

Instructions for Re-Enrolling Families & Students

General Information

Please read and review the entire contents of this application. Sign and return the following items to the Providence office:

- Application for Admission (3 pages)
- Attachment 1, Registration & Enrollment Agreement
- Attachment 5, Emergency Medical Form
- Attachment 6, Student Pick Up Notification Form - APPLICABLE FOR KINDERGARTEN THROUGH 6TH GRADE – COMPLETE ON AN AS NEEDED BASIS ONLY.
- Payment of Enrollment Fee (Applications will not be accepted without payment of Enrollment Fees. Payment secures child's space in his/her grade.)
 - \$75 per Student if paid by Feb 1st
 - \$150 per student if paid by April 1st
 - \$250 per student if paid after April 1st

NOTES:

1. If you are re-enrolling more than one student, please complete the *Subsequent Sibling Forms* for each additional child.

2. The following pages require a signature:
- General Form, Pages 2 & 3
- Att. 1, Page 2
- Att. 5, Pages 1 & 2
- Att. 6, Page 1 (if applicable)

Current Families Enrolling a New Student (Kindergarten or any Grade)

For all students new to PCCA (Kindergarten or any other grade), in addition to the above items, please obtain and complete a New Student Application, but complete ONLY Section II, page 4-6.

You will be contacted at a later date to set up an assessment for your child. Enrollment for Kindergarten will open to the public on February 15th. Current families are highly encouraged to submit Kindergarten applications before February 15th to ensure space for your student.

New Family Referrals

Refer a new family to PCCA and receive a \$500 credit (per new student) toward your tuition!

The appropriate forms must be completed and submitted, and all guidelines must be met. See the *Guidelines for Enrollment Incentives* for more information. Forms are available in the office.

Financial Aid Program

If you would like to apply for financial aid, please 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: March 1st of the year prior to the start of the new school year.**

RETURNING STUDENT APPLICATION FOR ADMISSION

FAMILY INFORMATION

FATHER/Guardian	MOTHER/Guardian
Father's Name:	Mother's Name:
Father's Address:	U 's Address:
Father's City/ST/Zip:	U er's City/ST/Zip:
Father's Home Phone:	Mother's Home Phone:
Father's Cell Phone:	Mother's Cell Phone:
Father's Email Address:	Mother's Email Address:
Father's Occupation:	Mother's Occupation:
Father's Employer:	Mother's Employer:
Father's Employer Address:	Mother's Employer Address:
Father's Work Phone:	Mother's Work Phone:

The contact information above is necessary for general administrative use. Providence will publish your name, address, telephone, cell phone & email information to the internal Providence community in "buzz book" format. If you do not wish to have this information included, please indicate here:

DO NOT include my contact information in the internal Providence buzz book.

Grandparents: Please provide this information so that we may contact them regarding activities and events throughout the school year, and fundraising efforts for a Capital Building campaign.

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

Church Affiliation:

Home Church:	Denomination:
Address:	Phone:
City/ST/Zip:	Name & Title of Pastor:

Parent Cooperation Agreement

As a parent/guardian of a child attending Providence Classical Christian Academy, I agree with and will comply with the statements listed herein:

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 have read the Parent-Student Handbook (Upper and/or Grammar as applicable) and agree to support the policies concerning dress, conduct, and all other matters outlined in the Handbook(s).
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.
9. I have read, understand, and agree to support the policies outlined in Attachment 2, Statement of Faith.

Parent/Guardian Signature

Date

Admissions Statement

Providence admits only students who have at least one parent who is a professing Christian. Additionally, the parent(s) must read, agree to abide by, and sign the covenant commitments in the application package.

Parents and students newly applying for admission to Providence must complete an application package and submit it to the school. Upon receipt, Providence will arrange:

1. For an interview with the parents and school board representatives.
2. For the applicant to take placement tests.

Providence does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, hiring policies, admissions policies, scholarship programs, athletic programs or other school-administered programs.

RE-ENROLLING STUDENT INFORMATION

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

Student's Full Name: _____

Applying for Grade _____) _____ day's Date: _____

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

Attachment 1 – REGISTRATION & ENROLLMENT AGREEMENT

This is an agreement for the entire school year by and between Providence Classical Christian Academy (hereafter referred to as “Providence”), 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 for which student is applying. (See Attachment 4 of the Application, *Schedule of Tuition & Fees*.) If a two parent family, both parents must sign this agreement. This agreement must accompany the application for all enrolling students. Providence’s application process renews on an annual basis. Any application submitted without a signed Registration & Enrollment Agreement is considered incomplete and invalid. SPACE WILL NOT BE RESERVED AND NO STUDENT WILL BE ALLOWED TO ATTEND PROVIDENCE WITHOUT THIS FORM ON FILE.

By signing page 2 of this document, I/we hereby agree to the terms and conditions set forth herein.

1. In consideration of Providence’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 Providence 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.
2. 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 plus any fees and other monies outstanding. Additionally, we realize that we are required to send a written letter requesting withdrawal.
3. We understand that Providence will not release any student records to a new school or college if there is a balance on our account for fees, tuition, or any other monies. All monies due MUST be paid in full.
4. We understand that if Providence deems it necessary to refer our account to collections, we are obligated to pay all of the associated costs incurred by Providence including, but not limited to, attorney fees.
5. We understand that failure to pay the Enrollment Fee upon submission of the application may jeopardize our student’s enrollment status. (Refer to the *Schedule of Fees and Tuition* document for more details.) Payment of this fee is required to secure our student’s enrollment in his grade. Furthermore, we 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:

- Annual Payment Plan** – We understand that when we pay the balance of our tuition and all fees by August 1st, we 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** – We will pay one-half of our tuition prior to the start of school, and we will pay the remaining half by December 31st.
- Installment Plan** -- We understand that if we choose the installment plan, our 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 Providence. You must apply through NAIS, a 3rd party. Contact the school office to request a form or apply online at www.NAIS.org. Providence’s school code is: 2735. Forward the completed application directly to NAIS and not to the Providence office. NAIS will provide Providence an analysis within two weeks receipt of the application. **Deadline for submission to NAIS is March 1st of the year prior to the start of the new school year.** Financial aid decisions will be communicated with families in early April.

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: By signing below, I agree to the terms outlined on pages 1 and 2 of this document (Attachment 1). Today’s Date: _____

Father’s Signature

Mother’s Signature

Attachment 2 - STATEMENT OF FAITH

Providence Classical Christian Academy 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. *Solo Christo* – Christ is the only mediator between God and man, and there is salvation through no other. We can be declared righteous by God only by having Christ's righteousness credited to us.
3. *Sola Fide* – Sinners are justified by God solely through faith in the work of Christ, apart from human works.
4. *Sola Gratia* – Salvation is only by the grace of God, made available through the finished work of Christ on the cross.
5. *Soli Deo Gloria* – Since salvation is God's work, He alone gets the glory.

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	\$4,900
	1 st -6 th Grade	\$5,900
	7 th -12 th Grade	\$7,500

Discounts	Amount
Multiple Siblings	10% off tuition for 2 nd sibling 30% 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 annual fee (less than \$75) for this service.*

NOTES:

1. The following items must be included for an Enrollment Application to be considered:
 - a. Payment of Enrollment Fees.
 - b. A tuition payment plan indicated on the Registration & Enrollment Agreement.
2. All fees and tuition paid are non-refundable.
3. 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.
 - c. **Deadline for submission to NAIS is March 1st of the year prior to the start of the new school year.**

Attachment 5 - Emergency Medical Form

Please complete both sides of this form for EACH student.

Student's Full Name: _____ Date of Birth: _____

Permission to Administer Medication

Check the box for each medication you give PCCA permission to administer to your child:

<input type="checkbox"/> Tylenol or Generic Equivalent, Acetaminophen	<input type="checkbox"/> Motrin, Advil or Generic Equivalent, Ibuprofen	<input type="checkbox"/> Antacid (Tums, or other, including Generic Equivalent)	<input type="checkbox"/> Cough Drops
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I give Providence personnel (staff and parent volunteers) permission to administer the medications checked above to my child, as deemed necessary. In addition, I agree to hold harmless Providence personnel (staff and parent volunteers) from negative effects arising out of the administering of any and all medication.

Parent/Guardian Signature

Date

Physician(s) to contact in the event of emergency:

Specialty	Name	Phone #	Address
Primary – Family, Pediatrician, etc.			
Dentist			
Orthodontist			

Insurance Information:

Primary Carrier:	Policy #:
Secondary Carrier:	Policy #:

Medical History:

Allergies:	Chronic Medical Condition:
Current Medications:	Medications for Medical Conditions:
Date of Last Tetanus Shot:	Other Pertinent Medical Information:

Other Medical Information:

Please list any other medication conditions or information that you feel PCCA should be aware of: (Continue on additional sheet as necessary.)

Attachment 5 - Emergency Medical Form (Continued)

Please complete both sides of this form for EACH student.

Student's Full Name: _____ Date of Birth: _____

I hereby grant permission for PROVIDENCE CLASSICAL CHRISTIAN ACADEMY personnel (staff and parent volunteers) to take whatever steps may be necessary to obtain medical care for my child, if warranted. I agree to hold PCCA personnel harmless if negative effects arise from their attempt to treat or seek treatment for my child. These steps may include, but are not limited to the following:

1. Attempt to contact a parent or guardian
2. Attempt to contact the child's physician, listed on this form.
3. If PCCA cannot contact you or your child's physician, we will do any or all of the following:
 - a. Call another physician or the paramedics
 - b. Call an ambulance
 - c. Have the child taken to an emergency hospital in the company of a staff member.
4. Any expense incurred in seeking medical treatment will be the responsibility of the child's family.
5. The school will not be responsible for anything that may happen as a result of false medical or personal information given at the time of enrollment.

Emergency Medical Permission

TO WHOM IT MAY CONCERN: I hereby give my consent for medical treatment for my child, named above, in the event of an emergency at which time I cannot be reached. I give consent to transport my child by ambulance, if the situation warrants.

Parent/Guardian Signature

Date

Name of Parent(s)/Guardian(s): _____

Home Phone: _____

Mother's Work Phone: _____

Mother's Cell Phone: _____

Father's Work Phone: _____

Father's Cell Phone: _____

Emergency Contact (if parents cannot be reached) _____

Relationship to Student: _____ Phone: _____

Attachment 6 – Student Pick-Up Notification Form

THIS FORM IS NOT REQUIRED. PLEASE COMPLETE AS NEEDED.

APPLICABLE FOR KINDERGARTEN - 6TH GRADE ONLY.

Today's Date: _____

Student Name(s): _____

The following individuals have my permission to pick up my child/ren:

Note: If these individuals are unknown to the school, they will be required to show identification before a student is released to them. Thank you for your understanding.

The following individuals specifically ARE NOT ALLOWED to pick up my child/ren:

Parent Signature: _____