

**COMMUNITY CHRISTIAN SCHOOL**  
**5500 18<sup>TH</sup> STREET EAST**  
**BRADENTON, FL 34203**  
**Office: (941) 756-8748 / Fax: (941) 753-7057**

FOR OFFICE USE ONLY					
Grade	_____	Testing	_____	Tut Billed	_____
FinAg	_____	TFee	_____	CIF Billed	_____
N/R	_____	Reg B	_____	Class Fees Billed	_____
Med	_____	CMF	_____	Ext. Care	_____
Reg Fee Pd	_____				
En Date	_____			St. Date	_____

**ENROLLMENT APPLICATION**

**\*\*RETURNING STUDENTS\*\***

1. Please complete the *Enrollment Application* in detail. (PLEASE PRINT)
2. Return the **signed** *Enrollment Application*, including the Financial Agreement, **with the registration fee.**

**\*\*NEW STUDENTS\*\***

1. The first step in registration for students in K5 through 12<sup>th</sup> grade is an interview with the School Administrator. This interview is for both the parents and the prospective student. Please bring the most recent report card and achievement test scores to the interview.
2. To complete enrollment, new students must provide (1) signed *Enrollment Application*, including the Financial Agreement; (2) Registration Fee payment; (3) a photocopy of birth certificate; (4) a current Student Health Examination Form (HRS Form DH 3040—Physical) (the exam must be within the 12 months prior to your child enrolling in a Florida school); (5) a Florida Certification of Immunization (HRS Form DH 680—Immunization) (immunization records must list the month, day, and year of the students immunization); and (6) completion of Entrance Exam for K5 through 12<sup>th</sup> graders.

**\*\* STUDENT INFORMATION \*\***

Child's Name \_\_\_\_\_  
(Last) (First) (Middle) (Nickname)

Parent E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Birth Place \_\_\_\_\_ County \_\_\_\_\_

Grade last attended \_\_\_\_\_ Any grade repeated \_\_\_\_\_ Entering Grade \_\_\_\_\_

Church Attending \_\_\_\_\_

Child's Physician/Phone \_\_\_\_\_

**\*\*May the school call another physician if unable to contact the above? \_\_\_\_\_**

Any physical disability? No \_\_\_\_\_ Yes \_\_\_\_\_ Explain: \_\_\_\_\_

Any allergy condition? No \_\_\_\_\_ Yes \_\_\_\_\_ Explain: \_\_\_\_\_

**\*\* PARENT / GUARDIAN INFORMATION \*\***

Marital status (Circle one):      Married      Separated      Divorced      Single

***LIST THE NAMES OF PEOPLE WITH WHOM CHILD LIVES:***

**Parent / Guardian #1:** Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Relation to Child \_\_\_\_\_ Cell \_\_\_\_\_ Employer \_\_\_\_\_

**Parent / Guardian #2:** Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Relation to Child \_\_\_\_\_ Cell \_\_\_\_\_ Employer \_\_\_\_\_

Legal Custody (in divorce cases) belongs to \_\_\_\_\_

Languages spoken in home: English \_\_\_\_\_ Other: \_\_\_\_\_

May we use your name and phone number for car-pooling?       Yes       No

*Person(s) permitted to take student from school campus and/or to be notified in case of illness or accident when parents cannot be reached.*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone \_\_\_\_\_

**FOLLOWING INFORMATION REQUIRED IF PREVIOUS SCHOOL WAS NOT CCS (for the purpose of requesting transcripts/records).**

Name of school last attended \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

CCS admits students of any race, color, and ethnicity to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

**MEDICATION / COMMUNICABLE DISEASE POLICIES**

**\*\*\* Medication \*\*\***

1. CCS does administer non-prescription medicine (Tylenol, Advil, cough syrup, etc.) and prescription medicine. Office personnel will dispense all medication. Prescription medication will not be given unless sent to school in the original container with the child's name and prescription written on it. The school's *Authorization for Medication Form*, available in the offices, must be completed for each prescription or non-prescription medicine.
2. CCS will put bandages on cuts, administer ice on a bruise or cut, take temperatures, and put the child on a cot if sick.

**\*\*\* Communicable Disease \*\*\***

It is the policy of CCS not to admit a student if he has a communicable disease or is a known carrier of a virus or ailment that causes infectious disease. For example, this would include Head Lice or Nits as well as Chicken Pox, Measles, Infectious Mononucleosis, AIDS, Mumps, Hepatitis, Impetigo, Conjunctivitis (Pink Eye), MRSA and any other type of communicable disease which could be a threat to the health of the student body and faculty/staff. **Please see complete list of reportable communicable diseases in the *Parent-Student Handbook*.**

# FINANCIAL AGREEMENT

In this agreement between Community Christian School and *Person(s) responsible for paying the account*, the following:

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

agrees to pay:

	Child's Name	Grade	Tuition and Fees	Multi Child Discount	4% Paid in Full Discount	Discounted Tuition
1				0		
2						
3						
4						
Capital Improvement Fee \$200						
<b>TOTAL DUE</b>						

1. Tuition paid in full by September 1st will result in a 4% discount on the **tuition** charge only.
2. For the 10-month plan, payments are **August 1 through May 1**.
3. For the 11 month plan, payments are **July 1 through May 1**.

**I choose the following payment plan: FULL \_\_\_\_ 10 MONTH \_\_\_\_ 11 MONTH \_\_\_\_**

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

\*\*\*\*\*

1. The registration fee **must** accompany the *Enrollment Application*. **The registration fee is non-refundable once your child is accepted for enrollment.**
2. Tuition payments are due on the first of each month. If the payment is not IN THE OFFICE ON OR BEFORE THE 10<sup>TH</sup> OF THE MONTH, a \$25.00 late fee will be added to your account. Extended care payments are also due on the first of each month.
3. Any tuition not paid by the 15<sup>th</sup> of the month necessitates that the student not be allowed to attend school. The account must be paid up to date or firm arrangements made to pay the amount before the student may attend school.
4. Report cards will not be issued unless your account is paid up to date.

5. A \$20.00 charge will be added to your account for each returned check. After two returned checks your personal checks will not be accepted for payment on your account – only cash, money order, or cashiers' check will be accepted. The student will not be allowed to attend school until the account is paid up to date.
6. The school reserves the right to dismiss any student who does not cooperate with the education process. **Tuition fees are yearly charges and are not pro-rated for each month attended or the number of school days attended in the month.** Monthly payments are a convenience given to families, allowing tuition to be spread over a period of time. If a student's account has been pre-paid for the year, the amount will be refunded on a pro-rated basis (based on the number of school days remaining in the school term, minus the 4% discount).
7. Please understand that all students are accepted on a trial basis. Continued enrollment requires acceptable grades and citizenship. No family is guaranteed re-enrollment each year. Re-enrollment is conditional on acceptable citizenship and academic progress.
8. In the event the school experiences difficulties in collecting past due accounts from a family that is not currently enrolled in school, the collection process will be given to a third party agency. When collections are done by an agency, it will appear on the family's credit report.
9. **There is a \$1.00 per minute charge for any child not picked up by 3:45 pm (for a child not in extended care) or 6:00 pm (for a child in extended care).**

## **EXTENDED CARE**

### **K5 – 6<sup>th</sup> Grade (Monthly fee)**

Child 1 _____	Grade _____	\$150 monthly
Child 2 _____	Grade _____	\$75 monthly
Child 3 _____	Grade _____	\$75 monthly
Child 4 _____	Grade _____	\$75 monthly

## **STATEMENT OF COOPERATION**

Thank you for considering Community Christian School (CCS) for your child. CCS is a ministry of Community Baptist Church (CBC). CBC is a conservative, independent Baptist church. The church guides our purpose, philosophy, and education.

The following should help you understand our philosophy and why we operate the way we do.

### **1) SCHOOL CONTROLS:**

It is important to understand that a school setting is different from the home. In a school we are dealing with a larger number of young people than you do at home. Therefore, our

system of control is different. Talking out, chewing gum, and being late are usually not problems at home; but when there are students doing these things in a class, they are problems in the school setting. Control in the classroom is conducive to good teaching; therefore, control must be established when the student arrives on the campus and must be maintained throughout the day. If a student is not under control, this attitude can spread and most assuredly deprive others of valuable learning time.

## **2) STAFF AND PARENTS WORKING TOGETHER:**

Parents and school personnel should be on the same side. A child can be very persuasive when it comes to explaining why the teacher was at fault for a correction that the student received. Our teachers and personnel are instructed never to side with the student against the parent. It will help if you do the same with your child in regard to the teacher and school personnel. If your child senses your disapproval of a teacher, confusion of loyalties results, which may cause your child harm. In matters like this, a good rule to follow is to check with the teacher; misunderstandings can be cleared up before a problem arises. (A wrong way to handle a situation is to write a note on the correction slip disagreeing with the teacher and then to give it to the child to return to the school. Parents who handle a problem this way when their child is disciplined stand a good chance of harming the child by their reaction.) A secure child will know that his parents want him to please his teacher.

## **3) DECISIONS BASED ON THE SCHOOL'S PHILOSOPHY:**

Community Christian School exists for parents who want their children separated from certain activities that are contrary to the Christian faith. Our parents are committed to this philosophy and have entrusted their children to our care. Even though it is very difficult, we find it necessary, from time to time, to make unpleasant decisions protecting the integrity of the school. A student may be dismissed from school at any time if the student or parents are found to be out of harmony with the rules and policies of the school. CCS will severely discipline a student if it is substantiated that the student is guilty of immorality, use of drugs, alcohol, tobacco, or of other types of serious misbehavior as determined by the school. Decisions in these matters are the full responsibility of the administration.

## **4) DISCIPLINE OF STUDENTS:**

The primary responsibility of discipline belongs to the parents, not the school. The teacher and school personnel will maintain discipline while the student is on campus. Our job is to keep you informed when violations occur, but it is your obligation, as parents, to control your child's behavior.

If a student continues to misbehave, we have a progression of corrective steps that we go through to get the problem reversed. We depend on the parents to get the problem stopped. If we do not have parent cooperation or if we feel the parents have no control over their child, we then ask that the student be withdrawn.

The best prevention for misunderstandings is to annually read and fully understand the *Parent-Student Handbook*. If after you and your child read the *Handbook*, and you still have questions, please check with our office and you will be put in touch with a person who can answer your questions.

\*\* There probably has never been an organization where the entire constituency is in total harmony with all the rules and policies of that organization, and we know that this is true at CCS. What we ask is that you, as parents, agree to the following:

*Although I may not be in complete agreement with all the rules and regulations, I do agree to instruct my child to abide by them and to cooperate with the school personnel while enrolled in Community Christian School. If I do disagree, I will not voice it among other parents or students but will go to the teacher or administration about the point of contention. Failure to do so may result in my child's expulsion.*

***MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND THE POLICIES IN THIS APPLICATION AND THE PARENT-STUDENT HANDBOOK; that I agree to all the terms and conditions of the Financial Agreement; that I agree to the Statement of Cooperation; that the application information is true; and that I agree to allow CCS to engage in the listed medication procedures.***

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Signature of Parent / Guardian

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Date

***MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND THE PARENT-STUDENT HANDBOOK, and that I agree to the Statement of Cooperation.***

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Signature of Student (7<sup>th</sup>-12<sup>th</sup> grade only)

## **MISSION STATEMENT**

Community Christian School is a local church ministry that helps the family fulfill its God ordained responsibility to educate children to be Christ-like.