

For Office Use Only

Application # _____ Fee _____
Birth Certificate _____ Shots _____
P/S Agreement _____
Medical Info. Form _____
Request for Records _____



Faith

Christian Academy

138 Greensburg Road
Martinsburg, WV. 25404
info@faithchristianacademy.net
www.faithchristianacademy.net

NEW PRE-K-K STUDENT ADMISSIONS APPLICATION

Print each student's full legal name:

First	Middle	Last	Student Goes By:	Race	Gender	*Birth Date

* Pre-K4 students must be four years old by July 1st.

Home Address: _____
(Number & Street) (City) (State) (Zip)

Home Phone Number: _____

Family Information (Grandparents will be invited to a special "Grandparent's Day" held in the spring.)

Father's Name: _____ Occupation: _____

Cell Phone _____ E-Mail: _____

Employer/Address: _____ Wk Phone: _____

Paternal Grandparents: _____
(Names) (Phone)

(Address) (Email)

Mother's Name: _____ Occupation: _____

Cell Phone _____ E-Mail: _____

Employer/Address: _____ Wk Phone: _____

Maternal Grandparents: _____
(Names) (Phone)

(Address) (Email)

Parent's Marital Status: Married ___ Divorced___ Remarried ___ Single ___

If separated/divorced or child's residence is not with biological parents, please include all necessary addresses and explain legal custody and rights to information (attach separate sheet if necessary).

(If requested, Faith Christian Academy will provide both legal parents information unless a court order indicates otherwise. Please provide copies of court orders that pertain to parental rights.)

School Record

Pre-School last attended _____ Phone _____

Address _____
(Street) (City) (State/Zip)

Why do you seek admission to Faith Christian Academy? _____

Has your student ever been suspended, dismissed, or expelled from Pre-School? _____ yes _____ no

If yes, please explain. _____

Name of Primary Pre-School Teacher: (FCA may contact as a reference) _____

Spiritual Information

Do you have a personal relationship with Jesus Christ? _____ Students _____ Father _____ Mother

Church attending _____ Member? _____

Name of pastor _____ Phone _____

Financial Information: (Please refer to Tuition and Fee Schedule for amount owed per child.)

****A non-refundable registration fee of \$100 per child must accompany this application form.**

Person responsible for tuition _____ Phone _____

Address _____

Please choose a payment plan and estimate your tuition below; final determination will be made by FCA:

- 1. _____ Full payment (made to FCA)
- 2. _____ Twelve monthly payments to FACTS Management Services (Automatic Bank Withdrawal)

First Student: _____ Grade: _____ Tuition Amount: _____

Second Student: _____ Grade: _____ Tuition Amount: _____

Third Student: _____ Grade: _____ Tuition Amount: _____

Fourth Student: _____ Grade: _____ Tuition Amount: _____

To request an application for financial assistance contact the Business Manager at 304-263-0011, ext. 226.

Total Tuition: _____

Faith Christian Academy
Parent/Student Agreement

1. **Privilege of Attendance:** I/We understand that my/our child's attendance at Faith Christian Academy is a privilege and not a right. If at any time my/our child's conduct, academic progress or cooperation with the School's authorities is not in keeping with the School's requirements or regulations, I/we understand that the administrator reserves the right to expel my/our child. Further, I/we agree that in the event that I/we cannot continue to support Faith Christian Academy relating to the progress of my/our child, I/we agree to withdraw my/our child from Faith Christian Academy in a quiet and orderly fashion. I/we understand and accept that if I/we withdraw or are requested to withdraw my/our child, no refund of registration fees or used tuition will be made.
2. **Acceptance of Handbook:** As a parent/guardian, I/we accept all regulations of the School as presented in the *Faith Christian Academy Family Handbook* (incorporated by reference as if fully set forth herein), including the *Faith Christian Academy Statement of Faith and Biblical Code of Conduct*, and fully support the School Board, administration and staff in observance of such regulations and Doctrine and support the Christian learning environment created by Faith Christian Academy.
3. **Volunteers:** Faith Christian Academy requires all volunteers who may have direct and possibly unsupervised contact with students to complete a "volunteer application" and submit to varying levels of background checks. I/we agree that if I/we desire to "volunteer" in these capacities (including, but not limited to, chaperoning field trips and serving in a classroom) I/we will be required to meet the criteria of a "biblical role model" as defined by scripture and Faith Christian Academy board policy. I/we agree to read the "Volunteer Policy" and complete a "Volunteer Application" before volunteering for the school.
4. **Student Discipline:** I/We authorize Faith Christian Academy to employ such love-motivated discipline as it deems wise and expedient for my/our child in accordance with the standards the school sets for itself.
5. **Tuition and Fees:** I/We agree to pay all tuition and fees within the requirements outlined in the *Faith Christian Academy Family Handbook*. I/We understand and agree that all fees are paid directly to Faith Christian Academy and are **NON-REFUNDABLE**. I/We agree to strive faithfully to meet our tuition obligation every month in which it is due. I/We understand that once our July payment (1/12 of total tuition due) is made, that payment is non-refundable. We also understand that the August tuition payment becomes non-refundable once our child attends at least one day of school. I/We understand that if I/we drop our children off before the official school day begins, or pick them up after the official school day ends, we will be charged for Before/After Care at a nominal cost per half hour or fraction thereof, per child.
6. **School Activities:** In submitting this application for my/our child, it is my/our desire to have him/her attend the school this year. I/We give permission for my/our child to take part in all school activities, including sports and school-sponsored field trips away from school premises, and absolve the school from any liability to us/me or my/our child because of any injury to my/our child at school or during any school activity. In case of an accident, allergies or serious illness, I/we request the school to contact me/us but we also waive and release Faith Christian Academy from any liability in regards to these circumstances. I/We hereby authorize Faith Christian Academy; its staff, or volunteer to administer first

aid as needed during the school day for our children. We also give consent on behalf of our children to any emergency first aid or medical care by any physician, nurse, hospital, or attendant that is deemed necessary or expedient by said physician, nurse, hospital, or attendant as a result of any involvement in activities during the school day. If Faith Christian Academy is unable to contact me/us or the provided emergency contact when circumstances indicate immediate action is required, the school may make whatever arrangements are required in its best judgment.

7. **Release of Students:** I/We hereby attest that I/we have legal physical custody of my/our child and that no other person has legal physical custody of the student. I/We acknowledge and agree that Faith Christian Academy may release the child to the custody of any person possessing legal physical custody of the student and to any person duly authorized **in writing** by any person possessing legal physical custody of the student.

I/We promise to notify Faith Christian Academy immediately in writing of any change regarding which persons have legal physical custody of the student and any change regarding the authority of Faith Christian Academy to release the student to the persons designated above. Additionally, I/we promise to notify Faith Christian Academy immediately in writing of the existence of any custody dispute involving the child, including any custody dispute existing at the time of this Agreement.

8. **Christian Conflict Resolution:** In the highly unlikely event that I/we are ever unable to resolve a dispute with Faith Christian Academy, I/we agree to attempt to resolve the dispute without litigation. By signing this Agreement, I/we agree with Faith Christian Academy that any claim or dispute arising from or related to this agreement and my/our child's attendance at Faith Christian Academy shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, (www.iccpeace.com).

I/We will attempt to mediate and resolve all disputes within Faith Christian Academy structure as outlined in the *Faith Christian Academy Family Handbook*. However, if mediation is not reached then we will mutually agree to an outside arbitrator or if I/we cannot agree then one will be picked by Peacemaker Ministries. Judgment upon an arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods **shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes**, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of West Virginia and venue for mediation/arbitration will be in Berkeley County, West Virginia. Of course, Faith Christian Academy is required to maintain certain insurance policies. Therefore, this conflict resolution provision is conditioned upon agreement by the school's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by Faith Christian Academy.

8. **Indemnification:** I/We agree and promise to indemnify Faith Christian Academy against any damages arising from any misrepresentation made herein and against any damages arising from the undersigned's failure to timely notify Faith Christian Academy pursuant to the promises set forth in the preceding paragraphs.

9. Faith Christian Academy is required by law to communicate the following statement:

In compliance with the regulations of the Federal Code (40 CFR §§763.93[g][4] and 763.84[f]), notice is hereby given that *Faith Christian Academy* has been inspected and found asbestos-free. In addition, *Faith Christian Academy* has established and maintains an asbestos abatement management plan, a copy of which is available for inspection by contacting the plan administrator.

The *School Board of Faith Christian Academy* has appointed Mr. Eric L. Kerns, School Administrator, as the plan administrator and has instructed that copies of the management plan be kept in his school office. Anyone wishing to inspect the school's management plan may do so by contacting:

Mr. Eric L. Kerns
Asbestos Abatement Management Plan Administrator
Faith Christian Academy
138 Greensburg Road
Martinsburg, West Virginia 25401
304-263-0011

By signing this Agreement, the undersigned agrees that they have read, understand and agree to be bound by this Agreement and the Faith Christian Academy Family Handbook including but not limited to the Statement of Faith, Biblical Code of Conduct and Christian Conflict Resolution clause and I/we have read, understand and agree to be bound by all FCA policies. NOTE: The Parent or Parents who have the educational decision making rights for the child must sign this agreement.

_____ Date: _____
(Signature of Student, Grade 9-12)

_____ Date: _____
(Signature of Father/Guardian)

_____ Date: _____
(Signature of Mother/Guardian)