

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
- Supply Lists
- School Calendar

Financial Contract Signed ___ Fundraiser Option Signed ___ Student Policies Signed ___ Records Requested _____

CENTRAL CHRISTIAN ACADEMY Records Received _____

STUDENT APPLICATION

713-468-3248 FAX 713-468-7322 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 _____

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 (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 15th of each month through May 15th.

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 15th, regardless of how late they entered.

The normal tuition payment will be received until the 20th day of each month. A late fee of \$15.00 will be added to any payment made after the 20th 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 15th of each month through May 15th.

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 15th, regardless of how late they entered.

The normal tuition payment will be received until the 20th day of each month. A late fee of \$15.00 will be added to any payment made after the 20th 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.

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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. Money will be due on or before May 5th.

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)