

# NEW STUDENT APPLICATION AND AGREEMENT

Please submit this completed form together with the non-refundable Application Fee. Attach a copy of your child's birth certificate and most recent school report card and Standardized Test scores, if available.

(Pre-K Students must be 4 years and 6 months and kindergarten students must be 5 years old by December 1 of the school year applied for.).



Discipling Future Leaders

NHCS Office Use Only Date Application Received: _____ Date of Interview: _____ Notes: _____ _____	<p><b><u>Application Fee Must be Submitted with the application</u></b> (Non-Refundable Fee)</p> \$25.00 App Fee x _____; total: \$ _____ Enrollment Fee: See enclosed Schedule \$ _____ x _____ = \$ _____ Paid ck# _____ Or cash @ \$ _____
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## I. STUDENT INFORMATION

1. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth: _____	Date of Birth: _____	Current Age: _____	Grade Entering: _____
2. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth: _____	Date of Birth: _____	Current Age: _____	Grade Entering: _____
3. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth: _____	Date of Birth: _____	Current Age: _____	Grade Entering: _____
4. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth: _____	Date of Birth: _____	Current Age: _____	Grade Entering: _____
5. Child's Full Name: _____	Name Student prefers to be called: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth: _____	Date of Birth: _____	Current Age: _____	Grade Entering: _____

## II. PARENT / GUARDIAN INFORMATION

Father's Full Name: _____ Home Address: _____ _____ Hm Phone: (_____) _____ Wk Phone: (_____) _____ Cell Phone: (_____) _____ E-Mail: _____ Father's Occupation: _____ Employer: _____ If self-employed, name of business _____ Business Address: _____ _____	Mother's Full Name: _____ Home Address: _____ _____ Hm Phone: (_____) _____ Wk. Phone: (_____) _____ Cell Phone: (_____) _____ E-Mail: _____ Mother's Occupation: _____ Employer: _____ If self-employed, name of business _____ Business Address: _____ _____
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Mother's Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Single
Father's Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Single
Child(ren) live(s) with:	<input type="checkbox"/> Both parents	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Shared Custody	<input type="checkbox"/> Guardian(s)

If the child is not living with **both** parents, who has legal custody? \_\_\_\_\_

Do you currently have any unpaid financial obligations to any school? \_\_\_\_\_

**III. EXCERPT FROM THE NEW HARVEST CHRISTIAN SCHOOL STUDENT/PARENT HANDBOOK, SECTION X, SUBSECTION C:**

**SCHOOL ADMISSION REQUIREMENTS FOR THE PARENTS:**

- Parents of students in New Harvest Christian School should have a clear understanding of the biblical philosophy and purpose of NHCS. This understanding includes a willingness to have their child(ren) instructed by the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.
- It is required that parents of students subscribe to New Harvest Christian School's Statement of Faith by both written and oral testimony. It is also required that at least one parent or guardian has a personal relationship with Jesus Christ and that the child attends church regularly with at least one parent or guardian, and that the student is being raised in a Christ-centered home.
- Parents should be willing to cooperate with all the written policies of New Harvest Christian School. This is most important in the area of discipline and schoolwork standards, as well as active communication with the respective teacher(s) and administration.
- If during the course of the teaching your child the teacher discovers that your child has a learning disability, you will be contacted; a meeting will be scheduled to discuss required tutoring for your child for an additional fee.

**We agree to the stated four requirements above.** Parents' Initials: \_\_\_\_\_

Will you need after-school care for your child? (3:20 - 5:30 p.m.)  Yes  No If yes, approximately how many days per week? \_\_\_\_\_

**IV. FAMILY CHURCH INVOLVEMENT**

Name of church of family worship: \_\_\_\_\_

Church Address: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

We have been attending the above-named church for \_\_\_\_\_ years \_\_\_\_\_ months.

Are you members?  Yes  No Family attends:  Regularly  Occasionally  Seldom

**V. ACADEMIC HISTORY of STUDENT NO. 1 – Current Grade: \_\_\_\_\_**

<u>School Name</u>	<u>City/State</u>	<u>Grades Enrolled</u>	<u>Attend Dates (to/from)</u>

**ACADEMIC HISTORY of STUDENT NO. 2 – Current Grade: \_\_\_\_\_**

<u>School Name</u>	<u>City/State</u>	<u>Grades Enrolled</u>	<u>Attend Dates (to/from)</u>

**ACADEMIC HISTORY of STUDENT NO. 3 – Current Grade: \_\_\_\_\_**

School Name

City/State

Grades Enrolled

Attend Dates (to/from)

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**ACADEMIC HISTORY of STUDENT NO. 4 – Current Grade: \_\_\_\_\_**

School Name

City/State

Grades Enrolled

Attend Dates (to/from)

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How did you hear about New Harvest Christian School? \_\_\_\_\_

Please tell us why you would like your child(ren) to attend New Harvest Christian School? \_\_\_\_\_

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Please list any special interests or abilities your child(ren) may have. \_\_\_\_\_

Do you have any concerns over the current progress of your child(ren)? \_\_\_\_\_

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Has/Have your child(ren) ever been suspended? \_\_\_\_\_ Expelled? \_\_\_\_\_ Do any of your children have a criminal record?

If yes to any of the above 3 questions, please explain: \_\_\_\_\_

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Has/have your child(ren) ever been tested, diagnosed or enrolled in any special education program or school for speech, language or learning disabilities (i.e. dyslexia, hyperactivity, ADD), which require particular attention?  Yes (Name: \_\_\_\_\_)  No

Has/have your child(ren) any physical disabilities or chronic illness?  Yes (Name: \_\_\_\_\_)  No

Has/have your child(ren) ever repeated a grade in any school?  Yes (Name: \_\_\_\_\_)  No

Has/have your child(ren) experienced social or emotional problems in the past year?  Yes (Name: \_\_\_\_\_)  No

Has/have your child(ren) experienced disciplinary problems in the past year?  Yes (Name: \_\_\_\_\_)  No

Has/have your child(ren) had any professional counseling?  Yes (Name: \_\_\_\_\_)  No

If you have answered yes to any of the above questions, please name the child and explain below. \_\_\_\_\_

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**NOTE:** To reiterate, if during the course of teaching your child the teacher discovers that your child has a learning disability, you will be contacted; a meeting will be scheduled to discuss required tutoring for your child for an additional fee.

Parents' Initials: \_\_\_\_\_

**Students entering 7<sup>th</sup> and 8<sup>th</sup> grades must complete the following STUDENT QUESTIONNAIRE without assistance. Please attach additional sheets if necessary.**

Student's Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_ (If there is more than one 7<sup>th</sup>/8<sup>th</sup> grades applicant, please request an extra Questionnaire.)

(a) In which subjects do you excel? \_\_\_\_\_

(b) Which subjects do you find difficult? \_\_\_\_\_

(c) How many hours per week do you spend on required homework? \_\_\_\_\_

(d) Please list your interests and activities, including music, art, drama, athletics, church groups, etc. Be specific. \_\_\_\_\_

(e) Please list your responsibilities at home. \_\_\_\_\_

(f) Please list your responsibilities or positions of leadership elsewhere, such as in your school or church. \_\_\_\_\_

(g) How would your teachers describe you in the classroom? \_\_\_\_\_





5. We agree to provide at least ten (10) hours of volunteer service quarterly to New Harvest Christian School. It is our responsibility to personally record those hours in a timely manner in the Volunteer Hours Recording Book maintained in the school office. **We further understand that if we have not logged at least 10 hours at the close of each quarter, we will be assessed a fine of \$25.00 for that quarter.** Parents' Initials: \_\_\_\_\_
6. **Annual Tuition For Full Day and Half-Day Attendance Kindergarten Option / Application Fee and Payment Deadlines:**
- **Please see current TUITION SCHEDULE for annual fees.** The Application Fee of **\$25.00** is due at the time the application form is submitted and is non-refundable. After review of student records, the family interview and acceptance of student enrollment, the non-refundable fee of per student is due.
  - **Full-Day K-8 Annual Tuition: Please see current TUITION SCHEDULE for tuition rates.** Rates are based on a 12-month payment plan: from July to June of the following year. If enrolled after August 31, the total sum will be divided by the months remaining until June, resulting in a higher monthly tuition due. You may pay a higher sum up at the time of enrollment to bring down your monthly sum due.
  - **Half-Day Kindergarten Option Annual Tuition: Please see current TUITION SCHEDULE for tuition rates.** Rates are based on a 12-month payment plan: from July to June of the following year. If enrolled after August 31, the total sum will be divided by the months remaining until June resulting in a higher monthly tuition due. You may pay a higher sum up at the time of enrollment to bring down you monthly sum due.
  - **Tuition is due on the first day of the month.** If necessary, a grace period of three (3) days will be granted. The 3-day grace period is just that, a "grace period" only when necessary; it is not a different due date. **Parents' Initials:** \_\_\_\_\_
  - **Scholarship:** Parents may apply for scholarships in cases of financial distress. Scholarships become available as donations are made to the scholarship fund. Scholarships are no longer available once the fund is exhausted.
7. **Tuition Payment Options:** NHCS offers four payment options. Please check the applicable box below to indicate your payment preferences:
- (1) One annual full tuition payment, which is due on or before the first day of school. Please contact the school office about our prepayment discount program
  - (2) Semi-annual: Two payments – the first payment is due on or before the first day of school and the second payment by January 1, of the current school year. Please contact the school office about our prepayment discount program.
  - (3) Monthly payments due on or before the **first day of every month.**
  - (4) Tuition for enrollment after commencement of school will be prorated as follows: Daily rate times the number of school days remaining, divided by months remaining.) Tuition is due on the first day of the month unless otherwise noted.

#### **VIII. NEW HARVEST CHRISTIAN SCHOOL POLICY MANUAL, SECTION 8.4 – FEES/TUITION COLLECTION POLICY**

**Objective:** To ensure that tuition and fees are collected in a timely manner.

**Scope:** This process is to be followed, unless other written arrangements have been made with the Administrator. Good faith is presumed on the part of families, unless subsequent circumstances indicate no positive action can be expected.

**Definition:** Late Tuition - Monthly tuition and/or fees not paid in full on or before the first day of the month.

**Guidelines:** The following process is to be followed in the collection of late tuition:

- A. A Statement of Charges will be sent to any family failing to pay tuition in full on or before the first day of any month.
- B. Tuition not paid by the third day of the month will be assessed a twenty-dollar (\$20.00) late fee.
- C. Should payment of tuition not be received within fifteen (15) days of the due date, parents will be contacted to meet with the Office Administrator and the School Administrator to discuss payment terms. The school policy regarding suspension for non-payment will also be discussed. If after all the efforts noted above have been exercised and a period of thirty (30) days has elapsed since the tuition due date, the family will receive a written notice that their child is subject to immediate suspension until the account is brought current. The account may also be turned over to a collection agency.
- D. **Checks returned by the bank for non-payment will incur fees assessed by the bank and will result in an additional thirty (\$30.00) NSF fee assessed by NHCS. If more than one check is returned to NHCS within a school year, all future payments must be made in cash, money order, or cashier's check.**

## **IX. WITHDRAWAL OF STUDENT AND STUDENT RECORDS**

1. We/I agree to give **TWO WEEKS NOTICE** to the school if it becomes necessary to withdraw our child(ren) from school. We further understand that if less than two weeks notice is given, the **full monthly tuition** will be due for any partial month that our child(ren) has/have attended New Harvest Christian School.
2. We/I agree that we have carefully read Education Code §48904 as written in part below and we/I hereby agree to its terms and conditions.

**California Education Code Section 48904, Subpart (b) states:**

(b) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).

**California Education Code Section 48904.2, Subpart (a) states:**

(a) Upon receiving notice that a school district has withheld the grades, diploma, or transcripts of any pupil pursuant to Section 48904, any school district to which the pupil has transferred shall likewise withhold the grades, diploma, or transcripts of the pupil as authorized by that section, until the time that it receives notice, from the district (school) that initiated the decision to withhold, that the decision has been rescinded under the terms of that section.

(b) Any school district that has decided to withhold a pupil's grades, diploma, or transcripts pursuant to Section 48904 shall, upon receiving notice that the pupil has transferred to any school district in this state, notify the parent or guardian of the pupil in writing that the decision to withhold will be enforced as specified in subdivision (a).

**X. ACKNOWLEDGMENT AND AGREEMENT**

**By signing below, we acknowledge the following:**

1. Our commitment to the authority of the Bible and our agreement with New Harvest Christian School’s Statement of Faith.
2. Our commitment, as a family, to donate a minimum of ten (10) volunteer hours for each school quarter per policy stated herein.
3. Our commitment to attend parent/teacher conferences and scheduled school meetings.
4. Our agreement to support the teachers and to reinforce their efforts to develop self-control and appropriate social behaviors in our child(ren).
5. Our agreement to encourage our child(ren) to meet his/her responsibilities to their education and to assist our child(ren) in organizing and completing homework and special project assignments and turning them in on the date required. **Parents’ initials:** \_\_\_\_\_
6. Our agreement to support New Harvest Christian School in the administration of its philosophy and policies. We authorize the school administrator to use disciplinary measures deemed wise and expedient for our child(ren). We understand that New Harvest Christian School does not employ the use of corporal punishment in its discipline process.
7. Our agreement that New Harvest Christian School after reasonable efforts to assist, counsel, and discipline, has the right to dismiss any student not able or willing to comply with the standards of the school.
8. Our commitment to pay our financial obligations on or before the due date in accordance with the New Harvest Christian School’s tuition and fees schedule.
9. We the undersigned, agree to release and hold harmless the school, its agents, and employees from all claims, damages, or other liabilities for injuries to my child(ren) which are not the result of gross negligence by this school, its agents or employees. The undersigned also agrees to indemnify the school for damages by my child(ren).
10. We accept full responsibility for all tuition and fees.
11. We hereby acknowledge that this Agreement shall be interpreted in accordance with the laws of the State of California.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

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**Accepted for Enrollment:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carol M. Ford, School Administrator

New Harvest Christian School admits students of any race, color, and national or ethnic origin subject to the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admission policies, athletic or any other school administered programs.

Admission to New Harvest Christian School is based on the student(s)’s potential to benefit from this type of educational environment and whose family’s beliefs and goals agree with those of New Harvest Christian School. The administration reserves the right to exclude any student(s)’s whose admission would not serve the best interests of the student(s)’s or the school.

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