

PASSAGE Christian Academy

Admissions Packet

The PASSAGE Christian Academy is an outreach ministry of PASSAGE Ministries, Inc.

PASSAGE Christian Academy

Our Mission

The mission of the PASSAGE Christian Academy is to provide children a superior, well-rounded academic education and foundation in an environment that fosters a healthy Christian lifestyle in preparation for world leadership and success—in both the Kingdom and secular arenas.

Our Approach

Through use of 21st century curriculum, progressive methods, skilled and spirit-led staff, and integration of biblical principles, PASSAGE Christian Academy offers the best Christ-centered learning experience for children in Alachua County.

Our Education Philosophy

Students receive an initial assessment and then personalized instruction tailored to their strengths and needs by a team of highly skilled educators and aides. Our core curriculum includes the nationally recognized A.B.E.K.A. curriculum for kindergarten through first grade, the A.C.E. (*Accelerated Christian Education*) curriculum for grades 2-12, in addition to Florida Virtual School options for middle and high school students. Other customized instruction and group curriculum will also be utilized. Students will be involved in individual, small group, and large group learning opportunities based on the Florida Next Generation Standards (*formerly Florida Sunshine State Standards*). The focus will be on mastering the basic skills of education and the developing and refining of higher level thinking skills. The FCAT is not administered; instead a balanced evaluation system is utilized.

Foundation of Beliefs and Practices

PASSAGE Christian Academy (PCA) was divinely inspired as part of a larger vision supported by the following foundation of beliefs and practices:

- **Biblical Philosophy.** The fear of the Lord is the beginning of wisdom and knowledge. The Word of God is the source of all truth, religious and secular, and is authoritative in all matters of life. Therefore, the teaching of the Bible as a core subject is essential to the academic curriculum at PCA. For more detail, reference the PASSAGE Family Church Statement of Faith.
- **Parental Responsibility.** Parents have the primary and ultimate responsibility for the education of their children. A Christian school education is best achieved through a partnership between parents and educators. The teachers may stand in place of the parents in portions of the educational process but will never usurp parental authority or responsibility.
- **Biblical Integration.** Morality, values, and character development must penetrate all areas of life. Therefore, the biblical integration of every planned learning experience is crucial to effective Christian education.
- **Academic Excellence.** Every community benefits from individuals who have been taught to pursue excellence. Therefore, PCA is committed to academic excellence and maximizing each student's potential in order to prepare them for achieving future success and reaching their God-given potential. Mediocrity and poor performance are unacceptable as a matter of course.
- **Critical Thinking.** All of our thinking and decision-making is influenced by our worldview. Students must be trained and learn how to think, process information, and think critically through a biblical framework or worldview.
- **Consistent Discipline.** A positive, caring, safe, and accepting environment is conducive for maximum learning. Students must learn self-control, respect for authority, and take personal responsibility for their own actions and behavior. Therefore, the school's discipline policies and procedures are designed to be consistent, fair, and loving, and mold hearts as we teach responsibility.
- **Well-Rounded Education.** It is imperative that students learn and retain a core, foundational body of knowledge in core subject areas such as math, science, English, and history at each grade level. In addition, a well-rounded education addresses the needs of the whole person (spirit, heart, body, and mind). An emphasis must be placed on the acquisition of this foundational learning in the core academic subjects, in addition to the Bible. There must also be related arts programs and extracurricular programs for the purpose of developing the total student and providing non-academic options for personal growth, creativity, and development. To this end, PCA plans to include organized sports and drama programs, for example. However, excellence in academic achievement will always be the primary focus of PCA.

- **Outstanding Leadership.** Effective leaders are the core element in the success of any organization. It is the goal of PCA to hire and retain the best administrators, teachers, and staff members for the purpose of accomplishing its goals with excellence. Christian schoolteachers must have a testimony of salvation. Professional development of faculty and leadership are vital for the development and growth of educators and schools. Appropriate certification and continued and constant professional, personal, and spiritual growth is expected of all faculty members. All leaders must be evaluated regularly commensurate with their responsibilities in order to enable each staff member to successfully and productively accomplish the goals and mission of the school.
- **Institutional Accountability.** PCA is a responsible non-profit corporation. The school is responsible fiscally and organizationally to an appropriate board and/or chief executive. In addition, the school is accountable to the accrediting organization.
- **School Improvement.** Any successful school must be involved in a plan of consistent evaluation and assessment for continuous improvement. PCA will always seek to improve and grow for the purpose of being the very best we can be as an educational institution and an instrument of God in the development of young lives.

PASSAGE Christian Academy

Admissions Policy

It is our goal to meet the academic, spiritual, and social needs of as many students as possible. However, admissions are limited to those students and families who support and are willing to comply with the mission of PCA, whose educational and physical needs can be met by our existing program, and who comply with all state and county requirements for matriculation. By enrolling at PCA, all students accept being taught the Bible as reflected in our Statement of Faith. They accept that their behavior in and out of school may directly affect their ability to attend PCA.

Enrollment (as determined by a new student evaluation and application process) is conditional on acceptable academic progress, general maturity, and behavior. Those students not meeting the acceptable academic progress, general maturity, and behavior requirements will not be permitted to enroll. Existing students who consistently voice and/or demonstrate a desire not to be enrolled usually affect the attitude of other students, and thus, will not be permitted to maintain enrollment.

To ensure a successful learning environment for all students, it is essential that the students and parents accept, support, and follow the standards and policies of PCA.

AGE REQUIREMENTS

- Children entering K5 must have their 5th birthday before September 1st.

ACADEMIC REVIEW

- All prospective students will be given an entrance assessment to determine grade or course placement and to determine if the student meets the educational expectations of the school. Proper initial placement is critical to proper development and advancement.
- If it is determined by the Principal that PCA does not have the facilities (e.g., specialized curriculum materials) or specially qualified faculty to meet the academic, physical, or emotional needs of a given student, that student may be denied admission.

NEW STUDENT PROBATION

All new students will be on probationary status for the first 45 school days. If during this probationary period it is determined by the Principal that the student, for whatever reason, has not been able to adapt to the PCA environment, that student's enrollment may be terminated.

DISCIPLINARY REVIEW

Expulsion from another school, out-of-school suspension, or other disciplinary action may prevent enrollment of a new student. A full copy of this policy is included in the Parent/Student Handbook. A copy will be given to you during the parent interviews.

UNIFORMS

Students wear school uniforms while on campus; uniforms will consist of a PCA collared shirt and standard khaki or blue twill pants for boys and a PCA collared shirt and solid skirt or khaki pants for girls.

PASSAGE Christian Academy

2012-2013

FOR OFFICE USE ONLY	
Date Received _____	Rec'd By _____

PAYMENT WORKSHEET

In order to process your registration, it is necessary to have the following information. Please print and fill out completely. **It is only upon receipt of all applicable forms and fees that a student is considered “enrolled.”**

Father/Male Guardian _____ Mother/Female Guardian _____
 Social Security # _____ Social Security # _____

Fee Schedule 2012– 2013	Child #1	Child #2 +	Total Due
Application Fee	\$50	\$25	
Testing Fee <i>Included in application fee</i>	\$0	\$0	
Open Enrollment <i>(February 6, 2012- May 28, 2012)</i>	\$ 100.00	\$ 50.00	
Late Enrollment <i>(Starting May 29, 2012)</i>	\$150.00	\$100.00	
Curriculum Fee K5--5th grade	\$200	\$200.00	
6th grade--12th grade	\$200	\$200.00	
Tuition <i>(11 month payment plan with first payment due 07/02/12 and thereafter DUE 1st of every month)</i>			
K5 – 5th <i>(FULL rate \$4,000.00)</i>	\$363.00	\$327.00	
6th – 12th <i>(FULL rate \$4,500.00)</i>	\$409.00	\$368.00	
Prime Time After School Tutoring K5-12th <i>(After 3:00 PM)</i>	FREE	FREE	

Please indicate (circle one) if you would like to enroll in **Prime Time After School Tutoring** Yes No

Address: _____

City/State/Zip: _____

Contact Phone: _____

Alternate Phone: _____

E-mail Address(es): _____

	<i>Child's Full Name</i>	<i>Entering Grade</i>	<i>Start Date</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**PCA is on a 12-month schedule for collections: 1 month (June) for test, enrollment, other fees; 11 months (July-May) for tuition payments.*

Payment Policies:

- All forms must be completed and applicable fees collected before a student is considered “enrolled.”
- Enrollment and Curriculum fees are non-refundable and due no later than June 29, 2012.
- Additional fees will be collected for certain classes, labs, activities, and extracurricular events.
- MasterCard and Visa payments will have a \$5.00 service fee.

Tuition amounts for a given family are determined by grade and number of children enrolled. The oldest child in the family is always considered the first child and is charged the published standard rate. **All children with Step Up For Children or McKay scholarships receive NO ADDITIONAL DISCOUNTS.* Families are then responsible for the difference between published tuition rates and scholarships awarded.

**Scholarships will be available this year. If you are interested in scholarships, please speak with the Principal during your interview.*

Tuition payments may be made by cash, check, or MasterCard/Visa and are due on the 1st of each month. Tuition is considered late on the 2nd of the month, at which time a \$15.00 late fee will be added. If the account is not paid in full by the 15th of the month, the student will not be allowed to return to school until the account is paid. If payment is not received by the end of the second month, the student will be officially withdrawn. There will be a \$35.00 fee for any returned check. After a second returned check, only cash will be accepted.

Tuition may be paid in one annual payment, two semi-annual payments, or in 11-monthly installments beginning July 2, 2012. Annual payments will be discounted 5% of the annual tuition amount only and collected at the time of enrollment. Semi-annual payments are due on July 2, 2012 and January 1, 2013. 5% yearly tuition pre-pay discounted rates are as follows:

K5-5th grade: \$3,800.00 6th grade-12th grade: \$4,275.00

PLEASE NOTE: There will be no loitering allowed after school hours. All students remaining after 3:00pm must be released to Prime Time After school Tutoring or a supervised after school program.

I/We agree to pay PCA the appropriate fees as determined by this payment schedule and to adhere to the payment policies as noted. I/We understand that if my/our account should become delinquent, additional charges may be applied and the enrollment of my/our child(ren) could be revoked. I/We further understand that transcripts, report cards and SAT's will not be released for any student with an outstanding account balance. *We acknowledge that we are subject to all policies set forth by PASSAGE Christian Academy.*

THIS FORM MUST BE NOTARIZED

Signature of Parent or Legal Guardian

Drivers License Number

State of Florida, County of Alachua

The foregoing instrument was subscribed and sworn to before me this ____ day of _____, 20____

by _____, who is personally known to me or who has produced a driver's license or _____ as identification.

Signature of Notary Public, State of Florida

If applicable, third party responsible for the payment of this account:

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

City/St/Zip: _____

Cell Phone: _____

Signature of Responsible Party:

_____ Relationship to student: _____

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Enrollment requirements

All information provided to PASSAGE Christian Academy regarding your child(ren) and family will be kept strictly confidential and used only for the purpose for which it was intended.

THE FOLLOWING FORMS ARE REQUIRED IN ORDER TO COMPLETE REGISTRATION

1. ___ Admissions Policy and Requirements
___ Payment Worksheet (Notarization Required)
___ Family Information
___ Educational Background
___ Emergency Treatment Authorization (Notarization Required)
___ Parent/Student Handbook Attestation, Student Pledge of Conduct & Internet/Computer User Agreement
___ Enrollment Agreement Summary
___ Records Release
2. ___ Fees paid and up-to-date as outlined on Payment Worksheet.
3. ___ Copy of student Birth Certificate.
4. ___ Certificate of Immunization-Shot Record (Original blue Form)
5. ___ Health Physical Examination (Original yellow form)
Placement testing is required for all students prior to enrollment.
6. ___ Kindergarten Readiness Test **OR**
7. ___ 1st –12th grade Diagnostic Test

An appointment with the Principal will be scheduled upon receipt of the following:

8. ___ Copy of most recent report card
9. ___ Copy of most recent FCAT, SAT, or other standardized achievement test results

An interview with the Principal is required for all families.

Students are not considered enrolled until they have met with the Principal.

10. ___ Principal Interview

NON-PROFIT, NON-DENOMINATIONAL AND NON-DISCRIMINATING

PASSAGE Christian Academy (PCA) is a subsidiary of a non-profit, 501(c) 3 Corporation. PCA is an integrated ministry of PASSAGE Ministries, Inc. dba PASSAGE Family Church and is tax exempt and operates as a non-denominational institution for Christian education serving Alachua County, Florida.

PCA may admit students of any race, gender, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. PCA does not discriminate on the basis of race, gender, color, or national and ethnic origin in the administration of its educational policies, admissions policies, tuition assistance programs, and other school administered programs, nor in the hiring of faculty or administrative staff.

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NEW STUDENT APPLICATION

Educational Background

Parent Name: _____

Address and Phone #:

Student Name: _____

Date of Birth: _____

Grade Entering: _____

List below all schools your child has attended (include home schooling).

Name of School	City/State - Area Code/Phone Number	Dates of Attendance	Grade

Reason for applying to PASSAGE Christian Academy

Has any grade been repeated? If yes, what grade? _____ Yes No

Has applicant had any discipline problems? Yes No

Has applicant been suspended or expelled? Yes No

Has applicant ever been arrested? Yes No

Are there any physical, emotional or mental problems or disabilities that may affect activities or progress? Yes No

Has applicant ever taken any type of psychiatric, psychological or educational testing other than the regularly administered school achievement tests? Yes No

Has applicant ever been seen by a psychiatrist or psychologist? Yes No

Has applicant ever received E.S.E. (Exceptional Student Education) services **OR** does the applicant have a current I.E.P. (Individual Education Plan)? Yes No

Has applicant been diagnosed as being A.D.D. or A.D.H.D.? Yes No

Has applicant ever received tutoring or therapy? Yes No

If you answered yes to any of these questions, please explain. _____

Has applicant been acknowledged for any special achievements in academics or other school related activities such as sports or the arts? If yes, please comment. _____

What are the applicant's hobbies or interests? _____

Does applicant consider himself/herself as a dedicated student regarding homework and study habits? _____

Does the applicant proclaim Jesus Christ as his/her Savior and believe that by God's grace and through the shed blood of Jesus Christ that they are born again of the Holy Spirit and thereby are a child of God? _____

Is the applicant a member of a church body or regularly attend a local church? _____ If yes, what church? _____

Approximately how long? _____

Pastor's Name _____

If accepted for enrollment, it is understood that parents/guardians/students are voluntarily choosing to attend PASSAGE Christian Academy and will accept and adhere to all policies regarding discipline, dress code, financial obligation, and any other guidelines for conduct outlined within our publications.

Parent/Guardian Signature

Parent/Guardian Signature

Student Applicant Signature

Date Signed

Educational Background 01/11

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FAMILY INFORMATION

(For accuracy, please print.)

Father/Male Guardian_____

Mother/Female Guardian_____

Mailing Address_____

Mailing Address_____

City_____ Zip_____

City_____ Zip_____

Phone #'s Home_____

Home_____

Work_____

Work_____

Cell_____

Cell_____

*Please indicate unlisted phone numbers with an asterisk**

E-mail Address_____

E-mail Address_____

Employer Name_____

Employer Name_____

Occupation_____

Occupation_____

Church Affiliation _____

Church Affiliation _____

Pastor's Name _____

Pastor's Name _____

Marital Status (*Please circle.*) Married Widowed Separated* Divorced* Re-married Single

*With whom do(es) your child(ren) live? _____

If necessary, it is the sole responsibility of the parent to provide the school with any documents regarding legal issues or custody.

List all children that are applying for enrollment.

Student Name _____

Last

First

Middle

Entering Grade Level _____

Date of Birth _____

Gender Male / Female

Social Security # _____

Preferred Name _____

Student Name _____

Last

First

Middle

Entering Grade Level _____

Date of Birth _____ Gender Male / Female Social Security # _____

Preferred Name _____

Student Name _____

Last

First

Middle

Entering Grade Level _____

Date of Birth _____ Gender Male / Female Social Security # _____

Preferred Name _____

Student Name _____
Last First Middle
Entering Grade Level _____
Date of Birth _____ Gender Male / Female Social Security # _____
Preferred Name _____

***Please fill this section out as completely as possible. Students will not be enrolled without this information.

Emergency Contacts other than parents:

1. Contact Name _____ Relationship _____

Home Phone _____ Business Phone _____ Cell Phone _____

2. Contact Name _____ Relationship _____

Home Phone _____ Business Phone _____ Cell Phone _____

3. Contact Name _____ Relationship _____

Home Phone _____ Business Phone _____ Cell Phone _____

Only the following people are permitted to pick-up my child(ren). ID will be requested at time of pick-up.

NAME	PHONE	RELATIONSHIP

PLEASE LIST ANYONE WHO MAY NOT PICK UP YOUR CHILD(REN)_____

If necessary, it is the sole responsibility of the parent to provide the school with any documents regarding legal issues or custody.

Family Information – 01/11