



*Highlands Christian
Academy*

*4210 Lakeland Highlands Road
Lakeland, Florida 33813-3199*

Ph. (863) 646-5031

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Peter Grant, Pastor

Miba Odum Administrator

STUDENT APPLICATION

New Enrollment / Re-Enrollment

- For the Academic Year -

2017 - 2018

EXCELLENCE IN EDUCATION FROM A CHRISTIAN
PERSPECTIVE

Highlands Christian Academy admits students from K4-12th grade
without regard to race, color, national, or ethnic origin.

Highlands Christian Academy is a ministry
Of
Highlands Baptist Church
Lakeland, FL



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School Year 2017-2018

Dear Parents,

Thank you for taking time to enroll or re-enroll your child for the 2017 – 2018 school year at Highlands Christian Academy. We are always delighted to hear about new families who understand the importance of giving their children an education based on the Word of God.

Highlands Christian Academy has a rich history of providing a well-rounded Christian education for children and youth since 1974. This school is committed to assisting Christian families in fulfilling their Biblical responsibility to educate their children in the light of the Bible. A complete kindergarten, elementary and secondary curriculum purposely from Christian publishers provides excellence in academics through a Christian perspective. HCA seeks to provide students with a solid foundation upon which they can develop their abilities, build successful and productive lives, and make a positive difference in the world.

Please complete the attached *Student Application* in its entirety and return it to the school office with the registration fee. Be sure that the application is complete in its entirety, that all requested documents are being submitted, and that all required signatures are signed.

Once again we thank you for your interest. If you have any questions regarding HCA or the application process, please feel free to call the school office.

Attachments

Highlands Christian Academy
Applications and Survey
GENERAL POLICIES AND PROCEDURES

Financial Information

The following is a list of school fees and charges. They are effective for the school year 2017-2018.

Testing Fees

For all HCA students. Testing fee is **\$50.00**.

Registration Fee*

Registration fee is **\$200.00**
Non-refundable and due with the application.

***Registration Fee for Returning Students:**

If registration fee is turned into the office on or before **March 1, 2017**, fee is only **\$50.00**.

Registration fees include the processing of application and student records, basic art supplies (K- Elem.), FACCS membership, and school accident insurance. Fees will be assessed in high school courses involving labs (Yearbook/Journalism, Science, etc.) and will be billed separately. A graduation fee will be assessed for K5 and 12th grade students.

Consumable Books, Materials Non –refundable and due with application.

Grade	Book Fee
K4- 5th Grade	\$400.00
6th – 12th Grade	\$450.00

The book fee must be paid on or before July 1, 2017. If book fee is not paid before the first day of school, your child may not be able to attend.

Students should label all their books clearly. Students advancing beyond normal course work are subject to additional Pace charges. Repeated Paces, lost textbooks, workbooks, or library books will be replaced at the original cost plus shipping by the student.

Tuition Fees

Tuition may be paid monthly or annually. See below:

Monthly - if tuition is paid monthly, it may be paid in 11 monthly payments –beginning as early as July 20th

<u>K4-5th Grade</u>	<u>Grades 6-12</u>
\$485.00	\$525.00

Annually - If tuition is paid annually, the annual cost is:

\$5,335.00	\$5,775.00
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The school will assess a \$30.00 charge on all returned or missed payments.

The first tuition payment is due on July 20, 2017 or August 5, 2017 with the remaining payments due the 5th or 20th of each month through June 2018.

There are no discounts for half or full payment of the year's tuition. In households of more than one child, there may be consideration given in the form of a discount for multiple students.

No student will be allowed to continue in school if the account is two months in arrears. This includes Extended Care fees. Financial emergencies are understandable and should be discussed with the school administration for special consideration.

Students participating in sports at Highlands Christian Academy should realize that the school's insurance program is an "excess insurance" program and is therefore limited in coverage. Each individual family should consider additional sports insurance.

Extended Care

Families will be invoiced on a monthly basis.

HOURS: 3:30 – 6:00 P.M.
RATE: \$5.00 per hour

If an Extended Care student has not been clocked out, they will be charged until 6:00 P.M.

If a student remains after 6:00 P.M., a charge of \$5.00 will be assessed for each additional 15 minutes.

Lunches

Hot lunch is available if pre-ordered or students may opt to bring his/her lunch from home. We have available drinks and light snacks as well as a variety of lunch items that are available for purchase in the school cafeteria.

Records

All academic records will be withheld until all school fees and/or fines are paid. **At each end of the grading periods, report cards will be withheld for those students whose accounts are in arrears.** The school will withhold the diploma and transcripts from any graduating senior whose account has not been paid in full prior to the graduation date.

In the case of a student's withdrawal by a parent, or a request to withdraw from the school administration, the account will be charged for the full month.

Information Requirements for Enrollment

Highlands Christian Academy follows the State guidelines, which require certain immunizations for entrance and attendance to school. A current record of these immunizations must be presented to the school office when your child is enrolled in school no later than the first day of school or your child will be excluded from school until the immunization record is on file.

Items Needed on File:

1. Birth Certificate
2. Dates of immunizations required by state law (Blue form):
 - 4 DPT (5 if 4th was received before age 4)
 - 3 Polio (4 if 3rd was received before age 4)
 - 2 MMR (1 for K4)
 - 3 Hepatitis B (K5, and grade 7 if not completed previously)
 - Tdap – Required for all students entering 7th grade
3. Physical examination (Gold form)
4. **It is imperative that the school office has a copy of custody papers or court orders** (eg. Guardianship, legal separation, or divorce).

Other requirements upon re-enrollment:

1. Information and Emergency Sheet completely filled out.
2. Current copy of the student's physical and immunization records.

HIGHLANDS CHRISTIAN ACADEMY

Statement of Faith

Highlands Baptist Church has been historically an independent, fundamental, separatist Baptist Church. Consequently, all its ministries hold to the same doctrinal position. The doctrinal statement includes the following Baptist distinctives:

1. The Trinity of God
2. The infallibility and plenary verbal inspiration of the Scriptures.
3. The Bible account of creation.
4. The personality of Satan.
5. Hereditary and the total depravity of man in his natural state involving his fall in Adam.
6. The virgin birth and deity of Christ.
7. Christ's blood atonement for fallen man.
8. His bodily resurrection and ascension back to the Father.
9. The person and work of the Holy Spirit.
10. Justification before God by faith without the admixture of works.
11. Separation of God's children from the world.
12. Water baptism (immersion) to be administered to believers only and by divine authority as given to the local church.
13. The Lord's Supper as a church ordinance is administered to believers, only to be found within the authority of the local church.
14. Eternal security of the believer.
15. Establishment of a visible church by Christ Himself during His personal ministry on the earth.
16. Worldwide missions according to the Great Commission, which Christ gave to His church.
17. The personal, bodily and imminent return of Christ to earth.
18. The bodily resurrection of the dead.
19. The reality of Heaven, involving Divine assurance of eternal happiness for the redeemed of God.
20. The reality of Hell, involving everlasting punishment of the incorrigible wicked.
21. We accept and stand for the premillennial return of Jesus Christ, that the saints of all ages will be raptured to meet the Lord in the air, and that He will return to earth to reign with His resurrected saints for one thousand years.
22. We believe that the King James Version of the Bible is the divinely inspired and preserved Word of God for the English speaking people, and that it has enjoyed a miraculous manifestation of God's approval all during its history and use.

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FOR OFFICE USE	
Date Received:	_____
Registration Fee:	_____
Book Fee:	_____
Kindergarten 4-5	<input type="checkbox"/> Full Day
Transcript Received:	_____
MEDICAL REPORT:	
Date Requested:	_____
Date Received:	_____
Birth Certificate:	_____
ENTRANCE TEST:	
Testing Fee:	_____
Date Completed:	_____

Payment of registration fee must accompany all applications. **These fees are non-refundable.**

STUDENT INFORMATION

Student's Name: _____ Grade Entering: _____

Home Address: _____ City: _____ State: _____ Zip _____

Phone _____ Age _____ Birth date _____ Birthplace _____

Sex: Male _____ Female _____ Student's Social Security Number _____

Race: White (Non Hispanic) _____ African American _____ Hispanic _____ Other _____

Billing Address: Name: _____

Street: _____

City: _____ State: _____ Zip _____

E-Mail: _____

School Attended Previous Year:

Name _____ Address _____

City _____ State _____ Zip _____ - _____

Has applicant attended HCA previously? Yes () No () Repeated a grade? Yes () No () Grade? _____

Has the student ever been dismissed or suspended from school, denied admission to any school, or requested not to return to any school in which enrolled? _____ If so, give details. _____

Any unusual factors in child's life: accident or serious illness, health problems of which the teacher, office should be aware? _____

PARENT/GUARDIAN/CUSTODIAN INFORMATION

Legal Custody of Child: Both Parents Mother Father Other: _____

Student Lives With: Both Parents Mother Father Other: _____

Cannot be picked up by: _____

Parent's Name	Address	Phone
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Father _____

Mother _____

Step-parent with whom student resides _____

Step-parent's Employer _____ Phone _____

Father's Employer _____ Phone _____

Mother's Employer _____ Phone _____

Home Church _____ Address _____

Pastor's Name _____

HIGHLANDS CHRISTIAN ACADEMY

Application for Admission

I. Permissions and Waivers

- A. In signing this Parental Commitment Form, we give permission for our child to take part in all school activities, including sporting events, practices and school-sponsored trips away from the school premises. Further, in the event my child becomes ill or is injured while under school supervision, we authorize the school authorities to take the following steps: a) contact a parent of the student and follow their instructions b) in the event neither parent can be reached, call person(s) listed on the emergency medical form c) if emergency medical numbers cannot be reached, call EMT unit for emergency medical assistance.
- B. We release Highlands Baptist Church/Highlands Christian Academy, its employees, agents and representatives from any claim we may have resulting from any illness or injuries sustained by our child while under school supervision whether at school or away from school premises. We further agree to hold harmless Highlands Baptist Church/Highlands Christian Academy, its employees, agents and representatives from any injury or damage that may be caused by our child.

II. Statement of Cooperation

- A. Our personal acceptance of a commitment to Jesus Christ as Lord and Savior.
- B. Our commitment to participate in the Christian education of our son or daughter with regular attendance at a Bible-believing church as a family and by exemplifying Christian principles of life in our home.
- C. Our commitment to the Statement of Faith of Highlands Christian Academy and our agreement with the school's efforts to train our child in the Bible and will encourage our child in this and in all other phases of the curriculum.
- D. Our commitment to honor the policies of Highlands Christian Academy as stated in this document and in the school handbooks.
- E. Our commitment to attend all parent meetings and to lend our support to the program.
- F. Our commitment to invest authority in the agents of the school to make and enforce school regulations and policies and to discipline our child as necessary.
- G. Our commitment to agree that if our child should become involved in any trouble or we disagree with any policy set by the school, we will in no case complain to any other party, and in the spirit of meekness will register only necessary complaints with the teacher or Administration (Matthew 18:15-17; Galatians 6:1-2).
- H. Our agreement that should any legal action, for any reason, be taken against Highlands Baptist Church/Highlands Christian Academy, any employee or agent thereof on my child's behalf, and the church/school or its agent not be found at fault, to pay any attorney fees, damages or other costs that Highlands Baptist Church/Highlands Christian Academy should incur to defend itself against such action.
- I. Our agreement to pay the tuition in 11 monthly payments to begin July 20, 2017 or August 5, 2017. We understand that a \$30.00 late fee will be added for any payment outstanding. We also agree to pay any assessment for damage my student may make to school property. We understand that report cards, transfer of records or graduation will not be completed without financial clearance.
- J. Our understanding that our child's attendance at Highlands Christian Academy is a privilege and not a right; and that if at any time his/her conduct, academic progress, or cooperation with the school's authorities is not in keeping with the school's requirements, the school reserves the right to terminate, **at its discretion**, my child's enrollment.
- K. Our agreement that if the student is voluntarily withdrawn or is requested to withdraw by the school, no refund of fees will be made and the account will be charged for the full month.
- L. Our understanding that Highlands Christian Academy will use any means to collect any outstanding balance, and will apply such in a Biblical manner in a spirit of cooperation and understanding.

I have carefully read the *Statement of Faith, Permissions and Waivers, and Statement of Cooperation* and agree to abide by them. Signature by **either parent or sole guardian** required.

Signature of Father/Sole Guardian

Signature of Mother/Sole Guardian

Date

Student Agreement

(Grades 7 – 12)

(This is to be signed on each application each year.)

I will read the *Parent-Student Handbook*. I understand that my attendance at Highlands Christian Academy is a privilege. I pledge that I will abide by all policies and rules set forth by the school. I will at all times strive to exhibit Christian character. I do understand that I may be asked to withdraw from the school at any time if/when my conduct, academics, or life style inside/outside the school is such that it brings shame and reproach on Highlands Christian Academy and the cause of Jesus Christ.

Print Student's Name

Date

Student's Signature

Date

Parent/Guardian Agreement

(Grades K4 – 12)

(This is to be signed on each application each year.)

I will read the *Parent-Student Handbook* and agree to support the school by requiring my student(s) to obey all school policies and requirements. I will take time to read the handbook to insure that both my student(s) and I understand our responsibilities as student(s) and parent(s). I agree to work diligently with HCA staff and faculty to resolve any areas of concern that I may have during the school year. I agree that I will follow the Matthew 18 principle to resolve any areas of conflict. I also agree to pay my tuition and any other fees in a timely manner as outlined on the financial information sheet and handbook.

Parent or Guardian Signature

Date

HIGHLANDS CHRISTIAN ACADEMY

Family Survey

Please fill out the following. This will help us to better understand and serve the homes of our students. If you are enrolling more than one student, only one of the *Family Surveys* needs to be filled out. One *Student Application* must be completed for each student and one *Student Questionnaire* must be completed for each student in grades 7-12.

I. Family Data

FAMILY'S LAST NAME	
MARITAL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced
ADDRESS	
TELEPHONE	

	FATHER	MOTHER
NAME		
EMPLOYER		
SKILLS		
HOBBIES		
OTHER INTERESTS		

Please complete the following for currently enrolled or prospective students at the school. Please fill out from oldest to youngest.

CHILD	CHILD'S NAME	AGE	GRADE ENTERING	# YEARS ATTENDED THIS SCHOOL	# YEARS AT OTHER CHRISTIAN SCHOOLS
1					
2					
3					
4					
5					

II. Health in the Home

What do you allow in your home either as parents or for your children?

Tobacco: Yes No Alcoholic Beverages: Yes No

III. Authority in the Home

How do you view your authority in the home?

	NEVER	SOME-TIMES	USUALLY/ OFTEN	ALWAYS
Do you believe that children should obey their parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you permit your children to talk back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you correct your children's attitudes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you believe in corporal punishment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you teach your children to respect authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you discuss and settle conflicts with your children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you read the Bible and pray with your children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Academics

	NEVER	SOME-TIMES	USUALLY/ OFTEN	ALWAYS
Do your students do homework?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you work on homework with your students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you help your students with school projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your students do homework with the TV on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you talk to your students about the school day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan to attend PTF Meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you attend extra-curricular activities your students participate in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Conduct

	NEVER	SOME-TIMES	USUALLY/ OFTEN	ALWAYS
Do you expect your students to respect the teachers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you expect your students to obey the teachers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your students willing to accept authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your students (for their age) try to live by the Bible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI. Purpose

Please state why you wish to enroll your child(ren) in Highlands Christian Academy.

Answer the following questions in your own words. If necessary, use the extra space at the bottom of the sheet of paper.

A.	According to the Bible, what is a Christian? _____ _____ _____ _____
B.	According to the Bible, how does one become a Christian? _____ _____ _____ _____
C.	When and how did you become a Christian? _____ _____ _____ _____
D.	Describe your church attendance and involvement since you became a Christian. _____ _____ _____ _____

Student Questionnaire

(Grades 7-12)

1. How did you hear about Highlands Christian Academy?

2. Do you want to attend Highlands Christian Academy?

3. Why do you want to attend Highlands Christian Academy?

4. How did you become a Christian?

5. When did you become a Christian?

6. Do you attend church anywhere? If yes, where do you attend?

7. Are you active in a church youth group? If yes, do you have a leadership role?

8. Describe your devotional life.

9. What do you want to be doing one year from now?

10. What are some of your hobbies?

11. Describe your relationship with your parents.

12. What type of music do you listen to?

13. What are your favorite TV programs?

14. Do you attend the movies? If yes, what did you last view?

15. What are your favorite school subjects?

16. What are your least favorite school subjects?

17. Are most of your friends Christians?

18. Are most of your friends your own age?

19. Have you ever used any type of liquor or alcohol? If yes, please explain.

20. Have you ever used any type of drugs? If yes, please explain.

21. Have you ever been suspended or expelled from school? If yes, please explain.

22. Have you ever been in trouble with the police? If yes, please explain.

23. What are some of the things you are expecting from Highlands Christian Academy and its teaching staff?