

# **CENTRAL CHRISTIAN ACADEMY**

## **New Student Information Packet**

### **These forms must be turned in for enrollment**

- The Student Application Form must be signed and dated
- The Medical Treatment Form must be filled out completely
- The Fieldtrip, Hair, & Conduct Forms must be signed and dated
- The Discipline Agreement Form must be signed and dated
- The Financial Contract Form must be signed and dated -  
Cut and save the bottom portion for your reference
- The Fundraiser Option Form must be filled out completely
- The Student Policy Form must be signed and dated
- The Request for Records Form must be filled out completely

Financial Contract Signed\_\_\_\_ Fundraiser Option Signed\_\_\_\_ Student Policies Signed\_\_\_\_ Records Requested\_\_\_\_\_

**CENTRAL CHRISTIAN ACADEMY** Records Received\_\_\_\_\_  
**STUDENT APPLICATION**

713-468-3248 FAX713-468-7322 www.centralchristianacademy.biz

Name (Student) \_\_\_\_\_ Grade to Enter \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Social Security Number \_\_\_\_\_

\*Father's cell:( ) \_\_\_\_\_ \* Mother's cell:( ) \_\_\_\_\_ \*Student's cell:( ) \_\_\_\_\_

\*Father's e-mail: \_\_\_\_\_ \*Mother's e-mail: \_\_\_\_\_

Father's Name \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Cell \_\_\_\_\_

Place of Employment \_\_\_\_\_ Position \_\_\_\_\_

Mother's Name \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Cell \_\_\_\_\_

Place of Employment \_\_\_\_\_ Position \_\_\_\_\_

Father's e-mail: \_\_\_\_\_ Mother's e-mail: \_\_\_\_\_

Has child ever been expelled, dismissed, suspended, or refused admission to another school? \_\_\_\_\_

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

Has child ever had disciplinary difficulties? \_\_\_\_\_ Explain: \_\_\_\_\_

Has child ever been in trouble with the law, arrested? \_\_\_\_\_ Explain: \_\_\_\_\_

Has child used tobacco, drugs or alcohol of any kind? \_\_\_\_\_ Explain: \_\_\_\_\_

School last attended: \_\_\_\_\_

Please indicate academic level of pupil's work: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Has child ever failed a grade in school? \_\_\_\_\_ Explain: \_\_\_\_\_

Church attending \_\_\_\_\_ Phone \_\_\_\_\_

How did you hear about this school? \_\_\_\_\_

\_\_\_\_\_  
(Mother's Signature)

\_\_\_\_\_  
(Father's Signature)

**Central Christian Academy admits students of any race, color, and national or ethnic origin.**

**CENTRAL CHRISTIAN ACADEMY**  
**AUTHORIZATION FOR EMERGENCY TREATMENT**

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Name and phone number of someone we can call if you or your husband are unavailable.

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

Is your child allergic to any medication? Specify: \_\_\_\_\_

Other allergies: \_\_\_\_\_

Child's medications (routinely used) \_\_\_\_\_

Hospital or Medical Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

I hereby authorize personnel at Central Christian Academy to take my child to the emergency room for medical treatment in the event of an emergency in which neither parent can be reached. If necessary, my child may also be transported by ambulance, life flight or by other appropriate rescue means.

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

\_\_\_\_\_  
Date

I hereby authorize any licensed physician or specialists whom they might designate to treat my child for any injury or illness that may occur in my absence.

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

\_\_\_\_\_  
Date

**Central Christian Academy**  
**2217 Bingle**  
**Houston, Texas 77055**

**PERMISSION FOR FIELD TRIPS**

“I understand that my child is expected to take part in educational activities, including sponsored trips away from the educational facility, and I also absolve the school from any liability to me or my child because of any injury incurred on such activities. I also give the sponsors of such activities permission to seek medical help if necessary.”

\_\_\_\_\_  
(Father’s Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Mother’s/Guardian’s Signature)

**HAIR CODE CONTRACT**

(Boys)

Central Christian believes that moderation is pleasing to the Lord and that extreme or long hair styles are not appropriate for school.

Boys should not allow the hair to grow past the middle of the ear or allow the hair to hang below the eyes or collars of their shirts. If the hair is found surpassing these marks, then a school official will politely notify the student of the violation and set a reasonable time-span for its correction. If the violation is not taken care of in the agreed upon time-frame, then Central Christian reserves the right to send the student home. The student cannot return until the hair is cut properly.

Male students are not allowed to grow facial hair during the school year. If a student comes to school needing to be shaved, he will be given a new, disposable razor with which to shave. There is a \$5.00 fine for each occurrence, and this will be added to your tuition. We ask that parents help us enforce this policy as it is not our job description or desire to be policemen.

Earrings are not allowed at any time on campus.

I agree to follow the above regulations while my son is enrolled at Central Christian Academy.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent’s Signature)

\_\_\_\_\_  
(Student’s Signature)

**GUIDELINES FOR CHRISTIAN CONDUCT**

Because of the reputation of Central Christian Academy and the Lord Jesus Christ is directly affected by the actions of the students, we reserve the right to bring disciplinary action toward any student who displays persistent attitudes or actions contrary to the standards of our school, whether it takes place **on or off campus**. Punitive action, when necessary will be taken by the administration, with the most severe punishment being expulsion from school with no refund of paid monies.

If necessary for my child, I hereby agree to abide by the ruling of the administration.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent’s Signature)

**CENTRAL CHRISTIAN ACADEMY**  
**2217 BINGLE**  
**HOUSTON, TEXAS 77055**  
**713-468-3248**

**DISCIPLINE AGREEMENT**

Central Christian is honored that you have asked our staff to assist you in training your child in Christian leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child. We appreciate your confidence in our program. In order to carry out your wishes for total character development, we believe it is necessary to follow the scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures. When warranted, corporal punishment will be exercised under the following guidelines:

- 1) The offense will be clearly discussed with your child.
- 2) The parent will be called and asked for his/her input.
- 3) If paddling is agreed upon, then a reasonable number of firm strokes will be administered with a simple flat paddle by a staff member of the same sex. The child will be paddled on his/her posterior. It will cause pain, but not bodily injury, aside from redness and irritation.
- 4) Your child will not be physically restrained. (If he or she refuses to submit to paddling, you will be asked to come to the school to discuss the matter.)

I have read the above and agree to support the school in its policy of corporal punishment without reservation and personally pledge my support to this scriptural approach to discipline.

---

(Date)

---

(Signature Parent or Guardian)

---

(Signature Parent or Guardian)

**Central Christian Academy**  
**2217 Bingle (713) 468-3248**  
**Financial Contract**  
**(School Copy)**

**Central Christian has a 10-month plan with the first payment due on or before the first day of school and the 15<sup>th</sup> of each month through May 15<sup>th</sup>.**

Thirty days' notice must be given to withdraw from the school in order to receive any release from financial obligations. The tuition is paid in installments rather than based on the number of days attended that month. All students entering after the school year starts are expected to pay **all remaining payments through May 15<sup>th</sup>, regardless of how late they entered.**

The normal tuition payment will be received until the 20<sup>th</sup> day of each month. A late fee of \$15.00 will be added to any payment made after the 20<sup>th</sup> day of each month. There will be a \$25.00 fee for each month that no payment is received. No student owing two months' tuition will be allowed in class until the account is made current. Please do not ask us to make exceptions to this rule. **Early withdrawal must pay the daily rate for days enrolled before records can be released.**

Parents are responsible for additional costs of annual registration fees, gym clothes, textbooks, notebooks, writing paper, graduation fees, paperback books for English, art fees, fund raiser balances, etc. **Registration is non-refundable.**

All checks are to be made payable to Central Christian Academy. Tuition may be brought to the school office or it may be mailed to the school's post office box - - - **P. O. Box 800935, Houston, Texas, 77280-0935.** There will be a \$35.00 charge added to any account having a check returned. The amount of the check plus the returned check charge must be paid with cash, cashier's check, or money order. Should a second check be returned on the same account, all future transactions must be made with cash, cashier's check, or money order.

I agree to fulfill the above financial obligations of a 10-month contract for each of my children enrolled at the established rate.

**I further understand that whether this form is signed or not, my submission of these forms is agreement to the terms. Also, for each of my children that re-enroll, this contract will automatically roll over.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

-----  
cut along this line and save for your reference

**Central Christian Academy**  
**2217 Bingle (713) 468-3248**  
**Financial Contract (Parent Copy)**

**Central Christian has a 10-month plan with the first payment due on or before the first day of school and the 15<sup>th</sup> of each month through May 15<sup>th</sup>.**

Thirty days' notice must be given to withdraw from the school in order to receive any release from financial obligations. The tuition is paid in 11 installments rather than based on the number of days attended that month. All students entering after the school year starts are expected to pay **all remaining payments through May 15<sup>th</sup>, regardless of how late they entered.**

The normal tuition payment will be received until the 20<sup>th</sup> day of each month. A late fee of \$15.00 will be added to any payment made after the 20<sup>th</sup> day of each month. There will be a \$25.00 fee for each month that no payment is received. No student owing two months' tuition will be allowed in class until the account is made current. Please do not ask us to make exceptions to this rule. **Early withdrawal must pay the daily rate for days enrolled before records can be released.**

Parents are responsible for additional costs of annual registration fees, gym clothes, textbooks, notebooks, writing paper, graduation fees, paperback books for English, art fees, fund raiser balances, etc. **Registration is non-refundable.**

All checks are to be made payable to Central Christian Academy. Tuition may be brought to the school office or it may be mailed to the school's post office box - - - **P. O. Box 800935, Houston, Texas, 77280-0935.** There will be a \$35.00 charge added to any account having a check returned. The amount of the check plus the returned check charge must be paid with cash, cashier's check, or money order. Should a second check be returned on the same account, all future transactions must be made with cash, cashier's check, or money order.

I agree to fulfill the above financial obligations of a 10-month contract for each of my children enrolled at the established rate.

**I further understand that whether this form is signed or not, that submission of these forms is agreement to the terms. Also, for each of my children that re-enroll, this contract will automatically roll over.**

# Central Christian Academy

2217 Bingle Road Houston, Texas 77055 P(713) 468-3248 F(713) 468-7322

## Fundraising Options

Central Christian Academy has two major fundraisers this year. Each family is expected to do its part to make these successful. Below are two choices. Each family is required to choose one of these options to express how it plans to help Central meet its many financial obligations that registrations and tuitions fall far short of covering. Check the option you plan to do and sign the bottom before turning-in to the office. This is vital for the success of CCA in this day and time.

- **Option 1** – You may pay a one-time fee of \$200.00 by Oct. 3rd. You are opting not to participate in the school’s 2 major fundraisers in any way.
- **Option 2 – Part 1** – You agree to sell a minimum of \$125.00 in raffle tickets and turn the money in, along with the ticket stubs, by the designated due date. You may purchase these tickets for yourself and put your name on all of them to be entered into the raffle, or you may sell them to family, friends, and neighbors. The winning raffle ticket will be drawn at the Christmas Dinner. If you have not turned-in the money and tickets before Thanksgiving week, \$125.00 will be added to your school account and must be paid before the Christmas break.  
**Option 2 – Part 2** – Also, you agree to raise a minimum of \$125.00 **profit** for our spring fundraiser. This could mean selling \$250 of product or more for a profit of \$125.00. Money will be due on or before May 5<sup>th</sup>.

**You must make a choice prior to the start of school and return this signed commitment form to the office. We cannot keep our doors open at the rates we charge without each family doing its part.**

---

**Parent Signature**

---

**Student Name**

---

**Date**

# Central Christian Academy

2217 Bingle Road Houston, Texas 77055 P(713) 468-3248 F(713) 468-7322

## Student Policies

- Lockers are school property and should be respected. Each student will be assigned 1 locker this year. It is that student's responsibility to keep it clean and free of stickers or writing inside and out. All lockers have been cleaned and fixed. There will be a fee of \$25.00 charged to your account to cover any damage that occurs.
- The desks, walls, stalls, etc., are also school property and should be treated with respect. If a student writes on or damages any of these items, there will be a fee charged to your account accordingly.
- No mp3 players, video games, earphones for music phones, etc. are allowed at school at any time. The charges for these violations are the same as for cell phone violations. Mp3 players and video games will be taken up and the charges will be applied.
- Cell phones are allowed after school. Cell phones are not to be used for music at any time.
- 3 tardies constitute an absence. Excessive absences will result in a Night School session that costs \$75.00. Continued abuse will result in expulsion and loss of credits.
- Your name should be put in your books the first day of school. If a book is found with no name in it, it will be put back on the shelf to be resold. No books will be loaned out this year for any class. There are penalties for not having your books in class. Accept the punishment and keep up with your books. Past grace has been abused and will no longer be given.
- Abusing the dress code may result in your having to wear a loaner shirt from the office. There is a \$2.00 charge for this. Otherwise, you may be sent home or someone will have to bring you a change of clothes. The shirt must be turned back in that day or a \$15.00 fee will be charged to your account.
- Concerning boys: no facial hair is allowed. If you are made to shave at school, there is a \$5.00 charge that will be automatically added to your account. It does not matter if you bring your own razor or if we provide it. This is for breaking the rule.
- Concerning boys: shirts do not have to be tucked in unless the shirt-tail is too long - (the administration reserves the right to make that determination).
- Concerning boys: a belt must be worn.
- A sports fee of \$75.00 is charged for each sport that you participate in. If you drop-off the team or get cut because of grades, the fee is still due.
- The only pierced jewelry allowed, will be for a girl's ears. No other pierced jewelry may be visible during school or any school activity.

I have read the above policies and agree to abide by them for this school year. Also, if I re-enroll, I understand that this form will remain in effect unless replaced.

This form must be returned to the office signed by both the student and a parent by the first day of school.

---

Student

---

Date

---

Parent



**CENTRAL CHRISTIAN ACADEMY**  
**2217 BINGLE**  
**HOUSTON, TEXAS 77055**  
**713-468-3248**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
(School previously attended)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City & State)

\_\_\_\_\_  
(Zip)

is hereby authorized to release to Central Christian Academy the following information:

- \_\_\_\_\_ Transcript
- \_\_\_\_\_ Standardized Test Scores
- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Immunizations
- \_\_\_\_\_ Other

\_\_\_\_\_  
(Signature Parent or Guardian)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Address)