



Early Childhood Application for New Families

2011-2012

The following steps need to be completed for admissions into Penn Christian Academy's Early Childhood Program.

Step 1: Schedule a Tour

Each Family who wishes to enroll at PCA is required to take a tour of our program. You can schedule a tour by calling our Admissions Office at (610)279-6628, ext. 114.

Step 2: Application Process

Please review the following:

- Statement of Faith
- Parents as Partners Agreement
- Family Life Values Statement & Educational Philosophy

You will need to complete the following forms:

- Early Childhood Family Application
- Student Profile

Step 3: Submit Application

You may submit the signed application to our school office or send it by mail to the attention of our Admissions Office. Our school is located at 50 W. Germantown Pike, East Norriton, PA. 19401. Make certain to enclose a check for your Registration Fee. The amount of this fee is located in this document on the Tuition and Fees page.

Step 4: Additional Documents

In addition to our application and student profile we require the following documents:

- Copy of the birth certificate
- Copy of current immunization records (3 & 4 Yr. Olds) and recent Dr.'s physical form (kindergarten only)
- Copy of last report card and records from prior school (if available)
- Copy of the most recent legal document detailing custodial and non-custodial parent rights (if applicable)

Step 5: Schedule Assessment and Day Visit

Once the school has received all the required documents, kindergarten families will be contacted to schedule a kindergarten screening and day visit. In some cases, we may request a day visit for families seeking admissions into our 3 or 4 Year Olds' Program. We will assess/observe your student to confirm appropriate placement in our program level, to properly meet their developmental needs. Kindergarten families seeking financial aid consideration must contact the Admissions Office to discuss additional admissions requirements.

Step 6: Notification of Admission

Penn Christian Academy will notify you of your child's admission within one week of receiving all required documents and assessment/observation results.

Penn Christian Academy's Statement of Faith is intended to express those central Christian beliefs which are clearly taught in the Bible and which are held in common by the broad-based Christian community. The Statement of Faith is intended to provide an inclusive rather than exclusive basis for support and participation by the total Christian community.

The Bible

The basis of our belief is the Bible, composed of the sixty-six books of the Old and New Testaments. We believe that the Bible in its entirety originated with God, and it was given through the instrumentality of chosen men. The Bible thus one and the same time speaks with the authority of God and reflects the backgrounds, styles and vocabularies of the human authors. We hold that the Bible is the unique, full and final authority on all matters on which it speaks, and that there are no other writings of equal authority. **(2Tim. 3:16, 2 Peter 1:20 – 21, Rev. 22:18 – 19)**

God

We believe that there is one true God, eternally existing in three persons - Father, Son, and Holy Spirit, each of Whom possesses equally all the attributes of Deity and the characteristics of personality. In the beginning God created out of nothing the world and all the things therein; thus manifesting the glory of His power, wisdom and goodness. By His sovereign power He continues to sustain His creation, according to His own wise, eternal plan. **(1Pet. 1:2, Gen. 1:1, 2Tim. 1:8 – 10)**

Salvation

The central purpose of God's revelation in the Bible is to call men into fellowship with Himself. Originally created to have fellowship with God, man chose to go his own way, and was thus alienated from God and suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history and all men since have suffered these consequences and are thus in need of the saving grace of God. The salvation of men is the work of God's free grace, not the result of human works or goodness, and is appropriated by faith. **(Rom. 3:23, 5:8, 6:23 & 10: 9 – 10)**

Jesus Christ

The saving object of faith is Jesus Christ, the eternal second Person of the Trinity Who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of men by dying on the cross as their substitute thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended bodily into heaven, and sat down at the right hand of the Father, where He, the only Mediator between God and man continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal man of God. **(1Tim. 2:5 – 6, Isa. 7:14, Phil. 1:5 – 11, 1Cor. 15:3 – 8, John 14: 1 – 3)**

The Holy Spirit

The essential accompaniment of a genuine saving relation with Jesus Christ is a life of holiness, obedience, and service, wrought in the believer by the Holy Spirit, the third Person of the Trinity. He was sent into the world by the Father and the Son to apply to men the saving work of Christ. He enlightens their minds, awakens in them recognition of their need of a Savior, regenerates them and at the point of salvation indwells every believer to become the source of assurance, strength, wisdom, guidance, and ministry. **(John 16:8 11& 13 -15)**

Human Destiny

The consummation of God's saving work embraces the whole man - body, soul, and spirit. For all men there is a life to come, a resurrection of the body and a future judgment. There are two aspects of the righteous judgment of God: the judgment of believers reveals the quality of works done in the body for the purpose of bestowing rewards, there being no condemnation for those who are in Christ Jesus; the judgment of unbelievers reveals the depth of sin and the justice of God in allowing men to perpetuate in eternity their rejection of God. **(Heb. 9:27, Rev. 21:1 – 8, 1 Cor. 3:11 – 15, Rev. 20:11 – 15)**

The Church

The corollary of union with Jesus Christ is that all believers become members one with another. There is one true universal Church, which is composed of all people everywhere, living and dead, who have trusted in Christ for salvation, without regard to organizational affiliation. God commands us to assemble together for the purposes of worship, edification and mutual encouragement, and wherever God's people meet in obedience to this command there is a local expression of the Church. It is the responsibility of each member to keep the unity of the Spirit for the up-building of the Body, and to work with other members of the fellowship to show Christian concern for the needs of people everywhere - especially to the poor - and to fulfill our Lord's final command to His Church - to spread the Good News of redemption throughout the world. **(1Cor. 12:12, Heb. 10:25, Matt. 28:18 – 20)**

Morality Clause: (Academy Families - Grades 1-8 and Kindergarten Financial Aid Families)

Parents/guardians agree that the Bible dictates the standards for sexual behavior. Any promiscuity, pre-marital or extra-marital sex, homosexuality or other deviant behavior is forbidden and as such violates this agreement. Cohabitation is not permitted for a custodial parent or guardian.

Parents/guardians will manifest by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model, both in and out of school; as an example to our school community in judgment, dignity, respect and Christian living.

SECTIONS A - E (All Families)

A. Finances: We agree to complete our financial responsibilities as outlined on the Tuition and Admittance schedules and policies below.

No refunds or credit will be given for temporary absences or withdrawals unless approved by the Academy's Board of Directors. Children of parents owing delinquent tuition will be dis-enrolled after 30 days. Furthermore, families with an unpaid balance at the end of the school year will forfeit any paid re-enrollment fees and their child's class placement for the new school year. Report cards and transcripts of those owing tuition on their child's last day of school will be withheld. In addition, neither kindergarten nor eighth grade students will be permitted to attend graduation exercises or receive a diploma unless the family's tuition amount is current and all checks have cleared to the school's account.

Tuition & ESC payments are due in advance. If paid annually, payment is due the 1st day of June. If paid semi-annually, the first payment is due the 1st of July; the final payment on the 1st of December. Late annual and semi-annual payments will forfeit the discount. Monthly payments are made in ten equal monthly installments, which are due on the 1st of each month, starting August 1st. Tuition that has not been received by the 10th of the month will be assessed a \$20.00 late fee. Returned checks will be assessed a \$25.00 fee plus the \$20.00 late fee. Unpaid tuition of 10 days will generate a past due notification letter. An unpaid tuition balance of 30 days will generate a notification letter of dis-enrollment until the account is current. Unpaid ESC balances requiring billing will be assessed a weekly \$2 billing fee. PCA reserves the right to refuse personal checks, requiring subsequent payments to be remitted in the form of cash or money order.

Accounts paid with a post-dated check will be recorded as not paid until the date on the check. The above rules apply.

Failure to meet the above stated obligations or agreements will result in Board action to consider dis-enrollment, whether or not the bill is paid.

When a student has been voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month in which the student was registered (regardless of the number of days in attendance) on the basis of one tenth (1/10th) of the annual tuition for each of the months attended. If a student is expelled or withdrawn, at the recommendation of the school, tuition will be due on the basis of 1/10th of the annual rate for each month in attendance.

All unpaid tuition accounts from past years are still due to Penn Christian Academy. Careful records are kept and any parent may determine the status of his or her account by inquiring to the Business Office.

B. Discipline: We agree that our child(ren) will be subject to the rules and regulations of Christian discipline set forth in the daily school program. The Student Handbook elaborates upon this area.

C. Cooperation: We support and pledge our full cooperation to the school and its rules, goals and commitment. We will bring any questions and criticisms directly to the teacher (Matthew 18:15), and if further clarification is needed, to the administration so that they can be properly considered by those in authority.

D. Understanding: The Academy reserves the right to dismiss any student for lack of cooperation by the student or the parent/guardian. This agreement may not be changed or voided without the written approval of the Sr. Administrator and/or the Board of Directors. We will cooperate with administrative, educational, spiritual and financial policies as set forth by the Board of Directors. We will attend the Back-to-School Nights and Annual Parent's Meetings which will familiarize us with the goals and purposes of the Christian education our children will receive at Penn Christian Academy. Tuition rates do not cover the cost of operating the school and our participation is needed by financial giving, volunteerism and prayer support. There is a credible profession of faith in Jesus Christ on the part of at least one parent and agree with the Statement of Faith (parents grades 1-8 and kindergarten families seeking acceptance into the Academy). We are required to regularly attend/be a member of a Bible believing church (Parent 1-8 and "Academy" K). We agree to ensure that our child(ren) adheres to the established uniform dress code.

Statement of Partnership: (All Families)

Penn Christian Academy views the education of its students as a partnership. The school provides a quality academic education integrated with a Christian world-view. The school expects that the parents will nurture respect for the school at home via a positive attitude towards both faculty and administration. It is believed that the educational process can only be completed when the partners execute to the fullest of their abilities, this agreement. Failure to observe any of the above may result in dis-enrollment. Therefore, both parent(s)/legal guardian(s) must sign the bottom of the enrollment application acknowledging approval of this Agreement before enrollment status can be granted.

Our philosophy of education reflects in every way a Christian philosophy of life. We are God-centered. We honor God as the physical Enabler and spiritual Motivator for pursuing knowledge. We recognize that it is God and His world, which is the object of our learning.

† It is our goal that each child will develop their own unique God-given personality, have a positive awareness of their place in the world around them and an appreciation for their environment through a multi-sensory approach.

† It is our intention to provide opportunities for the whole child to develop spiritually, physically, socially, emotionally and intellectually through a literate, interactive environment.

† We espouse the developmental point of view that the physical, social and intellectual aspects of development depend on and support each other. The Developmental point of view appreciates and anticipates that readiness for any task has its roots in the biological/maturational level of the child. Therefore we cannot produce, speed up or ignore maturational readiness.

† We strive to recognize and meet the challenges of responding to each child's level of development appropriately and with initiative.

Furthermore, the founding directors of PCA desired to establish a program where children could learn of God's love, be taught by committed Christians, and do so in a peaceful, loving and kind environment. Today those desires remain a constant in the learning plan.

FAMILY LIFE VALUES

The early childhood department of PENN CHRISTIAN ACADEMY views the education of its students as a partnership with each family. In establishing a Biblical world-view and developing skills to last a lifetime and character to last for eternity for both our students and family members, we hold the following truths to be foundational to the educational process. All Bible verses are quoted from the *New International Version*.

* Our academic program educates the whole child (academically, spiritually, socially, emotionally, and physically) based upon the Word of God, which is the full and final authority on all matters on which it speaks. We accept **all** of the Bible as true and integrate all of its content into our teaching.

2 Timothy 3:16-17 - All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.

* We teach that God created all of mankind through Adam and Eve, who were created with equal value in the image of God. Each individual is uniquely created, valued, and loved by God. Life from conception is sacred. Respect for one another stems from this knowledge.

Genesis 1:27 - God created man in his own image, in the image of God he created him; male and female he created them.

Psalm 139:14 - I praise you for I am fearfully and wonderfully made; your works are wonderful, I know that full well.

Psalm 139:13 - For you created my inmost being; you knit me together in my mother's womb.

Ephesians 5:21 - Submit to one another out of reverence for Christ.

* We believe in the sanctity of marriage between one man and one woman. The family as God intended is the union of a husband and a wife who are committed to each other and their vows and mutually submit to one another and their Creator.

Genesis 2: 24 - For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh.

* We honor the parenting roles taught in scripture and believe that parents (or parent as may be in a single-parent home) are responsible for training, instructing, and disciplining their children. Parents are the primary role models and teachers in their children's lives, showing love, respect, and honor to their children.

Ephesians 6:4 - Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.

Deuteronomy 6:6-7 - These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

* We purposefully work with parents to form a close-knit partnership dedicated to building strong children and strong families by teaching God's truth in an ever-changing society. Through a Christ centered curriculum and Godly instruction, students will be equipped with a love for others and the skills and knowledge for life and eternity.

Proverbs 22:6 - Train a child in the way he should go, and when he is old he will not turn from it.

Section 1: Family Information

Mother

Name _____

Address _____

Phone _____ Cell _____

E-Mail _____

Marital Status _____ S.S.# _____

Church You Attend _____

Church Address _____

Phone _____ Pastor's Name _____

Employer _____

Address _____

Phone _____ E-Mail _____

Occupation/Title _____

Father

Name _____

Address _____

Phone _____ Cell _____

E-Mail _____

Marital Status _____ S.S.# _____

Church You Attend _____

Church Address _____

Phone _____ Pastor's Name _____

Employer _____

Address _____

Phone _____ E-Mail _____

Occupation/Title _____

Section 2: Enrollment Information

Child's Name: _____ D.O.B.: ____/____/____ Sex: Male Female

- 3 Yr. Olds/ 2 Half Days. . . . \$2145* 3 Yr. Olds/ 5 Half Days. . . . \$3810* 4 Yr. Olds/ 5 Half Days. . . . \$3810*
- 3 Yr. Olds/ 2 Full Days. . . . \$2680* 3 Yr. Olds/ 5 Full Days. . . . \$5800* 4 Yr. Olds/ 5 Full Days. . . . \$5800*
- 3 Yr. Olds/ 3 Half Days. . . . \$2990* 4 Yr. Olds/ 3 Half Days. . . . \$2990* Kindergarten \$6100*
- 3 Yr. Olds/ 3 Full Days. . . . \$3625* 4 Yr. Olds/ 3 Full Days. . . . \$3625*

Detail of Program Attendance/Hours:

Half-Day Program Hours: 8:20AM to 12:20PM
2-Day Program Attendance: Tuesday and Thursday

Full-Day Program Hours: 8:20AM to 3:10PM
3-Day Program Attendance: Monday, Wednesday and Friday

* Note: Tuition fees listed above do not include transportation to and from school, field trips, snacks, lunches, or ESC services.

With Whom Does The Child Reside? _____

Will You Require Busing (kindergarten students only)? Yes No Indicate Assigned School District _____

Section 3: Extended Supervised Care (ESC)

Extended School Care (ESC) Services are available to families that require additional childcare prior to and/or at the close of a standard school day. Morning ESC services provides supervised care beginning at 7am, at an additional cost of \$6 per morning session. Afternoon ESC provides supervised care for students until 6:00pm, at an additional cost of \$10 per afternoon session. A Penalty Fee of \$1 per minute applies for families picking up their child(ren) after 6:00pm.

Do You Require ESC Services? Yes No If yes, indicate which sessions, days and times in the boxes below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session ESC Drop-off Time					
Afternoon Session ESC Pick-up Time					

ESC Payment Options (please check one)

_____ Option A: I choose to pay ESC fees **weekly** at the rate of \$6 per morning session and \$10 per afternoon session. This payment option requires I prepay for anticipated weekly service on the first day of each school week. A \$2 billing fee will be assessed per week for each week a prepayment is not received in advance.

_____ Option B: I choose to pay ESC fees **monthly** at the rate of \$5.50 per morning session and \$9 per afternoon session. This option assesses a family ESC fees for ALL possible ESC days, based on the student’s annual enrollment. Credit/refund for missed days (regardless of reason) are NOT available under this payment plan. Payment MUST be combined with your tuition plan.

_____ Option C: I choose to pay ESC fees annually (due by September 1st) at the rate of \$5.50 per morning session and \$9 per afternoon session. This option assesses a family ESC fees for ALL possible ESC days, based on the student’s annual enrollment. Credit/refund for missed days (regardless of reason) are NOT available under this payment plan. Payment MUST be combined with your tuition plan.

Section 4: Finances

Tuition* Payment Plan Options: All families who choose a payment plan must log onto Tads.com to establish an account. The following payment plans are available for your selection.

Plan A: Payment due in full by June 1st

Plan B: First ½ Due July 1st, balance due December 1st

Plan C: 10-month plan (August 1st thru May 1st)

Plan D: 11-month plan (July 1st thru May 1st)

* Note: The lunch program and ESC services are NOT included in the cost of tuition. Additional fees are assessed for these services.

Section 5: Signature

I understand and agree to the financial obligation and payment options of the programs selected. I have read and agree to the terms and conditions as outlined in The Parents As Partners Agreement.

Mother /Guardian Signature

Date

Father/Guardian Signature

Date

FOR OFFICE USE ONLY

Date Received _____ Received By _____ Reg. Fee Amt. _____ Pymt. # _____ Visit/Test Date _____ Birth Certif. Immun. Phys. Form

Notes: _____

Child's Name: Last _____ First _____ Middle _____

Address _____
Street _____ Town _____ State _____ Zip _____

Home Tel. # _____ Sex _____ Date of Birth ____/____/____ Soc. Sec. # _____

Optional, for the purpose of government data only and NOT used as consideration for admissions (check one)

African American Caucasian Hispanic/Latino Asian Other _____

Name of child's physician _____ Office phone # _____

Physician's Address _____

List any allergies, special dietary needs or medical conditions _____

Does your child have any handicaps or illnesses (physical and/or emotional), which may affect their activities or progress and which should be made known to their teacher? _____

Is your child on any prescription medication? Yes No If yes, please complete the following info:

Name of medication	When administered	Reason for medication
_____	_____	_____
_____	_____	_____

Medical Ins. Co. _____ Policy # _____ Tel. # _____

Has your child ever been given a psychological, behavioral or learning disabilities test? _____

In the event of a medical emergency, in order of priority, please list person to contact.

Name of Person	Relationship to Student	Telephone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

List the names of other persons you authorize to pick up your child. Please note that your child will only be released to the persons listed below. Any changes must be reported immediately to the school's main office.

Name of Person	Relationship to Student	Telephone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Briefly comment on your reasons for enrolling your child at PCA _____

List your child's special interests or abilities _____

What are the primary talents that you hope to see further develop in your child? _____

Last school attended _____ Reason for leaving _____

School address _____ Tel. # _____

Has your child ever repeated a grade? Yes No If yes, indicated grade repeated _____

Has your child ever had disciplinary difficulty in school? Yes No If yes, please explain _____

List siblings	Age	School attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

CUSTODIAL INFORMATION

- ___ Student lives with both custodial parents (mother and father or legal guardians)
- ___ Student lives with one parent/guardian (select one) Mother Father. The other parent's whereabouts are unknown.
There is no custodial agreement.
- ___ Student lives with one parent/guardian (select one) Mother Father AND has a relationship with the other parent.
A copy of the custodial agreement is attached. All custodial agreements must be on file in a student's file.

Penn Christian seeks to be conscious regarding the rights of our parents. In cases of divorced, separated or single parents, PCA reserves the right to obtain copies of all custodial agreements and has the obligation of assuring both parents that their legally claimed rights to their child(ren) are honored. Please inform the office in writing if there are extenuating circumstances, which require our knowledge. Otherwise, PCA expects both parents of our children to fully cooperate with each other.

Maternal Grandparents		Paternal Grandparents	
Name _____	_____	Name _____	_____
Address _____	_____	Address _____	_____
City, State, Zip _____	_____	City, State, Zip _____	_____
Phone _____ E-mail _____	_____	Phone _____ E-mail _____	_____

By signing below, I/we understand and agree to the services and fees as selected on the enrollment application. Also, it is understood that PCA may, in the course of the school year, take photos of students and faculty engaged in academics for the purpose of news worthy correspondences in various school publications, admissions related materials, school website, fund raising efforts and appropriate community relations and announcements. In addition, my/our signature authorizes PCA to administer first aid for any minor injury as well as to determine need for and provide medical care or treatment to my/our child in the event of an emergency.

_____ date _____ date
mother/legal guardian signature father/legal guardian signature

2011-12 Early Childhood Tuition

Program Options	Tuition	10 Month Payment Plan	11 Month Payment Plan
2 Half Days (3 Yr. Olds Only) Tues. & Thurs. Attendance	\$2145	\$214.50	\$195.00
2 Full Days (3 Yr. Olds Only) Tues. & Thurs. Attendance	\$2680	\$268.00	\$243.70
3 Half Days / Mon., Wed., Fri. Attendance	\$2990	\$299.00	\$271.90
3 Full Days / Mon., Wed., Fri. Attendance	\$3625	\$362.50	\$329.60
5 Half Days	\$3810	\$381.00	\$346.40
5 Full Days	\$5800	\$580.00	\$527.30
Kindergarten (5 Full Day Program)	\$6100	\$610.00	\$555.00

Families enrolling 3 or more children will receive a 25% discount for the 3rd and subsequent child.

Financial Aid Applications are available for families in grades K-8. Contact the Business Office for additional information.

Fees

Registration Fee*: (due with your application – nonrefundable)

3 & 4 Yr. Olds' Program ...\$50.00 Kindergarten Program ...\$100.00

Work Service Fee*: (assessed at the end of the school year if volunteer school service of 25 hours is not completed)

Early Childhood...\$250.00

**Fee is assessed for the oldest enrolling child only; younger siblings are not assessed this fee.*

Payment Plans

Payment Plan A (annual)

Payment in full by **June 1**
3% discount incentive

Payment Plan B (semester)

2 payment plan, half due on
July 1 & balance due on **Dec. 1**
1.5% discount incentive

Payment Plan C1 (10 months)

10 payment plan, due on the 1st
of each month, **Aug. – May**.

Payment Plan C2 (11 months)

11 payment plan, due on the 1st
of each month, **July – May**

Additional Services: Extended Supervised Care (ESC)

ESC is a service for families who require additional childcare prior to and/or after school hours. ESC is a prepaid service requiring weekly or monthly payment in advance for program use. A reduce rate is available for families who set-up a monthly payment system by combining ESC fees with their monthly tuition payments (see page 2 of enrollment application for additional information).

<u>Program</u>	<u>Ages</u>	<u>Start/End Time</u>	<u>Charge (per use)</u>
Morning ESC	3 & 4 Yr. Old	7:00-8:20 am	\$ 6 (2 nd child ½ price, 3 rd child no charge)
Morning ESC	K - Grade 8	7:00-8:20 am	\$ 6 (2 nd child ½ price, 3 rd child no charge)
Afternoon ESC	3 Yr. Old - Grade 8	3:15-6:00 pm	\$10 (2 nd child ½ price, 3 rd child no charge)

Please note that all fees are subject to change.