



# Hope Community Christian Academy

## Re-Enrollment Packet 2017-2018

970.563.0692

hopecommunitychristian@hotmail.com

### STUDENT INFORMATION

Child/Children returning to HCCA: \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_ If yes, what information is needed? \_\_\_\_\_

### FAMILY INFORMATION- list any changes to the following, otherwise leave blank

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please list all siblings living at home:

Name	Age	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### FOR OFFICE USE ONLY

Date registration received \_\_\_\_\_ Registration fee paid \_\_\_\_\_

Tuition Payment (include date paid in full):

Plan A \_\_\_\_\_ Plan B \_\_\_\_\_ Plan C \_\_\_\_\_ Plan D \_\_\_\_\_

## **Purpose Statement**

Hope Community Christian Academy exists to glorify God, providing hope for the future, developing Christ-like leaders by partnering with families in Christian education (Phil. 2:12-16).

## **Mission Statement**

Serving Christ, educating children, and empowering families (Deut. 6).

## **Vision Statement**

We want to see everyone we serve walking in the truth and accomplishing their full potential in Christ (3 Jn. 1:4).

## **STATEMENT OF FAITH**

### **What We Believe**

**The Bible** [all the books of the Old and New Testament] is the true written message of God to the world. The writers of the Bible were inspired by God and are therefore completely trustworthy. The Bible is the final authority on all matters to which it speaks.

**There is one God**, who exists forever in perfect community as three persons: Father, Son, and Holy Spirit.

**Jesus Christ is fully man and fully God.** He is the perfect reflection of God's character and glory. He lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people by dying on the cross. All who believe in Him are declared righteous on the basis of His death and resurrection. He rose physically from the dead and will return again to earth to reign forever with those who are His.

**Humans are created in the image of God**, but each one has fallen short of God's perfect standard and is in need of salvation.

**Salvation from our sinful condition is a free gift from God to us.** It is not something we earn or deserve. It is offered in grace and received by faith in Jesus Christ alone.

### **Non-Denominational Position**

HCCA does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. Other doctrinal issues upon which HCCA has no official stance will be considered secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctions.

By signing below we acknowledge HCCA's Statement of Faith as an expression of who they are and what will be taught in the classroom.

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Parent/Guardian Signature

Date

## **PARENT CODE OF CONDUCT**

*"May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer." Psalm 19:14*

Parents should model humility, gentleness, and spiritual maturity to their students by treating HCCA staff with respect, both publicly and privately. Our communication to and about one another must be seasoned with grace, edifying to others, and glorifying to God. This applies to all HCCA events.

### **Parent Code of Conduct Violations and Enforcement**

Violations to the Parent Code of Conduct will be treated as follows:

- 1) If a parent acts or speaks in an unkind or disrespectful manner to any HCCA staff, the matter will be taken up by the administrator.
- 2) The second violation will result in a warning letter.
- 3) If circumstances continue without improvement, it will then be handled directly by the school board and appropriate consequences will be put into place immediately in order to maintain the relationship HCCA is striving toward between school and families.

## **PARENT RESPONSIBILITIES**

*Train up a child in the way he should go, even when he is old he will not depart from it. Proverbs 22:6*

1. Parents must be familiar with and in agreement with HCCA's purposes and policies, and abide by HCCA's rules and regulations, including the Parent Code of Conduct. Parents are responsible for enforcing the Student Code of Conduct, Dress Code and other policies. Parents must be committed to the UMS learning experience and Christian environment of HCCA. If difficulties arise due to the parents' failure to consult school policies, to read communication, or to attend HCCA meetings, parents must accept full responsibility for the consequences of an uninformed decision.
2. Parents must agree to release responsibility to HCCA concerning curriculum, course load, classroom instruction and pace. Academic standards and school discipline ensure the greatest success of the students at HCCA. If parents have a concern regarding any of these aspects, they should first consult with the classroom teacher.
3. Parents are responsible for purchasing the required home curriculum material as outlined in the curriculum guides.
4. Parents must be committed to providing partnership instruction (regular structure, completing home assignments, and helping the student as needed) on the home days in order to provide quality education in accordance with the laws of the State of Colorado.
5. The home teacher will not simplify or change assignments, but will work with the classroom teacher to achieve the course goals and objectives. Parents are encouraged to enrich assignments for advanced students or supplement to assist children with various learning styles with teacher partnership. However, assignments must be completed as assigned by the due date.
6. Although there may be times you do not agree with a situation, with a teacher, or HCCA, it is important that the children see a unified front. You must be supportive of HCCA and the teacher.
7. Students must arrive on time for class. It is the parent's responsibility to notify HCCA by phone if their child will be gone from school for the day, arriving late, or leaving early.
8. Parents are responsible for their child's snack and lunch on school days.

9. Parents are encouraged to participate with their children on all activities. Parents must provide or arrange for transportation, supervision, and all necessary costs of their child if the parent cannot attend.
10. Families agree to attend trainings and meetings held throughout the year.
11. Parents are required to volunteer a minimum of 4 hours per semester (8 hours per year) or serve on a team for the year.
12. Parents must observe in the classroom a minimum of 1 hour each semester. The fall semester will be in their child's current grade, the second semester will be that of their child's upcoming grade in the next school year. This observation will give you ideas to add to your home days.
13. By its very nature, HCCA encourages a high level of participation. To best protect our students and the school, HCCA requires a sexual offender background check for all adults that will be volunteering at the school. The cost of the background check is included in the registration fee for enrolled students. All information will be kept confidential and will be screened by the administrator.
14. Parents are requested to advise the teacher of any change in the student's environment that would affect the student's academic performance (i.e. vacation, prolonged illness, etc.). Vacation lesson plans must be requested two weeks prior to absence.

If the family is unwilling to comply with the Parent Code of Conduct and/or the Parent Responsibilities, the student may be withdrawn from HCCA or barred from admission to HCCA the following semester.

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Parent/Guardian Signature                      Date

**READING OF THE PARENT STUDENT HANDBOOK**

I have read and understand the Parent Student Handbook.

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Parent/Guardian Signature                      Date

**STUDENT CODE OF CONDUCT**

*It is by deeds that young people distinguish themselves, if their conduct is pure and right. Proverbs 20:11*

The purpose of HCCA's Student Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending HCCA be set. This applies to all HCCA events.

1. Treat each other with respect, kindness, purity and compassion just as God commands us in Matthew 7:12, "So in everything do to others what you would have them do to you."
2. Students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs.
3. Students must be willing to submit to Biblical authority.

4. Students must show respect to adults at all times. A title (Mr., Ms., Coach, etc) and appropriate tone must be used when addressing an adult.
5. Maintain appropriate grooming and clothing standards according to the HCCA Student Dress Code.
6. Cell phones are permitted with parent permission, but are only allowed for emergency use and must be on silent mode. Electronic equipment may not be used in the classroom; including, but not limited to, audio devices such as CD players, MP3s, and iPods.
7. Drug, alcohol, and tobacco use is strictly forbidden.
8. Weapons of any kind are not allowed on campus.

**Student Code of Conduct Violations and Enforcement**

HCCA feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

Violations to the Student Code of Conduct will be treated as follows:

- 1) The first violation will result in a warning.
- 2) The second violation will result in a conference with parents and student.
- 3) The third violation will result in the school limiting or withdrawing participation privileges in special activities (i.e. field trips).
- 4) Major and habitual violations of the Student Code of Conduct may result in consequences that lead to expulsion.

Parent/Guardian Signature	Date	Student Signature	Date
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**STUDENT DRESS CODE**

HCCA affirms that the appearance of students should be consistent with vital Christ-like morals. Certainly, for a dress policy to be effective, common sense and personal discretion by the HCCA community are essential. The Student Dress Code is applicable at all HCCA activities unless approval has been obtained by the administrator.

- Dress at all times should be modest and in good taste.
- Students are not allowed to wear clothing that is too tight, too baggy, or immodest.
- Hair should be clean and neatly styled, with no extreme styles or unnatural hair colors.
- Boys should remove caps, hats, and bandanas indoors.
- Girls are allowed to wear earrings in the earlobes only; no other pierced jewelry is permitted.
- Boys are not allowed to wear earrings.
- No clothing depicting illegal activity, sexual remarks, drugs or alcohol references.
- Shoes must be suitable for the weather and activity at the time (ex: no sandals in snow).
- Shorts, skirts, and slits should be no higher than 2" above the knee.
- No slippers, pajamas, bathing suits, athletic wear, or bare feet.

Violations to the Student Dress Code will be treated as follows:

- 1) The first violation will result in a warning and require that the student have appropriate clothing brought from home.
- 2) The second violation will result in a conference with the parents and student.

- 3) The third violation will require that the student be picked up by a parent and not attend school for the rest of the day.
- 4) Major and habitual violations of the Student Dress Code may result in consequences that lead to expulsion.

The goal for our Student Dress Code is to TEACH modesty and not just MAKE students dress modestly. By giving students more of a choice in what to wear, they develop a stronger ability to make right decisions. Ultimately the teacher has the final say on whether or not clothing worn meets the Student Dress Code standard.

Parent/Guardian Signature	Date	Student Signature	Date
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**STUDENT PLACEMENT POLICY**

One of the benefits of an elementary UM® school is that students are allowed to move up or down one grade level in a given subject based on their ability. The following steps are used to properly place students:

**Step 1:** The recommendation for student placement must come from the primary teacher. At time of the recommendation, the teacher will have had adequate time in the classroom to observe students' academic progress and maturity level. The teacher will have assessments as well that show student's current performance and proficiency.

**Step 2:** The teacher will then present the information to the parents and administrator. If the student's parents feel comfortable with the placement, a transition plan will be developed.

By signing below, we acknowledge parents are responsible for the cost of any new consumable curriculum used and agree to respect the school's decision on the placement of the student.

Parent/Guardian Signature	Date
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**VOLUNTEER REQUIREMENTS**

Volunteering, as well as donations, helps meet the difference between tuition income and actual expenses. Each family is required to volunteer a minimum of eight hours per school year. You have the option to volunteer four hours per semester on individual activities or to serve on a team for the year. Pick an area where you would enjoy serving and/or a team that utilizes your talents and gifts. Please note that HCCA requests the teams be filled before the school helper list.

Please number your preferences (1<sup>st</sup> choice, 2<sup>nd</sup>, 3<sup>rd</sup>) from the following options to fulfill your family's volunteer requirement.

- Option A:** Help four hours **per semester**. These times will be scheduled with the school office.

**Option B:** Serve on a team for the school year (July-June). Options include Social Service Activities Team, Fundraising Team, and Future Development Team. These are filled on a first come, first serve basis. Please number your preferences in order. Being on a team fulfills eight hours of volunteer time.

Fundraising - This team is responsible for HCCA's fundraisers for the school year. **Although fundraisers are planned by the team, all families are required to participate, unless they have chosen Payment Plan B (Fundraising buyout option).**

Social Service Activities - This team is responsible for organizing HCCA's two social service activities throughout the year (November, April).

Future Development Team- This team is responsible for seeking out and planning avenues for school growth and recruitment.

I agree to fulfill our commitment to the items checked above. Only one parent per family must participate. Parents are responsible for logging their volunteer hours in the school office.

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Parent/Guardian Signature                      Date

**OPTIONAL DAYS & STATE REQUIREMENTS**

To fulfill the Colorado state requirement of school days, HCCA counts field trips, social service activities, and Eagle's Explore Day as school days. **If you choose not to participate on one of these scheduled days, you will be required to complete supplemental assignments at home. Teachers must receive a written notification one week prior to the event.**

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Parent/Guardian Signature                      Date

**PERMISSION TO USE STUDENT'S PHOTOGRAPHS**

HCCA may wish to use photographs of HCCA students on school bulletin boards, in educational publications, and in general media releases (such as newspapers and thank yous). *No photographs of our students will be posted on our website or Facebook page.*

Student's Name:

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I consent to the use of my child's image in HCCA publications.

I DO NOT consent to the use of my child's image in any HCCA publications, with the exception of the HCCA school year book.

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Parent/Guardian Signature

Date

**RELEASE AUTHORIZATION**

Please list who is authorized to pick up your child. Your child will not be released to anyone that is not on this list without a signed and dated note from the parents.

Name

Phone

Relationship to Child

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**UNAUTHORIZED RELEASE INFORMATION**

Please list anyone who is NOT authorized by you, the parent, to pick up your child.

Name

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**EMERGENCY CONTACTS**

Please list two people we should contact if we are unable to locate you in an emergency.

Name

Phone

Relationship to Child

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## MEDICAL RELEASE FORM

In the event that my child is injured and I cannot be reached to make arrangements for emergency medical attention, I hereby authorize HCCA to obtain and authorize emergency medical services and treatment for my child during the course of activities as warranted. This may include, but is not limited to, transportation to the nearest emergency facility for treatment deemed necessary by medical personnel. A member of HCCA's staff has my permission to sign any forms necessary to ensure prompt emergency treatment. The undersigned also assumes the responsibility for any and all costs associated or connected with such treatment and hereby releases HCCA and/or all acting on behalf of HCCA from any and all liability and agrees to hold harmless.

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

\_\_\_\_\_  
Date

Physician's Name \_\_\_\_\_

\_\_\_\_\_  
Phone

Insurance Company \_\_\_\_\_

## IMMUNIZATION REQUIREMENT

You must provide one of the following to HCCA:

1. A **certificate of immunization** certifying the student has received Colorado State required immunizations.
2. **Statement of exemption** to immunizations based on one of the three reasons:
  - a. a medical exemption signed by licensed physician explaining the circumstances
  - b. a religious exemption signed by the parent/guardian stating they adhere to a religious belief opposed to immunizations
  - c. a personal exemption signed by the parent/guardian stating they adhere to a personal belief opposed to immunizations.

## RELEASE OF LIABILITY

I agree to assume all risks and hazards incident to my child's participation in school activities, including but not limited to: classes, recess, and enrichment activities. I hereby waive, release, and agree to hold harmless HCCA, its school board members, staff and volunteers from any injuries, harm or other damages that may occur to me and/or my child while attending HCCA and HCCA sponsored events. I understand that HCCA staff and volunteers may not be held responsible in the event of accident or emergency. I understand that all precautions and safety procedures will be taken to ensure the health and safety of my child.

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

\_\_\_\_\_  
Date

## TUITION AGREEMENT

I acknowledge that the annual \$100.00 registration fee per student is non-refundable. I further acknowledge that my child will not be fully enrolled in HCCA until their registration package is received and completed in its entirety (form, fee, immunizations).

Re-enrollment packets will be sent out in May 2017 for the upcoming school year for all families who are in good standing with HCCA. Until June 1<sup>st</sup>, returning students and their families will be given priority for registration over non-enrolled applicants, after which time that priority is lost.

Please indicate how you plan to pay:

\_\_\_\_\_ **Payment Plan A:** Payment of **\$2,280 for 2-day students** or **\$2,612.50 for 3-day students** in full (by July 15, 2017). *This reflects a 5% discount.* By selecting this payment plan, you are agreeing to fully participate in all fundraising efforts throughout the school year. By paying in full and receiving the discount, you are committing to the whole year and are not eligible for a refund after the grace period. The grace period is from July 16 - July 31, 2017 for a 100% refund.

\_\_\_\_\_ **Payment Plan B (Fundraising Buyout Option):** Payment of tuition plus \$2,300 per student in full (by July 15, 2017). This is the true cost to educate a student at HCCA. By selecting this option, you are opting out of any fundraising requirements. By paying in full you are committing to the whole year and are not eligible for a refund after the grace period. The grace period is from July 16 - July 31, 2017 for a 100% refund. All other parent responsibilities must be met, including volunteer time and cleaning.

\_\_\_\_\_ **Payment Plan C:** 10 monthly payments of **\$240 for 2-day students** or **\$275 for 3-day students** (August 2017-May 2018). By selecting this option, you are agreeing to fully participate in all fundraising efforts throughout the school year. By selecting this option you are signing up by semester. If you withdraw during the grace period, you will receive a 100% refund. After July 31, 2017 or November 14, 2017, no refunds will be given and you are committed to paying the full semester's tuition even if you choose to withdraw mid-term.

By selecting Payment Plan C, tuition payments are due the 1<sup>st</sup> of each month beginning August 2017 and ending May 2018.

\_\_\_\_\_ **Payment Plan D:** 12 monthly payments of **\$200 for 2-day students** or **\$229 for 3-day students** (June 2017-May 2018) due the 1<sup>st</sup> of each month.. By selecting this option, you are agreeing to fully participate in all fundraising efforts throughout the school year. By selecting this option you are signing up by semester. If you withdraw during the grace period, you will receive a 100% refund. After July 31, 2017 or November 14, 2017, no refunds will be given and you are committed to paying the full semester's tuition even if you choose to withdraw mid-term.

Semester	Registration Deadline Date	Withdrawal Grace Period	Payment Months
Fall	June 10, 2017	July 16-July 31, 2017	August - December 2017
Spring	November 1, 2017	November 1-November 14, 2017	January-May 2018

A late payment charge of \$30 will be assessed if payment for tuition and/or fees is not received within ten days of the date the payment is due. A \$30 charge will be assessed for any checks being returned by your financial institution. A **finance charge of 6%** will be billed at the end of each month to all accounts that have a balance 60 days or older.

Families will receive a 5% discount on tuition for the second enrolled sibling and a 10% discount on each additional enrolled sibling.

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Parent/Guardian Signature

Date

Hope Community Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.