

ST. MARK CHRISTIAN ACADEMY



Student Enrollment Application

2018-2019 Academic Year

*Endeavoring to Grow the Body of Christ
Through Quality Christian Education*

2714 Frederick Blvd., Portsmouth, VA 23704

(757) 399-7176

smca@stmarkva.org



ADMISSIONS CRITERIA

St. Mark Christian Academy seeks to enroll students and families who may benefit from and are committed to the educational program and values of the school. We welcome families of all racial and ethnic origins and backgrounds. Families attending SMCA must be in agreement with the school's Statement of Faith and Cooperation. Admission to St. Mark Christian Academy is selective and is based on several factors, which include: previous school performance, teacher and personal references, entrance testing, and demonstrated citizenship qualities. **We do not have the facilities or staff to support Special Education Services. If after enrolling in St. Mark Christian Academy it is determined that your child has a special need that we are unable to meet, you may be asked to find the best school environment to meet the needs of your child.**

In addition to the previous requirements, the below criteria must be met for all SMCA students:

Pre-School to Kindergarten: (no exceptions)

- A certified raised-seal birth certificate, proof of immunization, and current Virginia School Entrance Health Form
- Applicants for PK 3 must be 3 years old by September 30th of the enrollment year
- Applicants for PK 4 must be 4 years old by September 30th of the enrollment year
- Applicants for Kindergarten must be 5 years old by September 30th of the enrollment year
- Applicants must be fully toilet-trained

1st – 4th Grades:

- A certified raised-seal birth certificate, proof of immunization, and current Virginia School Entrance Health Form
- Copy of most recent school report card and test results (within the last 12 months)
- Copy of previous school transcript (all grades), cumulative grade record and full academic support information (ex: 504 or IEP)
- Satisfactory attendance for the previous school year
- Satisfactory family interview with St. Mark Christian Academy officials
- Satisfactory behavioral history, no special educational needs
- Complete entrance testing requirements

St. Mark Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, and other school-administered programs.

ADMISSIONS PROCEDURES

I. Submitting an Application

- Each student meeting the specified admissions criteria must submit a completed Enrollment Application to the school's main office.
- Copies of the applicant's most recent report card, test results and/or transcript, academic support plans, behavioral, discipline and attendance records (*must be sent directly via fax or mail from the student's previous school*)

Final decisions regarding admission to SMCA are made by the Admissions Committee. Families will be notified of that decision and parents are required to respond within ten business days. St. Mark Christian Academy reserves the right to decline admission in all cases.

II. Enrollment

Enrollment will be considered final and your child will be listed as registered when all required items are complete, all necessary items received, and we have:

- A completed and signed Enrollment Contract
- A non-refundable/non-transferable \$50.00 Enrollment fee (*only one \$50.00 fee per family*)

III. Exceptions

Any exception to the established written admission policy will be made by the Admissions Committee. **Decisions regarding all matters of student admission are final.**

SMCA TUITION & FEES 2018-2019

ENROLLMENT FEE

- Enrollment Fee – \$50.00 per child/family
- When a family enrolls more than one (1) child, only one (1) fee is required.
- The Enrollment Fee is non-refundable and non-transferable.

TUITION

- Tuition is \$495.00 monthly, beginning September 1st and continuing for 10 months through June of the following year.
- Tuition for the month of June is \$495.00 and is due on the 1st of the month.
- A ten percent (10%) discount on tuition and before and after care discount will be applied to additional siblings.

BEFORE & AFTER SCHOOL (EAGLE'S NEST AM & PM)

SMCA offers the following extended morning and afternoon care at an additional cost.

- Before School Program (Eagles' Nest AM): 6:30 A.M - 8:15 A.M.
- After School Program (Eagles' Nest PM): 3:05 P.M - 6:00 P.M.

FEES

- Registration Fee of \$25.00 per child/family (*non-refundable and non-transferable*)
- Morning Fee \$ 75.00 per month
- Afternoon Fee \$100.00 per month
- Before & Afternoon Fee \$175.00 per month
- Drop-In Fee (AM or PM care) \$ 10.00 per day
- School Late Pickup Fee \$ 10.00 per day
- Eagles' Nest Late Pickup Fee \$ 10.00 (first 15 minutes, \$1.00 per minute after)

**Please call the school if you will be late.*

TEXTBOOK FEES

Textbook fees include all textbooks for the entire year. The 1st – 4th Grades pay a user fee for all hard back books and may not keep them at the end of the year. **Textbook fees are due no later than July 31, 2018 and are non-refundable should the student transfer to another school.**

- | | |
|---|----------|
| ▪ Textbook Fee for K3 | \$ 70.00 |
| ▪ Textbook Fee for K4 | \$100.00 |
| ▪ Textbook Fee for Kindergarten | \$195.00 |
| ▪ Textbook Fee for 1 st – 4 th Grades | \$275.00 |

STRINGS (VIOLIN) LESSON FEES

Strings classes are only offered to SMCA students in the 1st – 4th Grades. Beginner, Intermediate and Advanced lessons are provided after school, twice weekly, and are 30-minutes to 40-minutes in length. Families may provide their child with a violin or choose to use a violin provided by the school at an additional cost. **Seating for Strings classes are limited and are available on a first-come basis.**

- | | |
|-----------------------------------|-------------------|
| ▪ Strings with Instrument Rental: | \$75.00 per month |
| ▪ Strings w/o Instrument Rental: | \$60.00 per month |

FINANCIAL POLICY

- All fees, to include, tuition, extended care and strings are the same regardless of holidays, absences, or school closures.
- No refunds are given for absences or illnesses or closures due to inclement weather or emergencies.
- All fees, to include, tuition, extended care, and strings class are due on the 1st of each month, beginning September 4, 2018.
- A late fee of \$25.00 will be assessed if all outstanding fees are not paid in full by the close of business (3:30 p.m.) on the 5th day of the month. If the 5th day should fall on the weekend, payments must be paid prior to.
- A fee of \$35.00 will be assessed for all checks returned to the school by the bank for any reason. After two (2) checks are returned, all remaining payments must be made by money order or cashier's check.
- **Failure to pay on time and in full (including late fees) may result in dismissal.** While we are a Christian school, we are dependent on tuition being paid on time.

MISSION STATEMENT

The mission of St. Mark Christian Academy is to seek to create a nurturing learning environment, which provides for the spiritual, mental, intellectual, and physical growth of each child, while reaching academic excellence and strengthening Christian principles. We know that children need a variety of skills on all levels to become successful, and our goal is to provide those vital skills during their early and formative years that will prepare them and insure their success for future years. Our motto is "Young Minds Connected to a World of Knowledge."

VISION STATEMENT

Our goal for St. Mark Christian Academy is to set high academic standards while strengthening Christian principles through a strong instructional and Christian based program. We will strive to build a sense of pride in each child by recognizing his/her individual accomplishments.

INSTRUCTIONAL GOALS

Our Objectives Are:

- † To provide quality academic instructions for each child.
- † To develop within each student an affective attitude of self-discipline and responsibility.
- † To differentiate instructions so that each child might develop mentally, spiritually, and physically.
- † To provide daily opportunities for learning and discovery that will enable each child to reach his/her fullest potential.

We further believe that home and family are an integral part of the child's spiritual and academic success.

PROGRAMS

SMCA offers full-day classes for all students in K3 – 4th grades 8:15 A.M. - 3:05 P.M. The following extended care programs are offered at an additional cost:

- Before School Program (Eagles' Nest AM): 6:30 A.M. - 8:15 A.M.
- After School Program (Eagles' Nest PM): 3:05 P.M. - 6:00 P.M.

SMCA does not provide any transportation for students. Parents are responsible for bringing and picking up their child/children on time each day.

CURRICULUM

- The highly regarded A-Beka curriculum is used as the basic framework exclusively with the K3 and K4 classes, in which the teacher may incorporate games, hands-on activities and other resources to help students acquire and practice concepts in fun and interesting ways.
- Purposeful Design, A-Beka and BJU Press curricula are used with K5 thru 4th grades and are aligned with and exceed the Virginia Standards of Learning. More information about the curriculum and our school is available on our school website.
- S.T.E.A.M. (Science, Technology, Engineering, Arts and Math) activities are incorporated in all classrooms.
- Strings (Violin) is also offered at an additional fee as an extracurricular class in the afternoons for students in the 1st – 4th Grades.

SUBJECTS OFFERED

<p><u>K3</u> Bible Mathematics Language & Reading Phonics Colors & Shapes Skills Development Gross Motor</p>	<p><u>K4</u> Bible Mathematics Language & Reading Phonics Science Handwriting Colors & Shapes Skills Development Gross Motor</p>	<p><u>Kindergarten</u> Bible Mathematics English Language Arts Reading Language Arts Phonics Science Social Studies Handwriting Health and P.E.</p>	<p><u>1ST Grade</u> Bible Mathematics English Language Arts Reading Language Arts Spelling Science Social Studies Handwriting Health and P.E.</p>
<p><u>2ND Grade</u> Bible Mathematics English Language Arts Reading Language Arts Spelling Science Social Studies Handwriting Health and P.E.</p>	<p><u>3RD Grade</u> Bible Mathematics English Language Arts Literature Spelling Science Social Studies Health and P.E.</p>	<p><u>4TH Grade</u> Bible Mathematics English Language Arts Literature Spelling Science Social Studies Health and P.E.</p>	<p><u>Additionally, ALL grade levels partake in:</u> Arts Spanish Library Computer Personal Development</p>

DRESS CODE

The uniform is seen as an external statement of the quality of education offered at SMCA. Our dress code demonstrates a sense of unity and discipline, helping to keep us focused on Christ and not ourselves or one another. It is expected that parents will assure that all students comply with the dress code policy and all of its requirements. **Jeans/denim, tanks and sleeveless shirts, and hats or other headgear are not allowed. Uniforms must be worn daily. Any changes to the school attire will be authorized at the discretion of the school principal.** Uniform items may be ordered from the SMCA French Toast school website. Violation of the dress code may result in disciplinary action. **The official colors of SMCA are navy blue and yellow.**

GIRLS' Uniforms shall consist of:

- † Solid navy jumpers, skirts, skorts, or pants (dress or Docker style)
 - Must be modest, falling below the length of the fingers when arms are at the side
 - Must not be tight or form fitting
- † Solid yellow or navy collared blouse
- † Solid yellow or navy collared knit shirt
- † Solid navy, yellow, or white tights or socks (*no prints*)
- † Solid navy cross tie (*wearing of this item is optional*)
- † Solid navy cardigan sweater or sweater and hoodie (*wearing of this item is optional*)
- † T-shirts with our school logo
- † Shoes or sneakers (*without heels*)

BOYS' Uniforms shall consist of:

- † Solid navy pants (dress, uniform or Docker style)
 - Must not be skinny or overly baggy in style
- † Solid yellow or navy knit collared shirt
- † Solid navy or white socks
- † Solid navy cardigan or pullover sweater or sweater and hoodie (*wearing of this item is optional*)
- † T-shirts with our school logo
- † Black belt for pants
- † Shoes or sneakers

The following items are unacceptable for boys to wear to school:

- † Earrings, jewelry, or piercings
- † Pants without a belt (except K3)

ST. MARK CHRISTIAN ACADEMY

2018-2019 Application

<u>Check List (ALL Students)</u>	<u>Additional For New Students</u>
<input type="checkbox"/> Completed Application	<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Questionnaire	<input type="checkbox"/> Official Records Request (K5-4th)
<input type="checkbox"/> Statement of Cooperation	<input type="checkbox"/> Previous Report Cards (2 yrs.)
<input type="checkbox"/> Enrollment Fee (\$50.00)	<input type="checkbox"/> Standardized Testing (2 yrs.)
<input type="checkbox"/> EN Registration Fee (\$25.00)	<input type="checkbox"/> SPED Documentation (if applicable)
<input type="checkbox"/> Book Fees (varies, due July 31 st)	
<input type="checkbox"/> Current VA School Health Form	
<input type="checkbox"/> Custody Agreement (if applicable)	

<u>Office Use Only</u>
Date Application Rec. _____
Date Birth Cert. Rec. _____
Date Health Form Rec. _____
Date School Records Rec. _____
Input in Gradelink _____
Enrollment Fee Paid _____
EN Registration Fee Paid _____
Book Fees Paid _____
Other:

STUDENT INFORMATION

Last Name:		First Name:		Middle Name:	
Preferred Name:			Date of Birth:		Current Age:
Entering Grade:	Race/Ethnicity:		Male _____ Female _____		
Primary Address: (Street)					
(City)		(State)		(Zip Code)	
Primary Phone:			Primary E-Mail Address:		
Student Lives With:			Is There A Custody Agreement? Yes No		
Church Affiliation:			Pastor:		

Does Student Require:	Before School Care (Eagles' Nest AM) _____
<i>*Check Both if Applicable*</i>	After School Care (Eagles' Nest PM) _____

STUDENT MEDICAL INFORMATION

Physician:		Phone:	
Dentist:		Phone:	
Preferred Hospital:		Address:	
Insurance:		Policy Number:	
ALLERGIES: (Please list ALL allergies, including food allergies, along with medical documentation to support)			

PARENT/GUARDIAN INFORMATION

<u>Father's Information</u>			
Last Name:	First Name:	Middle Name:	
Preferred Name:	Allowed to Pick Up Child? Yes No	Emergency Contact? Yes No	
Primary Address: (Street)			
(City)	(State)	(Zip Code)	
Primary Phone:		Cell Phone:	
Employer:		Job Title:	
Business Phone:		E-Mail Address:	

<u>Mother's Information</u>			
Last Name:	First Name:	Middle Name:	
Preferred Name:	Allowed to Pick Up Child? Yes No	Emergency Contact? Yes No	
Primary Address: (Street)			
(City)	(State)	(Zip Code)	
Primary Phone:		Cell Phone:	
Employer:		Job Title:	
Business Phone:		E-Mail Address:	

<u>Other Legal Guardian (if applicable, legal documentation required)</u>			Relation:
Last Name:	First Name:	Middle Name:	
Preferred Name:	Allowed to Pick Up Child? Yes No	Emergency Contact? Yes No	
Primary Address: (Street)			
(City)	(State)	(Zip Code)	
Primary Phone:		Cell Phone:	
Employer:		Job Title:	
Business Phone:		E-Mail Address:	

- **If divorced/separated, primary custody belongs to:** Mother _____ Father _____
- **Other parent has permission to receive:**
 Academic Info. _____ Financial Info. _____ All Correspondence _____

Copies of legal documentation required

FINANCIAL RESPONSIBILITY

Name of Responsible Person(s) to Appear on Billing:		
Address: (Street)		
(City)	(State)	(Zip Code)
Primary Phone:	Alt Phone:	

EMERGENCY CONTACTS/ AUTHORIZED PICK UP *(other than parents)*

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Name:	Relation:
Primary Phone:	Alt Phone:
Allowed to Pick Up Child? Yes No	

Application Affirmation

I hereby confirm that all information provided in this enrollment application is thorough and correct to the best of my knowledge. I understand that any changes needing to be made to this application must immediately be submitted to the main office in writing and that I will provide copies of all legal documentation where required.

Signed: _____ **Print:** _____ **Date:** _____

QUESTIONNAIRE

Parent's Name _____ Student's Name _____

How did you hear about our school?

___ Building Signage/Drive-By ___ Member of SMMBC ___ Friend/Colleague
___ Social Media/Website ___ Television Broadcast
___ Family Referral (please provide name for family to receive credit) _____

Has the applicant ever: () skipped or () repeated a grade? If so, what grade(s)? _____

Reason _____

Has the applicant ever been dismissed or withdrawn from school for academic or behavioral reasons?

() No () Yes If yes, reason _____

Does the applicant have any physical or emotional conditions requiring special consideration?

() No () Yes If yes, reason/explanation _____

Has the applicant ever been diagnosed as having any learning disorders or disabilities?

() No () Yes If yes, please explain _____

Does the applicant take prescription medication that will affect classroom performance or have any allergies?

() No () Yes If yes, please explain _____

Does the applicant have any unusual factors in his/her life that might require special consideration? (i.e. absent parent, loss of a family member, extended family in the home, accidents or serious illness, etc.)

() No () Yes If yes, please explain _____

Does the applicant live with: () Parents () Mom () Dad () Other _____

If the applicant lives with anyone other than parents, is there a custodial agreement filed with the courts?

() No () Yes If yes, please explain _____

STATEMENT OF COOPERATION



Parents' Names: _____ Student's Name: _____

In enrolling my child, it is my desire to have him/her complete the 2018-2019 school year. It is also my understanding that the policy of the school is to make no refunds on registration, application or tuition fees. I give my permission for my child to take part in all school activities, and school sponsored trips away from the school premises, and I absolve the school from liability to me or my child because of injury to my child at school or during any school activity.

It is also my understanding that students are admitted for one year at a time and SMCA reserves the right to dismiss a student at any time during the school year for poor behavior, failure to pay tuition on time, or discovery that a child has a special need that we cannot meet. Any student, who persistently neglects work, fails to meet academic standards, exercises poor citizenship, fails to cooperate, or is consistently late may be asked to withdraw from the school. I acknowledge that I will still be responsible for any unsatisfied payments charged prior to separation from the school. **I understand, accept, and give my permission for photographs of my child at school sponsored events to be taken and used on the school's website, social media and in school publications.**

Discipline Agreement

I agree that the faculty and administration are given discretion in the discipline of our child(ren) and that appropriate consequences will be determined by age of the child and offense. I further understand that the school administration reserves the right to dismiss, expel, or suspend any student at any time according to the guidelines stipulated in the handbook.

Matthew 18 Principle

I agree to follow the Matthew 18 Principle and always go to the person directly involved to work out any problems that I may encounter.

Example: Teacher → School Administrator → Pastor (Headmaster) → SMCA School Board.

Financial Agreement

School salaries and operating expenses are paid by tuition. Knowing the financial agreement by parents is very important to the financial stability of the school, I agree to pay enrollment, registration, book, tuition and any other fees in accordance with the 2018-2019 Tuition and Fee Schedule. **I understand that monthly payments are due by the 1st of the month, and are considered late and subject to a \$25.00 late fee when received after the close of business (3:30 p.m.) on the 5th of the month. When the 5th of the month falls within a weekend or holiday, fees are due on the last business day prior to the 5th.** At any time during the year, report cards, progress reports and/or school records will be held until all outstanding and miscellaneous fees (tuition, extended care, late fees, etc.) have been paid. If tuition and/or extended care fees become more than ten days in arrears, the child/children may not attend classes until payment is submitted or arrangements made with the Principal.

Parental Cooperation Agreement

In full cooperation with the school, we will endeavor to attend parent/teacher meetings. I agree to read the SMCA handbook, and cooperate fully with the policies and purposes of the school. Failure to work in positive agreement with all school policies, faculty and staff, and to meet all financial obligations, including paying book, tuition, and strings fees in full, including late fees in a consistent and timely manner, will result in termination of services. I agree that all school paperwork and submitted paperwork becomes the sole property of the school. When transferring to another school, education records will be faxed and/or mailed to the new school at the school's request. I agree not to sue SMCA for any reason and agree to resolve any disputes through legally binding arbitration with SMCA Administrators and the Headmaster. I understand that breakfast items are not to be brought to school; however, if my child does not like or is allergic to what is being served for lunch, I may send in a lunch that does not require microwaving or refrigeration. I also agree to follow all ACSI AdvancED Accreditation requirements as SMCA works to attain full accreditation.

I hereby acknowledge that I/we have read the preceding aspects and agree to comply with each of their requirements as stated, and all information provided is true to the best of my/our knowledge.

Signature(s)

(Parents or Guardians)

Date _____

(Parents or Guardians)

Date _____