



# Seffner Christian Academy

## 09-10 Re-enrollment Form

All of the following information must be included for re-enrollment to be complete.

- \_\_\_\_\_ Complete Re-Enrollment Form
- \_\_\_\_\_ Signed Statement of Faith
- \_\_\_\_\_ Signed and Notarized Medical Release Form
- \_\_\_\_\_ Initialed and Signed Enrollment Agreement Form
- \_\_\_\_\_ Full Payment

Circle the grade your child will be in NEXT year.

K3 K4 K5 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>

**Student Name** \_\_\_\_\_ **Date of Re-enrollment** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**\*\*Frequently used E-mail address** \_\_\_\_\_

Who does the student reside with? ( ) Mother ( ) Father ( ) Step-Mother ( ) Step-Father ( ) Grandparents ( ) Other  
**Please include contact information for all guardians.**

**Parent Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

Who has legal custody of the child for whom application is made?  
\_\_\_\_\_

**A current copy of any legal documents must be kept on file in the office. It is the sole responsibility of the parent to provide the school with any changes or updated legal documents.**

Name of person responsible for tuition and fees:  
\_\_\_\_\_

### OFFICE USE

Date Received: \_\_\_\_\_

Re-Enrollment Fee: \_\_\_\_\_

Cash \_\_\_\_\_ Ck# \_\_\_\_\_ Date \_\_\_\_\_

Siblings Re-enrolled YES NO

New Sibling Enrolled YES NO

## Enrollment Agreement

So that each parent and student understands school policies, we ask that you read the following information and initial next to each statement and sign this form indicating your agreement and understanding of the policies set forth.

1. \_\_\_\_\_ Students are to show respect in relation to the faculty and in speaking to faculty members. The first rule of conduct should be to show consideration of others at all times.
2. \_\_\_\_\_ The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time, are serious violations of the standards of Seffner Christian Academy and will lead to expulsion.
3. \_\_\_\_\_ Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities.
4. \_\_\_\_\_ The School is not responsible for the loss of personal property, whether the loss occurs by theft, fire, or any other cause.
5. \_\_\_\_\_ Seffner Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school or generally fails to cooperate with instructors or administration. He or she may be indefinitely expelled.
6. \_\_\_\_\_ Attire and appearance appropriate to the occasion is expected of all students at all times, and students are expected to adhere to dress code guidelines as described in the student handbook.
7. \_\_\_\_\_ Many individuals, through their prayers and gifts, made this campus and program possible. Students should consider it a privilege to attend Seffner Christian Academy, and therefore, do all in their power to keep the buildings attractive. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including expulsion.
8. \_\_\_\_\_ All students enrolled at Seffner Christian Academy must have in their school file a birth certificate, social security number, school physical, valid immunization records, and current custody papers if applicable. It is the sole responsibility of the parent to provide the school with any changes or updated legal documents.
9. \_\_\_\_\_ Seffner Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarships, athletic and other school administrative programs.
10. \_\_\_\_\_ A student handbook will be furnished to each student. As parents, and students, we agree to read and adhere to the policies and guidelines set forth in the student handbook.
11. \_\_\_\_\_ Any form of homosexuality, lesbianism, bisexuality, fornication or pornography is a violation of the standards of SCA and will lead to expulsion.
12. \_\_\_\_\_ As parents, we agree that Seffner Christian Academy may use my child's picture in its promotional and periodical literature for school use.
13. \_\_\_\_\_ I agree to the financial policies of SCA and I understand that payments for tuition and fees will be made by the first of each month and if late, my account will be billed a late charge of \$35. If my payment is past due for more than thirty calendar days my child may be withdrawn from school until my account is made current.
14. \_\_\_\_\_ My child is permitted to take part in all school activities, including but not limited to, sports and school sponsored field trips, and absolve the school and church from liability to me or my child in case of accident or injury to my child while on campus or during any school sponsored outing.
15. \_\_\_\_\_ As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
16. \_\_\_\_\_ As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child as necessary. We further agree that we will support the faculty and administration in discipline at home as needed.
17. \_\_\_\_\_ As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will then contact the appropriate principal.
18. \_\_\_\_\_ **It is understood that all students are accepted on a trial basis for the first grading period (30 days) before grade placement or enrollment becomes final.**
19. \_\_\_\_\_ SCA is not equipped to handle E.H., S.L.D., A.D.D. or A.D.H.D. children.
20. \_\_\_\_\_ I agree to comply with and support the spiritual, moral, dress and disciplinary standards and policies of the school and further agree that the school has full discretion in the discipline of my child while under school supervision.
21. \_\_\_\_\_ Seffner Christian Academy uses a filtered internet system. As parents, it is our responsibility to notify SCA in writing if we do not want our child to have internet access at school.
22. \_\_\_\_\_ I understand that if I or any agent acting in my behalf or on behalf of my child, brings any legal action against the school or its agents and such legal action is found in favor of the school or its agents, I will be responsible to pay all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration.

***I understand that in signing the Enrollment Agreement, I am agreeing to accept and abide by the rules and philosophy of Seffner Christian Academy.***

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Parent's Signature

Date

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Parent's Signature

Date

## STATEMENT OF FAITH

- A. There is one God eternally existing in three persons: the Father, Son and Holy Spirit (Matthew 28:19).
- B. The Bible is the Word of God, verbally inspired, infallible and inerrant in all that it says (II Timothy 3:16, I Thessalonians 2:13).
- C. The Lord Jesus Christ is fully God (John 1:1), fully man (John 1:14), born of a virgin (Matthew 1:23), lived a sinless life (Hebrews 4:15), performed miracles (John 4:29), shed His blood and died a substitutionary death (Hebrews 10:10,12,19), arose bodily from the dead (I Corinthians 15:12-20), ascended to and sits in glory at the Father's right hand (Hebrews 1:3) and is to return for His own (John 14:3).
- D. Man is by nature and practice a sinner, separated from God and can become God's child only by faith in the Lord Jesus Christ and His work of redemption on Calvary (Jeremiah 17:9, Romans 2:23, Ephesians 2:8,9 and Romans 10:9,10).
- E. Those who are born into God's family have eternal life and those who are not remain in spiritual death and will be separated from God forever in hell (John 3:18,36, Matthew 25:46).
- F. The Holy Spirit lives in the believer and enables the child of God to walk in purity of life and submission to the will of God (Ephesians 1:13,14 Galatians 2:22,23).
- G. All believers are united together by the Holy Spirit in the body of Christ for the purpose of causing the growth of the body and building itself up in love (I Corinthians 12:13, Ephesians 4:16).
- H. The triune God created from nothing all that is in the span of six days (Genesis 1).
- I. The ministry of the local church is God's established instrument for carrying out the Great Commission. The body of Christ, the church, is composed of all born again believers who have by faith accepted Christ as Lord.
- J. The Bible is part of our daily curriculum. This Statement constitutes the doctrinal boundaries wherein we take a firm stand. The original King James Version of the Bible will be used in all teaching and Bible memory activities.
- K. Human Sexuality. We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and woman (Hebrews 13:4 and I Corinthians 7:1-4). We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sexual perversions in the sight of God and the church (Genesis 2:24, Leviticus 18:1-30, Romans 1:26-29, I Corinthians 5:1 and 6:9, I Thessalonians 4:2-7). We believe that the only legitimate marriage is the joining of one man and one woman by mutual covenant (Genesis 2:24, Romans 7:2). We believe that men and women are spiritually equal in position before God (Galatians 3:28), but that God has ordained distinct and separate spiritual functions for men and woman in the home and the church (Colossians 3:18, I Timothy 2:8-15). The husband is to be the leader of the home, and men are to be leaders (pastors and deacons) of the church (I Timothy 3:4-5, 12). Accordingly, only men are eligible for licensure and ordination by the church.
- L. Abortion. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of an unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well being of the mother are acceptable (Job 3:16, Psalm 51:5 and 139:13-16, Isaiah 44:24 and 49:1,5; Jeremiah 1:5, 20:15-18, Luke 1:44).

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Parent Signature

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Date

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Parent Signature

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Date



## **Potty Training Policy** (for Pre-School Only)

It is SCA's policy that your child be completely potty trained. No pull-ups, diapers or training pants of any kind are permitted. The following is the policy from our handbook regarding potty training.

- Step 1: After two accidents occur within five school days, a note will go home to parents to be signed and returned to school.
- Step 2: A conference with parents will be scheduled if an additional two accidents occur within five school days.
- Step 3: If an additional 2 accidents occur, the child is placed on a one-week probation.
- Step 4: If after the one-week probation is ended and the child is not potty trained then the student will be dismissed from school.

Please sign and return this policy to the admissions office. You may contact the office with any questions you may have regarding this policy.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's name (Please Print)

Student Name \_\_\_\_\_

Grade Entering \_\_\_\_\_

**MEDICAL RELEASE FORM**

To: Emergency Personnel

I hereby give my consent to any emergency medical personnel to administer necessary treatment to my child, \_\_\_\_\_, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if the situation warrants it.

I hereby grant permission for my son/daughter to participate in any and all sports and all extra-curricular activities. I waive, release, absolve, and hold blameless First Free Will Baptist Church and Seffner Christian Academy and their administrators, teachers, supervisors, physical education directors, managers, persons transporting my child to and from school activities and other participants, from any claim arising out of an injury or sickness to my child.

I authorize the personnel at Seffner Christian Academy to administer first aid to my child in the event of their involvement in an accident, injury or sickness.

**THIS FORM MUST BE NOTARIZED**

\_\_\_\_\_  
SIGNATURE OF PARENT OR LEGAL GUARDIAN

State of Florida  
County of Hillsborough

\_\_\_\_\_  
DRIVERS LICENSE #

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me came \_\_\_\_\_, to me known to be the individual described in and who executed the same.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**EMERGENCY INFORMATION:**

Child's Doctor \_\_\_\_\_ Office Phone \_\_\_\_\_

Hospital Preference \_\_\_\_\_

**PICK-UP/ EMERGENCY LIST:** Please list the people who are allowed to pick up your child from Seffner Christian Academy **AND** can be contacted in case of an emergency. **It is the sole responsibility of the parent to notify the school of any changes to this list.**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

**Medical History:**

Previous hospitalization? ( ) No ( ) Yes- If yes, why? \_\_\_\_\_

Is child allergic to anything? ( ) No ( ) Yes- If yes, what? \_\_\_\_\_

Is the child under the care of a doctor? ( ) No ( ) Yes -If yes, for what reason? \_\_\_\_\_

Does child take any prescribed medications on a daily basis? ( ) No ( ) Yes- If yes, please list. \_\_\_\_\_

**NOTICE:** No medication will be dispensed without a written prescription (i.e. Tylenol, Motrin, etc)

Any history of convulsions? ( ) No ( ) Yes- If yes, please list. \_\_\_\_\_

Are there any special instructions that we should know about? ( ) No ( ) Yes- If yes, please list. \_\_\_\_\_

Explain: \_\_\_\_\_

# *Financial Information*

## 2009 – 2010

**RE-ENROLLMENT FEE** (returning students only) (*non-refundable or transferable*)

**\$150** before February 1st

**\$200** after January 31st

**BOOK AND ACTIVITY FEE** (Due Sept 1<sup>st</sup>)

Books, Liability Insurance, Accreditation Fees, Yearbook, Classroom Activity Fees

<b>K2-K4</b>	<b>K5-5<sup>th</sup></b>	<b>6<sup>th</sup> – 12<sup>th</sup></b>
\$195	\$295	\$320

*\*This fee is non-refundable or transferable.*

**FINE ARTS FEE**

Band	\$60.00
Chorus	\$60.00
Drama	\$60.00

**ATHLETIC FEE**

Per Sport (billed once the season begins)      \$ 75.00

*\*Includes Elementary Teams*

**GRADUATION FEE**

K5	\$ 60.00
12 <sup>th</sup> Grade	\$100.00

**EXTENDED CARE FEES**

	<b>Daily</b>	<b>Monthly</b> (Aug 1– May 1)
Morning Care		
6:30 –7:30 a.m.	\$5.00	\$ 45.00
Pre-school Extended Care		
12:00 – 3:00 p.m.	\$10.00	\$135.00
Pre-School Extended Care		
12:00 – 6:00 p.m.	\$12.00	\$150.00
Extended School Care		
3:00 – 6:00 p.m.	\$10.00	\$135.00
Half Day of School Care		
12:00- 3:00 p.m.	\$10.00	Included
12:00- 6:00 p.m.	\$15.00	Included
Full Day of School Care	\$25.00	Included

*(Applicable when school is out and extended care is open)*

\*\*Additional Fees apply for late pickup after 6:00 p.m.

**TUITION PAYMENT OPTIONS**

**Full Payment:** There will be a 3% discount (tuition only) for those who pay the entire years tuition on or before **June 5<sup>th</sup>** for the upcoming school year. If a child is withdrawn by the parent before December 31<sup>st</sup>, one half year's tuition will be refunded. If a parent withdraws a student after January 1<sup>st</sup>, no refund will be given.

**Ten Payments:** Your tuition is divided into ten equal payments. The 1<sup>st</sup> payment is due **July 1**, and the last payment is due on **May 1**. A student's grades and/or report card will be withheld until all fees and/or fines are paid. **There is no monthly tuition payment due in September.**

## RETURNING FAMILIES TUITION SCHEDULE

*Returning families who re-enroll before February 1st*

<u>Annual Tuition</u>	<u>Secondary 6th – 12th</u>	<u>Elementary K5 – 5<sup>th</sup></u>	<u>Pre-K (½ Day) K2 - K4</u>
1 <sup>st</sup> Child	\$4765	\$4315	\$3185
2 <sup>nd</sup> Child	\$4360	\$3935	\$2995
3 <sup>rd</sup> Child	\$4085	\$3760	\$2810
4 <sup>th</sup> Child	\$3910	\$3635	\$2675

## FAMILIES WHO ENROLLED IN THE 2008 - 2009 SCHOOL YEAR

*Returning families who enrolled in the 2008 - 2009 school year and who re-enroll before February 1st*

<u>Annual Tuition</u>	<u>Secondary 6th – 12th</u>	<u>Elementary K5 – 5<sup>th</sup></u>	<u>Pre-K (½ Day) K2 - K4</u>
1 <sup>st</sup> Child	\$4975	\$4550	\$3300
2 <sup>nd</sup> Child	\$4575	\$4275	\$3025
3 <sup>rd</sup> Child	\$4350	\$4075	\$2875
4 <sup>th</sup> Child	\$4150	\$3875	\$2775

## WITHDRAWALS

Parents withdrawing students from our school MUST complete the withdrawal process through the school office. Students enrolled one day in a month (**INCLUDES JULY AND AUGUST**) will owe the full month's tuition. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention of removing their child from school. No records are transferred if there is an outstanding balance due on the student's account.

## LATE CHARGES

Monthly tuition is to be paid in advance and is due and payable on the first day of each month. There will be a late charge of \$35 on any account when the account has not been paid by the 10<sup>th</sup> day of each month. If an account is past due for more than thirty (30) calendar days, the parent will be asked to remove the student from the school unless adequate arrangements have been made with the business office.

## TEXTBOOK POLICY

If a textbook is lost, stolen or damaged beyond usability, the student will be required to purchase another textbook from the school at its full replacement cost. All hardbound textbooks are the property of the school and must be covered at all times. The books must be returned without excessive wear at the completion of the school year or an additional fee will be assessed. If a textbook is missing for three consecutive class days it is to be considered lost and another textbook must be purchased from the school. Once the book fee has been assessed it is non-refundable.

## GRADUATION FEES

A graduation fee of \$100.00 will be charged to high school seniors. A graduation fee of \$60.00 will be charged to K5 students. These fees cover the cost of diplomas, cap and gowns. This will be billed during the month of September. No senior or K5 student will receive their diploma until all financial responsibilities are paid and up to date

## ADDITIONAL FEES

Lost Books/ Damaged	Replacement Cost
Returned Check Charge	\$35.00
Late Payment Fee (after 10th of each month)	\$35.00