



PENN
CHRISTIAN ACADEMY

Academy Application for New Families

2012-2013

For admissions into Penn Christian Academy the steps below are required as a part of our admissions process.

Step 1: Schedule a Tour

Each Family who wishes to enroll at PCA needs to take a tour of our program. Tours are provided through Open House events. You can call the Admissions office at 610-279-6628, ext. 114, to obtain the date of our next Open House event.

Step 2: Complete Application

You will need to review the following:

- Statement of Faith
- Parents as Partners Agreement

You will need to complete the following forms:

- Academy Family Application
- Student Profile – Please complete a Student Profile for each child you wish to enroll.
- Pastor's Letter of Recommendation
- School Records Request Form

Step 3: Submit Application

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

Step 4: Schedule Assessments

Once the school has received the appropriate documents, then the school will schedule assessment(s) for your family. We will assess your student to ensure that they are placed in the appropriate grade level, and that we are able to adequately meet their needs. We will also schedule a partnership assessment with your family.

Step 5: Additional Documents

Before we can finalize your child(ren)'s admission, we will need the following additional documents:

- Copy of the birth certificate
- Copy of current immunization and medical records including a recent physical
- Copy of last report card and records from prior school
- Copy of all legal documents outlining custodial parent and non-custodial parent rights (if applicable)

Step 6: Notification of Admission

Penn Christian Academy will notify you of your child(ren)'s admission within one week of receiving all required documents.

Guidelines

These guidelines have been established for admission and continued enrollment in the Academy (Grades 1-8) of Penn Christian Academy

- ◆ That there be a credible profession of faith in Jesus Christ on the part of at least one parent, accompanied by membership in and regular attendance at an evangelical church.
- ◆ That there be a full agreement with The Statement of Faith, and compliance with the Parents As Partners Agreement and the Academy's Constitution and Bylaws.
- ◆ That each applicant gives evidence of potential academic success in the Academy's program, based on past records and the required entrance test. Also, that there is evidence of emotional stability, a satisfactory behavior record and reasonable social behavior.
- ◆ That there be a commitment on the part of the parents to support the work of the Academy through volunteer service and/or financial gifts as well as regular prayer.

Statement of Non-discrimination:

Race, gender, and ethnic background are not factors in admissions.

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

Gr. 1 Gr. 2 Gr. 3 Gr. 4 Gr. 5 \$6635

Gr. 6 Gr. 7 Gr. 8 \$7195

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

Gr. 1 Gr. 2 Gr. 3 Gr. 4 Gr. 5 \$6635

Gr. 6 Gr. 7 Gr. 8 \$7195

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

Gr. 1 Gr. 2 Gr. 3 Gr. 4 Gr. 5 \$6635

Gr. 6 Gr. 7 Gr. 8 \$7195

With Whom Does The Child(ren) Reside? _____

Will You Require Busing? Yes No Indicate Assigned School District _____

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

Academy Tuition

Academy Programs	Tuition Fee	10 Month Pymt. Plan	11 Month Pymt. Plan
Elementary Grades 1 – 5	\$6635	\$663.50	\$603.19
Middle School Grades 6 – 8	\$7195	\$719.50	\$654.10

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

**Financial Aid Applications are available for families with children in grades K-8.
Contact the admissions office for additional information about Financial Aid.**

Fees

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

Grades 1-5...\$100.00

Grades 6-8...\$150.00

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

Grades 1-8...\$250.00

Testing Fee: (new students only - nonrefundable once student has been tested)

Grades 1-8...\$50.00 (per child)

**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 that set-up a monthly payment system by combining ESC fees with their monthly tuition payments (additional info on page 2 of application).

<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.

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: \(Academy Families - Grades 1-8 and "Academy" Kindergarten\)](#)

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 and fully understand that:

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.

Continued 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) adhere(s) 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.**

Dear Pastor:

A Penn Christian Academy education is a partnership between home, church and school, as we work together to teach academics, Christian values and the fundamentals of God’s word. A key requirement of our admissions process is to establish that at least one parent/legal guardian has a personal relationship with Jesus Christ and regularly attends a Bible believing church. This is accomplished through a personal interview and the completion of our Pastor’s Recommendation Form.

The family listed below desires to enroll their child into the academy and requests you fill out the form below and mail return to Penn Christian Academy in order to complete their final steps required in the admissions process. Thank you in advance for your valuable input.

PASTOR’S RECOMMENDATION FORM

I. This Portion To Be Filled Out By Family.

Family Name: _____

Address: _____

Children: (1) _____ (2) _____

(3) _____ (4) _____

II. This Portion To Be Filled Out By Pastor & Mailed In A Church Stationery Envelope to Penn Christian Academy, 50 W. Germantown Pike, East Norriton, PA. 19401 or faxed to (610)279-1956.

Is this family an active member of your church? _____

Are the children active in the youth program of your church? _____

Have any members of this family held a leadership position in the church? If yes, please describe their involvement.

What is your understanding of this family’s personal relationship to God? _____

Is there any additional insight you could share to help us build a stronger relationship with this family? _____

Pastor’s Signature

Date

Church Name and Address

Contact Tel. #

50 W. Germantown Pike, E. Norriton, PA. 19401

Phone: 610-279-6628 Fax: 610-279-1956

E-Mail: Lbearden@pennchristian.org

School Records and Information Request Form

Student's Name: _____

Date of Request: _____

Student's Date of Birth: ____ / ____ / ____

Date of Enrollment: _____

Authorization For Release

This authorizes the agency, educational facility, or person identified below to furnish Penn Christian Academy with all information requested.

This authorizes Penn Christian Academy to release requested information to the agency, educational facility, or person identified below.

Signature of Parent/Guardian: _____

Date: _____

Last School Attended: _____

School Fax #: _____

Witness (if required): _____

Date: _____

Information Requested

Please send all information that pertains to:

Educational Records

Psychiatric Records

Medical/Health Records

Social Services Records

Psychological Records

Other: Any other documentation that may assist us in determining suitability for admissions

School Official Signature: _____ Liz Bearden, Admissions Director

Parent/legal guardian, please complete, sign and date items highlighted in grey and remit with your enrollment application