

# NHCS RETURNING STUDENT APPLICATION AND AGREEMENT

Please submit this completed form together with the non-refundable Application Fee. Please see current calendar for school commencement day.

(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: _____  Notes: _____ _____ _____	<p style="text-align: center;"><b><u>Enrollment Fee Must be Submitted with the application</u></b> (Non-Refundable Fee)</p> Enrollment Fee: See Tuition Schedule \$ _____ x _____ = \$ _____ Paid ck# _____ Or cash @ \$ _____
--	---

## I. STUDENT INFORMATION

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

## II. PARENT / GUARDIAN INFORMATION

<b>Father's Full Name:</b> _____ Home Address: _____ _____ Hm Phone: (_____) _____ Wk Phone: (_____) _____ Cell Phone: (_____) _____ E-Mail: _____ Father's Occupation: _____ Employer: _____ If self-employed, name of business _____ Business Address: _____ _____	<b>Mother's Full Name:</b> _____ Home Address: _____ _____ Hm Phone: (_____) _____ Wk. Phone: (_____) _____ Cell Phone: (_____) _____ E-Mail: _____ Mother's Occupation: _____ Employer: _____ If self-employed, name of business _____ Business Address: _____ _____
---	--

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. POLICIES, TUITION, FEES AND FINANCIAL AGREEMENT**

1. The school day begins at 8:15 a.m. The earliest time that children may be brought to school is 7:45 a.m. Children are to be brought to the "E Street" parking lot where there will be playground supervision beginning at 7:45 a.m. A child not in the class line by 8:15 a.m. must obtain a tardy slip from the school office before going to the classroom.
2. For every unexcused tardy the student will be required to perform 10 minutes of school service during recess or lunch break. School service will be directed by the teacher and/or Administrator and will consist of cleaning in the classroom, sweeping, picking up trash on the playground, etc. For 3 unexcused tardies, the student will serve detention during the lunch period.
3. Children will only be dismissed to the undersigned or to those persons listed on the child(ren)'s Emergency Card or with a note signed by the undersigned authorizing release to another specifically named adult.
4. School is dismissed at 3:10 p.m. A child not picked up by 3:20 p.m. will automatically be placed in after-school childcare and parents will be charged \$1.00 per minute up to \$8.00, which is the daily childcare rate. Childcare is available until 5:30 p.m. Children are not to be left unattended at any time! Parents' Initials: \_\_\_\_\_
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.** This Fee 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 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 your 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.

**VI. 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.**

## **VII. 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).

**VIII. 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

.....  
**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.

**Member of  
The Association of Christian Schools International**

**Discipleship – Servanthood — Leadership**