ No _____ If Yes, what church _____

In case of emergency, notify: Name _____ Home phone# _____ Cell# _____

Person other than parent _____ Relationship _____

Address _____ City _____ State _____ Zip _____

No person shall be denied enrollment, be excluded from participation in, be denied the benefit of, or subject to discrimination in any program or activity, on the basis of sex, race, color, national origin or ethnic group.

*For New Applicants: Where did you hear about Little Flock Christian Academy?
Church _____ Friends _____ Family _____ Word of Mouth _____ Website _____ Internet Advertisement _____ Other _____ (please explain) _____

Medical Information

Family Physician _____ Phone _____

Does this child have any special medical needs? Yes ____ No ____

If yes, please explain _____

Person to notify in case of a medical emergency: _____ Phone _____

I understand that all student medication must be given by the school staff. I give my permission for medications to be administered to my child with the proper authorizations and at the appropriate time.

Signature of Mother/Guardian _____ Date _____

Signature of Father/Guardian _____ Date _____

For Office Use Only

Registration Form _____

Registration Fee _____

Recent Report Card _____

Birth Certificate _____

Immunization Cert. _____
(original)

Eye Examination _____

Dental Screening _____

Physical Examination _____
(kindergarten and 6th grade)

Tuition Policy and Financial Obligation

We understand that tuition and other fees are necessary in order for Little Flock Christian Academy to successfully fulfill its mission. We also understand that Little Flock Christian Academy has financial and contractual agreements with faculty, staff, vendors, etc. which are made well in advance of the school year. We therefore, commit ourselves to promptly meet our financial obligations in accordance with Biblical stewardship. We also understand and agree to comply with the following tuition policy:

- 1) All registration fees are non-refundable and non-transferable and must be paid in full before your student’s placement is guaranteed.
- 2) Families withdrawing students after the first day of the first grading period (first semester), but before the beginning of the third grading period (second semester) will be responsible for a half year’s tuition.

Families withdrawing students after the first day of the third grading period (second semester) will be responsible for the full year’s tuition.

- 3) No portion of the tuition shall be excused for a student who either is dismissed or withdraws for disciplinary reasons.
- 4) In our attempt to keep expenses at a minimum, each family will be required to volunteer at least 10 hours per school year (completed by May 1) i.e., chaperone a fieldtrip, grade papers, serve lunch, fall festival, etc.

Families wishing to opt-out of the mandatory volunteer hours can do so by paying a one-time fee of \$100.

- 5) Tuition is charged on an annual basis. However, for the convenience of the parents, tuition may be paid in ten equal payments from **July through April**. Payment is due by the first of each month and past due notices will be sent if payment is not received by the tenth. If the tuition payment is received after the tenth of the month, the account is considered delinquent and a late fee will be applied as follows:

11 th -14 th	\$15 fee
15 th -21 st	\$20 fee
22 nd -31 st	\$25 fee

- 6) If a tuition payment is not received by the end of the month, the student will be suspended until full payment is made. All tuition accounts must be paid in full before a student may return to LFCA. Days missed will be counted as excused absences and students will be permitted to make up any class work or tests for full credit. Once an account is 60 days past due it will be sent to collections.
- 7) Any check returned to LFCA for any reason will result in a charge of \$20 to the student’s account to cover fees and additional bookkeeping. After the second returned check, cash payments must be made for all future installments.
- 8) Accounts must be settled in full before any student records are forwarded to a requesting school or before final report cards are sent home.

I (we) have read and agree to abide by the terms of Little Flock Christian Academy’s Tuition Policy and Financial Obligation. Please sign and return with registration forms.

Name of student _____

Signature of Mother/Guardian _____ date _____

Signature of Father/Guardian _____ date _____

School Contract

This agreement is entered into between Little Flock Christian Academy and _____ (Parent/Guardian)

1. We have carefully examined and agree with the Christian purpose and doctrinal basis of Little Flock Christian Academy and desire the school to work with us in the total education of our child(ren).
2. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to the administration so that they may be properly addressed by those in authority.
3. All accounts and obligations to the school must be satisfied before academic transcripts and final reports can be released.
4. The school agrees to work closely with parents or guardians to help their child(ren) realize their full spiritual and academic potential. The school also agrees to work closely with the parents to help students resolve school-related problems. This cooperation includes provision of competent teachers, a full-balanced curriculum, regular reporting of academic achievement, and supervision of students and the school program.
5. Students new to LFCA or those returning after a withdrawal are accepted on a trial basis for the first grading period.
6. The school reserves the right to dismiss any student who does not cooperate with the educational process or adhere to the standards of conduct established by LFCA as acceptable for students both on and off campus.
7. I agree to insist that my child submit to the school's programs, academic disciplinary regulations, and all other requirements instituted by the administration, and carried out by my knowledge and belief.
8. I understand that LFCA does not provide and is not responsible for any before or after school child care.
9. I give LFCA permission for my child(ren) to take part in school activities and periodic field trips away from school premises.
10. I give permission for my child's teacher and/or administrator of the school to make and enforce classroom and school regulations and consequences in a manner consistent with Christian principles and discipline as set forth in the Parent-Student Handbook.
11. It is my understanding that the policy of LFCA is to make no refunds on registration fees. I also understand that my tuition payments are due no later than the 10th of each month (July-April) and late charges will be added as stated in the handbook for any payments made after the due date.
12. I further agree to hold the school and its agents, harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of injury or alleged injury to my child. Should legal action, for any reason be taken against Little Flock Christian Academy or any employee thereof, on my child's behalf and the school or its agents not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that Little Flock Christian Academy or its agents should incur to defend itself against such action.
13. I agree to keep all immunizations records up to date according to state law.

We have read this contract and hereby agree to the terms described above.

Name of student _____

Signature of Mother/Guardian _____ date _____

Signature of Father/Guardian _____ date _____