

Registration fees are per family. Paid in full tuition fee discount does not reflect multi-child discount. Please ask in the office for your total tuition costs. Once open registration opens on April 1st, seats will not be held for current families who have not committed to the upcoming school year. Seats began being filled on a first come, first serve basis on April 1st. Some grades have waiting lists.

Early Registration (Current Students/Families Only)

March 1st - March 31st

Registration Fee: \$50

Paid In Full Tuition: 20% Discount plus no registration fee.

Open Early Registration

April 1st - April 30th

Registration Fee: \$75

Paid In Full Tuition: 10% Discount plus no registration fee.

Open Registration

May 1st - June 15th

Registration Fee: \$100

Paid In Full Tuition: 5% Discount plus ½ off registration fee.

Late Registration

June 16th - August 1st

Registration Fee: \$150

Paid In Full Tuition: 5% Discount plus ½ off registration fee.

Families who refer a new family will receive a \$50 credit upon receipt of the new family's enrollment fees and first month's tuition.

Book Fees Due By July 15th

K-8 Matriculation Fee: \$150

9th -12th Matriculation Fee: \$60 (For students who do not have a school issued Kindle Fire)

\$20 (For students who DO have a school issued Kindle Fire)

Financial Assistance Application

Name: _____ Date: _____

Number in household: _____ Number under 18 years of age: _____

Number of household members over the age of 16 who receive any type of income: _____

You MUST include child support, alimony, and ALL types of income. Please provide proof of income with this application. Acceptable proof of income: the last four paycheck stubs of each individual, a current income tax return, child support statement from CSE, print out of ALL SSI, disability, or SSA benefits. An income statement from the Dept. of Labor is also acceptable.

List names and amount of income:

Number of household which are seeking enrollment: _____

Amount of mortgage/rent: _____ Utilities: _____

Extenuating circumstances (i.e. high medical bills, job loss, foreclosures, repossessions, anything you would like for us to take into consideration when reviewing this application)

Do you understand that financial assistance is reviewed on a yearly basis and in the event that your income or circumstance changes you are required to report the change within 10 business days?

Do you understand that families are expected to support CHA in any means available (i.e. fundraisers, workdays, substitute teaching, etc.)?

Do you agree to keep the terms of your financial assistance a confidential matter between your family and CHA (violation will result in immediate revocation of financial assistance)?

By signing this application, you agree that you understand all of the rules and policies of the CHA financial assistance program and that all information provided is accurate to the best of your knowledge. Intentionally misrepresenting your income/circumstances constitutes fraud and is punishable by law. Proof of income is required with this application for financial assistance. Please include copies of last year's tax return or the last four paycheck stubs of each working individual. ALL families receiving financial assistance are required to participate in every fundraiser – please see the rules and policies of the CHA financial policy.

Signature

Date

CHA FINANCIAL ASSISTANCE RULES AND POLICIES

- ALL income must be reported. This includes SSI, disability, child support, alimony, and wages received by anyone in the household age 16 and over.
 - Changes in income MUST be reported within 10 business days of the change.
 - Proof of income MUST accompany initial application, review application, and when changes in income are reported.
 - Eligibility will be reviewed upon enrollment and at the beginning of the first and second semester.
 - Fraud is punishable by law and will result in immediate dismissal from CHA and the incursion of fees due to losses by CHA caused by said fraud.
 - Financial assistance is a confidential matter between CHA and each family. Do not discuss your financial arrangements with other families.
 - Payments for those on financial assistance must be paid by the 25th of each month, a late fee will be assessed in the amount of \$15 on the first of each month and \$5 for every five days late thereafter, and dismissal from the financial assistance program will result on accounts 30 days past due. Dismissal from CHA may happen once an account becomes 60 days past due. Payment arrangements may be allowed if the lines of communication are kept open.
 - Financial assistance is provided by individual donations, church donations, and fundraisers. Participation is required for all fundraisers, except in extenuating circumstances. Participation requirements are rarely waived. While support in the form of cleaning, substituting, and other forms of volunteer work is greatly appreciated, it does not pay the bills. These types of support will never be substituted for participation in fundraising. While fundraising is used as little as possible, CHA will hold as many fundraisers as needed to keep the school running.
 - Financial assistance is provided through funds not always controlled by CHA. Said funds may be withdrawn with little or no warning. In the event that this occurs, CHA will review the amount of financial assistance available to each family. Parents on financial assistance may call after school hours to discuss availability of funds. Tuition is subject to change ONLY at the beginning of each semester.
 - Multiple child discounts start at the third child for families receiving financial assistance.
 - In the past, CHA has been allowed to “barter” in lieu of cash payments. This is no longer allowed.
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- ❖ CHA was founded to provide an affordable Christian education to families who could not afford this type of education in the past. All staff, from administration to teachers to custodial, receives no compensation. Beyond even that, many times these individuals will put their own money into CHA in order to maintain financial stability. We understand that finances can be a touchy matter for many people, we just ask that you keep in mind that many people donate of their time and money for the students of CHA, and we expect no less from our parents. We can proudly say that we have parents of former students who still contribute of their time and resources for the current students of CHA.

Date of Application: __/__/____ Rcvd. By: _____ Enrollment Fee: \$ _____
 Tution: \$ _____ per year = 10 monthly payments of \$ _____

Covenant Heart Academy Enrollment Application

Students' Names	Birthdates	SSN	Last Grade Completed

Are the students listed above natural born US citizens? Y N If no, please list citizenship status below.

Student Address: Telephone:	Father's Address (if different than student's): Telephone:
Mother's Address (if different than student's): Telephone:	Student lives with (circle one): Biological Parents Biological Father Biological Mother Guardian: _____

Parent Information:

Father SSN:	Biological? Y N	Mother SSN:	Biological? Y N
Employer		Employer	
Business Phone		Business Phone	
Home Phone		Home Phone	
Cell Phone		Cell Phone	
Email		Email	

*****If divorced or separated, please include proof of custody. By law, we cannot withhold information from a non-custodial parent without a court order stating that this information is to be withheld or that the biological parent does not have parental rights. If there are issues regarding a non-custodial parent, please let us know. We will do all we can to respect your wishes within the boundary of the law.**

We, the undersigned, understand that we are responsible for the payment of all fees, including application, enrollment, matriculation, and tuition, which may be incurred during the time this student is enrolled in Covenant Heart Academy (CHA). We also understand that Covenant Heart Academy does not have liability insurance and is not licensed through Bright from the Start. We have reviewed this application and, to the best of our knowledge, all information provided is complete and accurate. We understand that once we have enrolled our student we are committed to the rest of the school term (a full term is 10 months). We understand that an early termination fee will be applied if we withdraw our student for any reason other than those listed in the student handbook. We also understand that all fees and charges must be paid in full prior to any transcripts, verification forms, or diplomas being provided. In order for the enrollment application to be processed, we understand that all fees must accompany this application. We understand that the application fee is non-refundable. We understand that the enrollment fee is refundable only in the event that the application is not approved by Covenant Heart Academy's Admission Board. We understand that this application in itself is not a guarantee of admission and that all completed applications will be reviewed by CHA's Admission Board in a timely manner. We understand that enrollment in CHA is a privilege, and CHA reserves the right to suspend or expel any student in accordance with its official policies as determined by the governing body of Covenant Heart Academy.

Signature of Student: _____ Date: _____

Signature of Father: _____ Date: _____

Signature of Mother: _____ Date: _____

Answer the following questions for each child seeking enrollment:

Student Name: _____

Last School Attended: _____

Address: _____

City: _____ County: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Circle one: *Public Private Homeschool**Years Attended: _____ Highest Grade Completed: _____

Was A.C.E. used at this school? *Yes No*If yes, please list the last PACE completed: _____ MATH _____ ENG
_____ SCI _____ SOC.STUDIES _____ WORD BUILDING _____ LITERATURE _____ CREATIVE WRITING

*Please include all homeschool records.

**Has the student received disciplinary action from former schools in the last 12 months? Yes No

** Has the student faced criminal charges in the last 12 months? Yes No

If yes to either question, please explain on a separate paper and attach to application.

** An affirmative answer does not automatically make a student ineligible for admission; each case will be decided on a case by case basis.

Please list any special interests/needs the student may have (such as hobbies, career goals, learning differences, special equipment needs, food allergies, medicine allergies):

Fresh Oil Ministry of Christ, Inc. Permission and Liability Release Form

Name of Participant _____ Male/Female _____

Parent/Guardian Names _____

Address _____ Date of Birth _____

City _____ State _____ Zip _____

Home Phone _____ Dad's Cell _____ Mom's Cell _____

Email Address (multiple if possible) _____

INSURANCE INFORMATION

Family Health Insurance Co. _____

Policy # _____ Group _____ Srvc. Code _____

Family Physician _____ Phone _____

Allergies _____

PARENTAL RELEASE

I (we) shall be liable for and agree to pay all cost and expenses incurred in connection with any medical or dental treatment rendered pursuant to this authorization. Finally, in consideration for my own (our) child's participation in this event, I (we) release, discharge and agree to hold harmless Fresh Oil Ministry of Christ, Inc., Church of the Lost and Found, Covenant Heart Academy and all subsidiaries, its staff and volunteers from any and all liability, claim or demands for personal injury, illness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by us and or my (our) child while my (our) child is participating in church/school related activities (including transportation to and from events), hereby assuming all risk of personal injury, illness, death, damage and expense as a result of participation. I (we) have fully read this form and sign voluntarily with knowledge of its terms and conditions. In the case of medical emergency, I understand that every effort will be made to contact the parent of the child. In the event that I cannot be reached, I give permission to the physician attending my child to hospitalize, secure proper and necessary treatment for my child as named herein. I give permission for the release of medical records to an attending physician in case of injury or illness. This form grants permission for transportation to and from events associated with Fresh Oil Ministry of Christ, Inc. and its subsidiaries (Church of the Lost and Found and Covenant Heart Academy) for the time frame beginning August 22, 2016 and ending May 31, 2017. I will notify the proper personnel in writing in the event that I completely revoke this permission or that I revoke permission for a specific event. I acknowledge that I am responsible for all fees associated with each event.

Parent(s) Guardian(s) Signature _____ Date _____

Print Name(s) _____

August 22nd – May 31st

Parent Name: _____ Student Name: _____

I have received, read, had explained to me, and agree to the listed documents and the consequences listed in said documents. I also understand that I will be subject for immediate dismissal from Covenant Heart Academy and any other disciplinary procedures deemed appropriate if I break any of the rules or standards of conduct.

→ Personal Hygiene

Signature: _____ Signature: _____

Date: _____

→ Addendum 2016/17

Signature: _____ Signature: _____

Date: _____

→ Expected Behavior Policy

Signature: _____ Signature: _____

Date: _____

→ Class Policies

Signature: _____ Signature: _____

Date: _____

→ Flip Flop Policy

Signature: _____ Signature: _____

Date: _____

→ Attendance/Homework/Dress Code Policy

Signature: _____ Signature: _____

Date: _____

Student Information Sheet

Student Full Name

Nickname

Birthdate

Gender

Grade

Street Address

City

State

Zip Code

Home Phone

Cell Phone

Email

Father's Name

CellPhone

Home Phone

Work Phone

Email

Mother's Name

CellPhone

Home Phone

Work Phone

Email

Emergency Contacts

Name	Phone #1	Phone #2

Medical Needs

Allergies

Other Pertinent Information

Family Commitment Agreement

Upon acceptance into Covenant Heart Christian Academy, each parent is required to sign the following family commitment agreement. Please consider carefully and sign only if you can be firmly committed on all points.

1. We, as the parent(s) of _____, accepting the responsibility for training our child(ren) according to the precepts of Scripture, do affirm that this training is carried on in the home and the church where we serve as members in good standing.
2. Prior to scheduling an interview, we agree to have read the school's philosophy and statement of faith.
3. We have carefully examined and agree with the Christian purpose and educational philosophy of Covenant Heart Academy and desire the school to work with us in the total education of our child(ren).
4. In full cooperation with the Covenant Heart Academy Board we pledge to attend any meetings scheduled and to pray continually for the school, as we acknowledge prayer to be an essential part of the school.
5. We commit to assist the teacher in the educational experience as outlined in the principles of operation. We also pledge to faithfully work with our child(ren) to ensure completion of homework assignments.
6. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to our child's teacher so that they may be properly dealt with by those in authority. When we have appropriate suggestions and input to improve the school, we will take these to the Covenant Heart Academy Board in writing.
7. The teachers and administration are given full discretion in the discipline of our children within the guidelines stated in the *Covenant Heart Academy Code of Discipline*.
8. We understand that Covenant Heart Academy is a non-profit ministry operating on the principle of faith. Tuition is kept as low as possible to make Christian education available to those who desire it for their children. Tuition and fees may not cover all costs; therefore, additional funds are needed through gifts, donations, and fund raising activities. We purpose, therefore, to willingly help with Covenant Heart Academy fundraisers and to uphold the school consistently in family prayer.
9. We agree to pay our tuition and fees when due. We realize that the following payment schedule and late fees will apply to my account: Monthly Payments (10 or 12): _____ 1st Payment Due: _____ then the 25th of each month. There will be a five day grace period. All accounts not paid by 5 pm on the 1st of the month will incur a \$15 late fee and \$5 every five days until the account is paid. Initials: _____
10. We understand that this *Family Commitment Agreement* is also a binding financial obligation for the full payment of tuition for the entire school year. Should withdrawal from the school be necessary, we will follow the withdrawal policy as outlined in section 2 of the CHA Handbook. We understand that penalties may apply. We have carefully read this *Family Commitment Agreement*, along with the *Principles of Operation*, and hereby agree to its terms.
11. I understand that Covenant Heart Academy is not a licensed child care facility and is exempt from licensure by Bright from the Start and that this facility may not carry liability insurance.

Father's Signature

Mother's Signature

Printed Name

Printed Name

Date

Date

Middle School/High School Class Policies

- Absolutely no cell phones or personal electronic devices that connect to the internet.
- Music players must only have Christian and/or classical music downloaded to it. These players cannot be connected to the internet.
- Absolutely no use of social media/gaming/texting/messaging during school. Students will lose ALL electronic privileges. Students will then complete school work on a school computer with no internet access. No exceptions.
- Absolutely no bullying.
- Disrespect toward the teacher, arguing with the teacher, talking back etc. will result in an immediate three day suspension. Repeated offenses will lead to expulsions.
- No yelling at anyone in class. We understand that teenage hormones run rampant at this age, however this type of behavior will not be tolerated.
- Students will remain in designated break areas during lunch and breaks. These areas are as follows: the classroom, the picnic tables, the front porch, and the side porch. Students should not be in any other areas.
- Girls and boys should never be alone in an area together.
- Physical contact of any kind other than the following is prohibited: friendly side hugs, hi-fives, and fist bumps as long as done appropriately.
- Be respectful.

Flip-Flop Policy

My child has permission to wear flip-flops to school. I understand that Fresh Oil Ministry of Christ, Inc. and its subsidiaries (Church of the Lost and Found, Covenant Heart Academy) and any volunteer, faculty/staff member, any person associated with the above are not held responsible for any injury acquired by my child due to the wearing of flip-flops or other open-toed or open-heeled shoes. I take full responsibility for the well-being of my child's feet. By allowing my child to wear these types of shoes to school, I take full responsibility for any damage (physical, monetary, or emotional) that may take place.

Expected Behavior

If your child wants to attend Covenant Heart Academy, but cannot abide by any of the following expectations, and is currently enrolled, he or she may move to the At-Home Program, with no questions asked. However, once a behavior expectation is not met, students may be immediately dismissed from Covenant Heart Academy.

- Students who attend Covenant Heart Academy should be professing Christians. Middle and high school students are required to attend church on a regular basis and abide by the Covenant Heart Academy Statement of Faith. A letter of recommendation and validation of church attendance must be provided at the beginning of each school year. Students who do not have this letter will be given 30 days from the first day of school to find a home church and to begin attending regularly. Students who are questioning their faith should seek immediate pastoral counseling from the church from which they received their letter of recommendation. Students who verbally try to undermine the faith of other students, or in anyway attack the Christian faith will be immediately dismissed.
- Students will refrain from using vulgarity, profanity, and any other unGodly language. This applies to all aspects of the students' lives, including social media.
- Lifestyle choices should line up with the Word of God. Homosexuality or other gender/sexual orientations do not line up with Covenant Heart Academy's statement of faith or the Word of God. Students who wish to pursue these lifestyle choices will be better suited to find another school or move to the At-Home Program.
- All guidelines in the student handbook should be followed.

Personal Hygiene

Personal hygiene can sometimes be a touchy subject. We are hoping this handout will help with this topic.

Please have your child follow an acceptable bathing routine. Hair and body should be clean for school each day. Students who have begun to exhibit musty odors should wear a suitable deodorant. Teeth and hair should be brushed before school. Students may bring extra deodorant and toothbrush/toothpaste to school.

If your child is creating a distraction with body odor we will call you to come pick them up. We understand there are some medical issues that may cause excessive body odor, we will need to discuss suitable options. Students may use the school's spray deodorant on a limited basis. We suggest that young students just entering puberty keep their own deodorant with them.

1. Covenant Heart Academy is a Christian school and abides by all tenets and doctrines outlined in the Bible and by the Statement of Faith of Fresh Oil Ministry of Christ. We expect all students to adhere to these tenets as long as they are enrolled in Covenant Heart Academy.
2. Students will refrain from any sexual activity while enrolled in Covenant Heart Academy. We expect students to follow the Biblical tenet of chastity until marriage.
3. Lying or giving of false witness is strictly prohibited.
4. Physical contact during school hours and on school premises is strictly prohibited.
5. We expect students to be respectful to all students and to behave appropriately to all authority. Talking back, swearing, yelling, or any sort of display of temper is subject to expulsion.
6. Students will adhere to the dress code. No shorts, pants or skirts can be more than 2 inches above the knee. This includes holes in pants. Any imagery that is disrespectful to any race, ethnicity, or gender is not allowed. Any type of demonic imagery (vampires, werewolves, etc.) is not allowed. Only Christian music artist wear is allowed. Students wearing anything deemed inappropriate by the staff will be asked to change clothes. If the article is worn again, the student will be subject to disciplinary procedures. No tank tops (less than 2 inches wide), spaghetti straps, etc. A good rule of thumb is that if in doubt, change.
7. Cheating is grounds for immediate dismissal.
8. Students and parents should handle disagreements according to Biblical standards. If you are unsure of how to handle a problem please ask a staff member. Any type of negative communication outside of Covenant Heart Academy will result in immediate dismissal. Do not air your grievances on social media.
9. Social media is a good tool to keep in touch with friends and family. Students of Covenant Heart Academy agree to refrain from posting sexually explicit material (this includes intimate (such as kissing) shots of boyfriend/girlfriend), vulgar or crude language, swear words, arguments, or any material that would poorly represent Covenant Heart Academy.
10. Students are encouraged to participate in all school functions and to suggest ideas for school activities. All ideas are welcome.

Attendance/Homework/Dress Code Policy

Students are expected to be at school Tuesday through Thursday barring extenuating circumstances (illness, death in the family, etc.). Doctor appointments should be made on Mondays and Fridays and absences missed for doctor appointments will not be counted as excused except under extreme circumstances. Family vacations that must be taken during the school year will be counted as excused only under the following circumstances: advance notice of one month is given to both the administration and the student's teacher, all work that would be done during that period is turned in within three days of return to school, and the student has maintained an acceptable average in class. Monday and Friday work is assigned by each teacher and these assignments will be available. It is the responsibility of parents and students to check for those assignments, via the method prescribed by each classroom teacher. If a question arises about an assignment email your child's teacher through Quickschools. Please do not call your teacher at home, unless the teacher has given you explicit consent to do so. If you do not receive a response, your child should still attempt to complete the assignment. You may choose how your student does Monday and Friday assignments (all at once, on Saturdays, etc.), however, all assignments must be turned in on Tuesday mornings at 8:45 am to avoid being counted absent for Monday and Friday. Students are responsible for keeping up with their textbooks, assignments, and supplies. Students in the high school class who take home their assigned Kindle and fail to bring it back to class will be sent home for the first offense, the second offense will result in the student being required to leave the Kindle at school.

Attendance Guidelines:

Students who miss 16 or more days for any reason will be subject to retention. Students who miss more than 4 days or more per quarter for any reason are subject to failing that quarter. High school students must meet the 120 credit hours per course to receive credit for any course they are taking. There is a charge of \$15 an hour for Recovery Hours for students who miss too many hours and want to make up those hours. Recovery Hours are held on specific Saturdays and cannot be rescheduled. Students who miss more than two days in a row must have a doctor's excuse before returning to school. Students who are consistently absent from school will be dismissed from the program.

We request that you do not send your child to school if they exhibit these signs of illness:

Fever of more than 100.9

Vomiting

Diarrhea

Pink Eye

Dress Code Addendum:

Students may not wear hoodies or jackets outside unless the weather requires it. Hats and hoodies are not allowed on the head in the classroom. Pajamas, sleepwear, yoga pants, or other tight revealing apparel is not allowed. Tank tops have to have at least two inch straps. Shorts and skirts may be no shorter than two inches above the knee. Please see the handbook for further guidelines.