

NEW STUDENT APPLICATION FOR ADMISSION

SECTION I. - FAMILY INFORMATION

FATHER/Guardian	MOTHER/Guardian
Name:	Name:
Home Address:	Home Address:
City/ST/Zip:	City/ST/Zip:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Email Address:	Email Address:
Occupation:	Occupation:
Employer:	Employer:
Employer Address:	Employer Address:
Work Phone:	Work Phone:

List All Children in Family

Name	Age	Grade	School Attended

Grandparents

Please provide this information so that we may contact them regarding activities and events throughout the school year.

Paternal	Maternal
Name(s):	
Home Address:	
City/ST/Zip:	
Phone:	
Email Address:	

Church Affiliation

Home Church: _____

Phone: _____ Denomination: _____

Address: _____

City/ST/Zip: _____

Name & Title of Pastor: _____

Other Information *(Attach additional sheets of paper as necessary.)*

Who or what led you to PROVIDENCE CLASSICAL CHRISTIAN ACADEMY?

Why do you desire the student(s) to attend PROVIDENCE CLASSICAL CHRISTIAN ACADEMY?

Describe your expectations of the school.

How do you think parents should participate in the education of their children?

Parent Cooperation Agreement

As a parent/guardian of a child attending PROVIDENCE CLASSICAL CHRISTIAN ACADEMY, you will be expected to support the principles listed below:

1. I am sufficiently satisfied with the curriculum, teaching methodology, facility, Statement of Faith, personnel and ideas of the school, to enroll my child at PROVIDENCE CLASSICAL CHRISTIAN ACADEMY.
2. I support the discipline policy of the school.
3. I understand that the school, after consultation with parents, has final responsibility for deciding the placement of my child in the proper grade level.
4. I will be financially responsible for any damage caused to school property by my child.
5. If problems regarding my child's education arise, I will discuss matters directly with my child's teacher(s) and/or the administration. I will attempt to resolve such difficulties in a manner consistent with Christian behavior.
6. I will support the school policies concerning dress, conduct, and all other matters outlined in Handbook.
7. I will assume my part of the responsibility of my child's education by supervising assigned homework and keeping regular contact with my child's teachers.
8. I will support, to the best of my ability, the various activities of the school. I will consider supporting PROVIDENCE CLASSICAL CHRISTIAN ACADEMY through prayer, time, and financial gifts, as I am able.

Parent/Guardian Signature

Date

PROVIDENCE CLASSICAL CHRISTIAN ACADEMY admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs or other school-administered programs.

SECTION II. – RE-ENROLLING STUDENT INFORMATION

Please complete this section for each student that is applying to PCCA.

Student's Full Name: _____

Applying for Grade _____ for school year 2009/10 Today's Date: _____

If Kindergarten, Full Day or Half Day

Date of Birth: ____/____/____ Age: _____ Male Female

Education History

Please list schools previously attended, commencing with the most recent. Attach report card from previous year and results of the last standardized taken. If home schooled, please include copies of some of the student's work and list the name of curricula used for math, grammar, Latin, and literature.

School: _____ Phone: _____

Address: _____

City/ST/Zip: _____

From Grade _____ to Grade _____

School: _____ Phone: _____

Address: _____

City/ST/Zip: _____

From Grade _____ to Grade _____

School: _____ Phone: _____

Address: _____

City/ST/Zip: _____

From Grade _____ to Grade _____

Student Standard of Conduct

Students at PROVIDENCE CLASSICAL CHRISTIAN ACADEMY are expected to follow a standard of conduct in accordance with Christian principles. As a student of PROVIDENCE CLASSICAL CHRISTIAN ACADEMY, you will be asked to agree with the following:

1. To cooperate respectfully and obey willingly those in authority.
2. To strive for excellence as a student.
3. To conform to the dress code that has been set by the school.
4. To refrain from dissension, gossip, grumbling, and complaining.
5. To submit to the discipline policy of PCCA.
6. To maintain high moral standards in words and actions.

Student Signature (3rd Grade & Up)

Parent's Signature

Kindergarten thru 4th Grade Only: Corporal Discipline Agreement

We have read Attachment 3, *Behavior Expectations and Discipline*. We opt to:

- Give our permission for this child to receive corporal discipline in the manner outlined by PCCA. **OR** Refuse our permission for this child to receive corporal discipline in the manner outlined by PCCA.

Reason for refusal: _____

Father's Signature

Mother's Signature

Student's Full Name: _____

Has the student ever been: Suspended Expelled Asked to Withdraw AND/OR
 Referred to Administration on Multiple Occasions?

If yes, please explain on a separate piece of paper.

Has the student ever been evaluated or referred for evaluation for learning difficulties?

Yes No

If yes, please explain on a separate piece of paper.

Has the student: Skipped a grade Repeated a Grade

If yes, please explain on a separate piece of paper.

Has the student, to your knowledge, used any type of drugs, alcohol, tobacco, or has he/she been in any type of trouble with the law?

Yes No

If yes, please explain on a separate piece of paper.

Does the student have any type of medical condition of which the school should be aware (i.e., that would hinder the structure of classroom, possible medical emergencies related to the condition, the need to administer medication during the school day, etc.)?

Yes No

If yes, please explain on a separate piece of paper.

Attachment 1 – REGISTRATION & ENROLLMENT AGREEMENT

Please read this agreement completely and carefully, as this is a binding contract.

This is an agreement for the entire school year by and between PROVIDENCE CLASSICAL CHRISTIAN ACADEMY, and the undersigned parents, legal guardians, or parties financially responsible for the student(s) named in this agreement (hereafter referred to as “parents”), wherein the parents agree to the tuition schedule for the academic year 2010/11. Both parents must sign this agreement and return it to the school when enrolling students. **No student will be allowed to begin classes until this form is signed and on file with the school.**

Acceptance

In consideration of the School’s acceptance of this Registration & Enrollment Agreement and the Enrollment Fee, we agree to support the policies of the School and to pay when due the required charges for tuition and fees as indicated herein. Because the School must make year-long financial commitments to faculty, staff, facilities, vendors, and others on behalf of students, the following agreement is accepted by each parent through their signatures.

I UNDERSTAND THAT IF I WITHDRAW MY CHILD/CHILDREN FROM THE SCHOOL, I AM STILL OBLIGATED TO PAY THE FULL YEAR’S TUITION AND FEES, WHETHER OR NOT MY STUDENT(S) ATTENDS FOR THE FULL YEAR. Additionally, a written letter requesting withdrawal must be forwarded to PCCA and ALL FEES AND TUITION DUE MUST BE PAID before the student’s records will be sent to a new school.

Although we may be permitted to pay our obligation for the full year in more than one payment, we fully understand that this is not a fractional agreement, and should we choose to withdraw from school for whatever reason before the end of the school year, we are still obligated to pay for the full academic year’s tuition.

Enrollment Fee Due

I understand that failure to pay the Enrollment Fee up submission of the application may jeopardize my child’s enrollment status. (Refer to the *Schedule of Fees and Tuition* document for more details.) Payment of this fee is required to secure my child’s enrollment in his/her grade. Furthermore, I understand that this fee is non-refundable.

Attachment 1 – REGISTRATION & ENROLLMENT AGREEMENT (Continued)

Family Last Name: _____

Tuition Payment Plans

Please choose one of the following Tuition Payment Plans. **A Tuition Payment Plan must be submitted with your application.** Furthermore, your child will not be allowed to begin classes in the 2010/11 academic year until this form is signed and on file with the school.

- Annual Payment Plan** – I understand that when I pay the balance of my tuition and all fees by August 1st, I will receive a 3% discount on that balance. If not paid by August 1st, payment in full is required prior to the first day of the school year.
- Semi-Annual Payment Plan** – I will pay one-half of my tuition prior to the start of school, and I will pay the remaining half by December 31st.
- Installment Plan** -- I understand that if I choose the installment plan, my tuition shall be due in installments to a 3rd party company on behalf of the school. There is a nominal one-time/annual fee, due directly to the 3rd party company, for this service. Choose an option below for the frequency of your payments:
 - Monthly, 12 Month** – 1/12th due each month July through June
 - Monthly, 10 Months** – 1/10th due each month August through May
 - Quarterly** – 1/4th due each quarter, payable in July, October, January, and April

- Financial Aid** – Please check this box if you will be applying for financial aid from PCCA. You must apply through NAIS, a 3rd party. Contact the school office to request a form or apply online at www.NAIS.org. PCCA’s school code is: 2735. Forward the completed application directly to NAIS and not to the PCCA office. NAIS will provide PCCA an analysis within two weeks receipt of the application. **Deadline for submission to NAIS for the 2010/11 school year: April 1st, 2010.**

Parent/Guardian/Individual Responsible for Payment (Invoices will be sent to this person.)

Name: _____

Please provide the following if different from information provided on page 1 of application:

Address: _____

City/ST/Zip: _____

Phone: _____ Email: _____

Signatures for Agreement

Today’s Date: _____

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Father's Signature

Mother's Signature

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Attachment 2 - STATEMENT OF FAITH

PROVIDENCE CLASSICAL CHRISTIAN ACADEMY'S subscribes to the common elements of ecumenical creeds and the following historical confessions as our primary doctrine:

1. The Augsburg Confession (1530)
2. The Forms of Unity
 - a. Belgic Confession (1561)
 - b. Heidelberg Catechism (1563)
 - c. Canons of Dort (1619)
3. Thirty-nine Articles (1563)
4. Westminster Standards (1646)
5. The 1689 London Baptist Confession of Faith (1689)

As a member of the Association of Classical and Christian Schools (ACCS), PCCA also subscribes to the ACCS statement of faith, which is found in that association's by-laws (essentially, the first two chapters of the Westminster Confession of Faith.)

We accept as students only those who have at least one parent who is a professing Christian.

In all of our classes, the teachings of Christian doctrine include the essentials of the faith as taught by the 16th century reformation:

1. *Sola Scriptura* – The Bible is the inspired, infallible Word of God and the sole rule of faith and life.
2. *Sola Gratia* – Salvation is only by the grace of God, made available through the finished work of Christ on the cross.
3. *Sola Fide* – Sinners are justified by God solely through faith in the work of Christ, apart from human works.
4. *Soli Gloria Deo* – All of life is to be lived only for the glory of God.

Attachment 3 - BEHAVIOR EXPECTATIONS & DISCIPLINE (K-4TH)

PROVIDENCE seeks to assist parents in their joyful duty of molding and shaping their children's characters in accordance with biblical principles and godliness. We seek to do this in a variety of ways.

Our teachers and staff model godly character to the children in all interactions. They demonstrate by the way they speak to their students and each other and by their nonverbal expressions and actions that godliness brings great joy and blessing. Furthermore, the teachers' love and acceptance of the students creates in the students a love for the teacher and a desire to obey because of the relationship they have. This must be the foundation upon which godly discipline is built.

In the elementary grades each teacher develops his/her classroom rules. There really is only one expectation that we have of our students, namely, to obey all the way, right away, and with a good attitude. We have this expectation because we believe this is what God expects of us. Because the relationship children have with both parents and teachers is a model of the relationship they have with the Lord, we must expect this of them if we are to be faithful in the nurturing of our students. Furthermore, both teachers and students are honored when behavioral expectations are high and consistent. Because our teachers establish an atmosphere of love and acceptance and communicate clearly to their students what is expected, our students thrive and learning can go on unhindered.

When disobedience does occur, teachers follow the discipline plan they have established for their classrooms. These systems vary, but they all resemble a check system with progressively worse consequences. Typical consequences are time out for kindergarten, time missed from recess, note home, phone call to parents, etc. Students are given approximately four checks in a day before they are sent to the office to visit the headmaster. Almost all disobedience is taken care of between the teacher and the student, and if necessary the student's parents. Rarely is a student sent to the office to visit the headmaster, and when he is sent it is because he has persisted in willful disobedience after being lovingly rebuked numerous times by his teacher and suffering other milder forms of correction.

Besides willful disobedience there are five other behaviors that the board has determined should result in an immediate office visit: disrespect, dishonesty, rebellion, fighting, and obscene/profane language. Refer to the formal discipline policy for more information.

When a child is sent to the headmaster's office because of disobedience, PROVIDENCE does have a policy that gives the headmaster permission to use corporal discipline. The policy states that corporal discipline may only be administered if the parents have given their consent in writing, and that only the headmaster may administer corporal discipline. It clearly spells out the method by which corporal discipline should be administered.

PROVIDENCE uses corporal discipline because we believe it is scriptural and the most loving way a child can be disciplined. Proverbs 19:18 says, "Discipline your son while there is hope, and do not desire his death." Proverbs 13:24 says, "He that spares his rod hates his son, but he that loves him chastens him early." Corporal discipline is swift, and it allows for immediate reconciliation and forgiveness between teacher and student. We have seen the blessings of hearts softened and relationships strengthened because of this policy, and we encourage parents to prayerfully consider signing the consent form in the application packet, an example of which can be found below. We do understand however, that a bond of trust must be formed between the school and parents for the parents to feel comfortable giving permission for their child to be disciplined in this way, and we are willing to work with parents in this matter.

Attachment 3 - BEHAVIOR EXPECTATIONS & DISCIPLINE – (Continued)

Method by which all corporal discipline must be administered:

- The headmaster will talk to the teacher to find out why the child was sent to the office.
- The headmaster will talk with the child in the presence of the teacher to make sure the child understands what he has done wrong.
- The Word of God will be used to show the child what God thinks about what he has done.
- The headmaster will explain to the child that he will be spanked because God commands that children be spanked and says we must spank if we love children.
- He will reiterate that the spanking is done out of love and a desire for the child's good.
- After explaining these things the headmaster will administer corporal discipline in the presence of at least one witness.
- Afterwards the child will ask forgiveness.
- Forgiveness will be granted and the child will be assured that the matter is over and will never be mentioned or remembered again.
- Parents will be notified that their child has received corporal discipline as soon as administratively practicable.

We understand that many parents struggle with the use of corporal discipline. We would recommend the book Withhold Not Correction by Bruce Ray. We would also encourage parents to observe in the classrooms and talk to the teachers and headmaster about any concerns they might have. Again, our desire is not to drive any away by this policy but to promote an atmosphere of love and care for the child.

Attachment 4 - SCHEDULE OF FEES & TUITION

Fee and Tuition Schedule		
Enrollment Fee	\$75 per Student if paid by Feb 1 st \$150 per student if paid by April 1 st \$250 per student if paid after April 1 st	Due With Application
Tuition	Kindergarten–Half Day	\$3,650
	Kindergarten–Full Day	\$4,200
	1 st –6 th Grade	\$5,600
	7 th –11 th Grade	\$7,100
	12 th Grade	\$5,000

Discounts	Amount
Multiple Siblings	20% off tuition for 2 nd sibling 40% off tuition for 3 rd and subsequent siblings
Early Pay	3% off tuition if entire amount for school year is paid by August 1 st

Payment Plan Options	Description	Due Dates
Annual Payment	Payment in full is required prior to the start of school.	Prior to Start of School
Semi-Annual Payments	One half of tuition required prior to the start of school, and the second half of tuition is due by December 31 st	Prior to Start of School (1/2) and December 31 st (1/2)
Installment Plan – 12 Month*	One twelfth of tuition due monthly.	Monthly, July through June
Installment Plan – 10 Month*	One tenth of tuition due monthly.	Monthly, August through May
Installment Plan – Quarterly*	One fourth of tuition due quarterly.	July, October, January, and April

**Paid to a third party on behalf of PCCA. There is a nominal one-time/annual fee ranging from \$38 to \$45.*

NOTES:

1. Applications will not be accepted without payment of Enrollment Fees. Payment secures child's space in his/her grade.
2. A Tuition Payment Plan must be chosen prior to the start of school. Students will not be allowed to begin classes until this form is signed and on file with the school office.
3. All fees and tuition paid are non-refundable.
4. Financial Aid Program:
 - a. If you would like to apply for financial aid, please call the school office to request a form. Or, you can apply online at www.NAIS.org. PCCA's school code is: 2735.
 - b. The application form should be forwarded directly to NAIS and not to the PCCA office. NAIS will provide PCCA an analysis of the application within two weeks receipt of the receipt of the application.
 - c. Financial Aid Deadline for submission for the 2010/11 school year: April 1st, 2010.

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Attachment 5 – PASTOR RECOMMENDATION

Parent's Name _____ Phone (____) _____

Address _____

City/ST/Zip _____

The above named family has applied for admission to PROVIDENCE CLASSICAL CHRISTIAN ACADEMY and has given your name as reference. Each family must submit a recommendation form from their pastor. Serious consideration is given to this recommendation, and, therefore, we request that you complete the form carefully and candidly and return it directly to the School Office.

1. How long have you known the applicant? _____

2. How well do you know the applicant?
 Very Casually Few Personal Contacts Frequent Contact Very Well

3. To the best of your knowledge, has the applicant been born again by faith in Jesus Christ?
 Yes No I do not know

Comments: _____

4. To what extent is the applicant engaged in activities of your church?

Table with 4 columns: Irregular attendance and little interest in church activities, Seldom participation in activities, but regularly attends services, Cooperative and willing to help in church activities and regularly attends services, Enthusiastically engages in church activities and regularly attends services.

5. Pastor's specific recommendation:

() Recommend for admission to PROVIDENCE CLASSICAL CHRISTIAN ACADEMY

() Not recommended for admission to PROVIDENCE CLASSICAL CHRISTIAN ACADEMY

Signature _____ Position _____

Name _____

Church Name _____

Address _____

City/ST/Zip _____

Telephone _____ Email _____

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