



Northwest Hills

CHRISTIAN SCHOOL

**8511 HEATH CIRCLE DRIVE
SAN ANTONIO, TX 78250
(210) 522-1102**

APPLICATION FOR ADMISSION
Preschool & Pre-Kindergarten



Northwest Hills CHRISTIAN SCHOOL

Northwest Hills Christian School (NWHCS) provides a Christ-centered education for its students. We partner with families to "Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6. We support and promote the role parents play in the lives of their children. Likewise, it is vital that all NWHCS parents be in agreement with the philosophy, principles, and policies of the school.

Admission Policies:

1. Each student must demonstrate acceptable academic progress (acceptable grades and at least 50 % or higher on standardized tests), a satisfactory citizenship record at his or her former school, and a willingness to abide by NWHCS rules and policies.
2. NWHCS does not generally accept students who have significant learning disabilities (defined by NWHCS personnel).
3. Parents must agree to the following in writing:
 - They will commit to learn about and understand NWHCS policies.
 - They will resolve issues and concerns by the Matthew 18 principle. In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at that level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.
 - NWHCS has full discretion in the discipline of its students, within the bounds of the discipline policy.
 - They willingly support NWHCS in prayer and in lending realistic help as requested by the employees of NWHCS.
4. NWHCS reserves the right to accept or refuse to accept students solely on its discretion. However, it is and shall be the policy and practice of the school not to discriminate in the admission of students on the basis of race, color, sex, religion or national origin.
5. Prospective students should be aware that students of NWHCS families have priority during the re-enrollment period over students of prospective families.
6. New students entering 1st grade and above will be required to take a developmental academic readiness test. Students with failing grades on tests will be admitted at the discretion of the NWHCS staff and Director.
7. Prospective students entering Pre-K3 should be 3 years old by September 1st.
8. Prospective students entering Pre-K4 should be 4 years old by September 1st.
9. Prospective students entering Kindergarten should be 5 years old by September 1st.
10. Prospective students entering 1st-8th grade should have successfully completed the prior grade and provide required documents from prior school.
11. Medical forms must be completed and the immunization record must be documented, including the day, month and year of immunization. The immunization record must be a verified copy or have a doctor's signature. A new Student Emergency Card must be filled out at the start of each school year.
12. The registration fee is non-refundable and must be submitted with application to reserve a space. No space will be reserved unless these fees are paid and any past-due payments are made current.



Northwest Hills
CHRISTIAN SCHOOL
SCHOOL YEAR 2010-2011

Complete all forms and return to NWHCS office or mail to the address on the cover.

Grade Entering (Circle One) PK3 PK4 K 1 2 3 4 5 6 7 8

_____ **New Enrollment** _____ **Re-enrollment**
_____ **AM PM Care** _____ **Bus Request AM PM Both (circle one)**

STUDENT'S INFORMATION

Name: Last _____ First _____ Middle _____

DOB: ____/____/____ Age: _____ [] Male [] Female SSN: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home Phone: _____ Cell Phone: _____ Church Attending: _____

Please check one of the following (optional):

[] Anglo [] Hispanic [] Black [] American Indian [] Asian [] Other _____

School Last Attended: _____ Address: _____

Circle grades previously attended at this school: PK3, PK4, KINDER, 1, 2, 3, 4, 5, 6, and 7

Previous Grades: [] Superior [] Above Average [] Average [] Below Average

Has student failed any grade? [] Yes [] No What grade? _____

How did you hear about NWHCS: _____

FATHER'S INFORMATION

Father's Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home Phone: _____ Cell Phone: _____ Church Attending: _____

Employer: _____ Position: _____

Business Phone : _____ Ext. _____ FAX: _____

MOTHER'S INFORMATION

Mother's Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home Phone: _____ Cell Phone: _____ Church Attending: _____

Employer: _____ Position: _____

Business Phone : _____ Ext. _____ FAX: _____

Send mail to (circle one): Mr./Mrs. Mr. Mrs. Miss Dr./Mrs. Dr./Dr. Rev./Mrs. Other: _____

Marital Status: Married Separated Divorced

If the student has a non-custodial parent, please complete the following. If the student also has a legal guardian, please list that information.

Father: _____ Mother: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Church Attending: _____ Church Attending: _____

Marital Status: _____ Marital Status: _____

I give permission for the non-custodial parent, _____, to pick up student during or after school.

(Signature of Custodial Parent)

List brothers and sisters, their ages, and school(s) they attend:

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

EMERGENCY INFORMATION (EMERGENCY CONTACTS OTHER THAN PARENTS)

Contact Name: _____ Relation: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Address: _____ City/State/Zip: _____

Contact Name: _____ Relation: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Address: _____ City/State/Zip: _____

PICK UP INFORMATION (PEOPLE AUTHORIZED TO PICK UP CHILDREN FROM SCHOOL)

Name: _____ Phone Number: _____ Cell Phone: _____

Name: _____ Phone Number: _____ Cell Phone: _____

Name: _____ Phone Number: _____ Cell Phone: _____

Does your child attend an outside daycare? Yes No

Name of daycare: _____ Phone: _____

I give permission for any of the above mentioned authorized people and/or daycare to pick up _____ during or after school. I understand this person may need to show picture ID when they arrive.

(Signature of Custodial Parent)

If someone other than the above authorized is to pick up my child, I will contact the school in **advance in writing**, as I understand that children are to be released only to parent or a person designated by parents. This person will need to show ID when they arrive.

MEDICAL FORM

MEDICAL CONTACTS

Physician: _____ Phone Number: _____
Address: _____ City/State/Zip: _____
Dentist: _____ Phone Number: _____
Address: _____ City/State/Zip: _____
Hospital: _____ Phone Number: _____
Address: _____ City/State/Zip: _____
Insurance: _____ Phone Number: _____

Please attach a copy of your student's immunization records.

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety. I understand that the expense of this service will be accepted by me. I hereby give authority to the school nurse or administrative designee to render care or first aid in case of illness or injury. I will not hold the school, church or staff liable for any accidents or injury to my child while he/she is in their care.

In case of injury or sudden illness, _____ will be called.

Name

Phone

MEDICAL INFORMATION

List all known allergies to food or medication:

Allergy

Management/Action if Reaction Occurs

Additional Comments and/or Special Instructions:

Health History

Please mark any condition or diagnosis that applies to your child and describe below.

_____ Asthma	_____ Chicken Pox	_____ Concussion
_____ Diabetes	_____ Seizures	_____ Hepatitis
_____ Heart Condition	_____ Measles	_____ Hypoglycemia
_____ Fainting/Dizziness	_____ Anxiety	_____ Bleeding Disorder
_____ Depression	_____ ADD/ADHD	_____ Skin Disorder
_____ Migraine Headache	_____ Respiratory Illness	

Please list any history of fractures, surgeries, or any type of implant.

FINANCIAL COMMITMENT FORM

This is a legally binding enrollment “contract”. The partnership between NWHCS and our families includes fulfilling our obligations to one another. We cannot provide the desired benefits of a NWHCS education or serve the needs of our NWHCS family without agreement necessary for the financial operation of NWHCS.

Applicable Fees:

- New Student Registration Fee: \$ 200.00; non-refundable; must be submitted with application.
- Re-enrollment Registration Fee: \$ 200.00; non-refundable.
- Space for students may be limited after close of re-enrollment.
- Book Fee: Book Fee varies for each grade. The book fee is non-refundable.

Terms and Conditions:

1. I understand that school hours are 8:30 AM to 3:00 PM for PK-4 through 8th grade and 8:15 AM-11:15 AM or 12:00 PM -3:00 PM for PK-3.
2. A late fee of \$1.00 will be assessed for every minute my child is left after 3:20 (11:15 for PK-3).
3. I agree my child may attend field trips in connection with studies as the teacher or director considers necessary.
4. I am aware and agree that in the event of any special problems or occurrences affecting my child, I will be notified. This includes any communicable illness.
5. I am aware that the director and teachers are available for conferences concerning my child.
6. It is understood that all students at NWHCS will be given instruction in the Christian faith.
7. I understand that NWHCS is a ministry under Northwest Hills Baptist Church.
8. The student’s parent(s) or legal guardian(s) assume(s) full responsibility for the manner, safety and protection of the student in going to and from school. Parents of students riding the NWHCS bus will be responsible up until the bus picks students up and after the bus drops students off. The bus driver will ensure the student enters the home before they leave the student. If the student is unable to enter the home, NWHCS bus driver will bring the student back to the school at the end of the route and an additional charge of \$25.00 will be assessed.
9. Enrollment of any student may be terminated for any reason whenever, in the Director’s sole discretion, it is determined that dismissal is in the best interest of the student and/or NWHCS.
10. NWHCS will exclude any student when the tuition account for said student is in arrears of 45 days, unless specific financial arrangements have been made with the Director.
11. Report cards will not be given for any student if account is delinquent.
12. I agree to pay the tuition in advance in accordance with the policy of NWHCS. I also understand that as long as I leave my child enrolled in the school, whether in attendance or not, payment is due and will be so until I give notice to his/her teacher and school office that he/she is to be withdrawn from NWHCS. (A signed withdrawal form must be completed and turned into the office.)
13. I understand failure to fulfill any financial obligations to NWHCS may result in legal action for collection and all school records will be held.
14. I am aware the registration fee is non-refundable.
15. I am aware the book fee is non-refundable.
16. I am aware tuition may not be refundable. (*See Tuition Refund Policy Provision)

	Registration Fee	Books and Materials	Tuition	New Student Testing Fee
½ Day Pre-K 3 year olds	\$ 200.00	\$ 90.00	\$ 2300.00 year (With an option to pay in 10 monthly installments of \$230.00 per mo.)	N/A
Pre-K 4 year olds	\$ 200.00	\$ 90.00	\$ 2900.00 year (With an option to pay in 10 monthly installments of \$290.00 per mo.)	N/A
Kindergarten-5 th Grade	\$ 200.00	\$ 220.00	\$ 2900.00 year (With an option to pay in 10 monthly installments of \$290.00 per mo.)	\$ 25.00
6 th -8 th Grade	\$ 200.00	\$ 220.00	\$3000.00 year (With an option to pay in 10 monthly installments of \$300.00 per mo.)	\$ 25.00

Additional Fees	AM	PM	Both AM & PM
AM/PM Care	\$ 750.00 per year (With an option to pay in 10 monthly installments of \$75.00 per mo.)	\$ 750.00 per year (With an option to pay in 10 monthly installments of \$75.00 per mo.)	\$ 1000.00 per year (With an option to pay in 10 monthly installments of \$100.00 per mo.)

Sports	Kindergarten-5th grade	Junior High (6th grade-8th grade)
Participation in each sport (Additional fees may be charged for uniform rental/ purchase)	\$ 95.00	\$ 100.00

***Tuition Refund Policy Provision:** Understanding that situations arise which may necessitate the withdrawal of a student while at the same time being mindful of the financial responsibilities of NWHCS, certain refund provisions will be made upon the formal withdrawal of a student from NWHCS. All withdrawals must be presented in writing to the school office.

If a student is withdrawn prior to August 1st, no tuition liability will be assessed for that student. If a tuition payment has been made for that student, the entire amount will be refunded.

If a student is withdrawn on or after August 1st and prior to his/her first day of school, the tuition liability will be equivalent to 25% of the annual tuition for that student. (Exception for parents with proof of military orders.)

If a student is withdrawn on or after his/her first day of school and prior to the first day of the second semester, the tuition liability will be equivalent to 50% of the annual tuition for that student. (Exception for parents with proof of military orders.)

If a student is withdrawn at any time during the second semester, the tuition liability will be equivalent to 100% of the annual tuition for that student. (Exception for parents with proof of military orders.)

Registration Fee: There will be a \$ 10.00 discount for the 2nd child enrolled and \$ 15.00 for each subsequent child.

Tuition: The first payment of yearly tuition will be due on or before the first day of school and then each payment thereafter will be due on the first of each month, which will result in ten equal payments August-May. There will be a \$ 15.00 discount in tuition for the 2nd child enrolled, and a \$ 20.00 discount for each subsequent child. (Oldest student is considered the 1st student.)

Annual Discounts:

5 % discount for tuition paid 5 months in advance. Tuition must be paid by August 23rd and January 3rd.

10 % discount for tuition paid 10 months in advance. Tuition must be paid by August 23rd.

Books: NWHCS will purchase books for student use. While many books will be given to students during the school year to keep, other books will remain property of NWHCS. NWHCS reserves the right to determine which books will remain property of NWHCS.

School Supplies: All students must provide their own school supplies. Students will need to replenish school supplies as needed throughout the year.

I (We), as the parent(s) or guardian(s) of the student, agree and acknowledge that the tuition balance shall be paid:

Check one of the following:

Annual Payment: Due on the first day of school August 23rd. (10 % discount for funds paid in full on or before the first day of school).

Semester Payment: Due on the first day of school August 23rd and January 3rd. (5% discount for funds paid in full on or before August 1st and January 3rd)

10 Monthly payments: Due on the 1st day of August and on the 1st of each subsequent month. Accounts will be considered past due if payment is not received by the 10th of the month. A \$30 charge will be assessed for each past due payment. (There will be an additional \$ 35 charge for each item returned insufficient funds.) We do not take "Post- Dated Checks."

If NWHCS refers this contract to a collection agency or to an attorney to interpret or to enforce it or if legal services are required with regard to any dispute arising from the student's attendance at NWHCS, then NWHCS collection costs, expenses, and reasonable attorney's fees will be paid by the party executing this contract for the student.

The parent(s) or guardian(s) of the student expressly acknowledge that they are not named as additional insured under any liability insurance policies issued to NWHCS. If they volunteer to transport or supervise NWHCS students, the insurance coverage, if any, for their actions or omissions will be solely provided by their own automobile insurance, homeowner's insurance or other liability insurance issued to the parent(s) or guardian(s).

NWHCS agrees and strives to:

1. Supervise the students by showing an attitude of understanding and fairness.
2. Discipline will be consistent, fair, and relevant to the behavior involved.
3. Give clear directions and provide guidance on the child's level of understanding.
4. Redirect students by stating alternatives when behavior is unacceptable.
5. Help students understand why their conduct is unacceptable and what is acceptable and will use God's written word, the Bible, to integrate spiritual truth.
6. To maintain an environment conducive to learning by guiding students to learn appropriate ways to interact with their peers in an educational setting.
7. To help students develop self-discipline and Christ-like attitudes, habits, and character.
8. To help students keep a good balance in their intellectual pursuits.
9. Have students out of class for a minimal amount of time, but some circumstances may require a student to be removed for a short period of time.
10. Parents will be notified if misbehavior is frequent or the seriousness of the behavior tends to disrupt the learning climate of the school.

I hereby enter this agreement to enroll my child in Northwest Hills Christian School (NWHCS). I understand the procedures and the discipline policy, and I am in agreement with them as they have been outlined in the Student Handbook and in this contract. I give my permission for NWHCS to request school records from my child's previous school.

(Parent/Guardian Signature) (Date)

(Director Signature) (Date)

For Office Use Only:

Date Received: _____
Application Complete: [] Missing Items: _____
Registration Fee Received: []
Book/Material Fee: []
Copy of Birth Certificate: []
Previous School Records/Report Card: []
Immunization Record: []
Computer Usage Policy: []
Parents Commitment Agreement: []
Discipline and Guidance Policy: []



Northwest Hills
CHRISTIAN SCHOOL
Parent's Copy

Discipline and Guidance Policy for Northwest Hills Christian School

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this Discipline and Guidance Policy.

Signature

Date

Check one please:

parent

employee/caregiver

household member of child-care home

Please print child's name: _____



Northwest Hills
CHRISTIAN SCHOOL
School Copy

Discipline and Guidance Policy for Northwest Hills Christian School

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Signature

Date

Check one please:

parent employee/caregiver household member of child-care home

Please print child's name: _____



Northwest Hills
CHRISTIAN SCHOOL

PRE-SCHOOL/PRE-KINDER
PARENTS COMMITMENT AGREEMENT
2010-2011

I, _____, have read and support the policies as stated in the Northwest Hills Christian School Pre-school/Pre-kinder Handbook.

Please sign/date below and return to your child's teacher.

_____ Child's Full Name
(Please Print)

_____ Grade

_____ Parent Signature

_____ Parent Signature

_____ Date