

PRE-K & ELEMENTARY
Application for Admission



**HERNANDO
CHRISTIAN**
Academy

Building Leaders with Christian Character

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Dear Prospective HCA Family,

Thank you for taking this first step in choosing Hernando Christian Academy as your comprehensive educational partner in your child's education!

The scriptures state, "Train-up a child in the way he should go, and when he is old he will not turn from it (Proverbs 22:6 NIV)." By choosing HCA, you are choosing us to partner with you in this responsibility. We receive this as a tremendous honor and a high duty.

Therefore, each step of the admission process is to ensure a good fit between your family and the school. Our desire is to partner with parents whose children are most likely to grow and flourish in our rigorous, Christ-centered academic program that seeks to prepare a student for college and life.

Please, should you have any questions at any point in the admissions process, do not hesitate to contact our school admissions office.

Again, thank you for taking this first step to HCA admission, and may our Lord richly bless you in this decision and throughout the process!

By His Amazing Grace,

Ken Alvarez
Superintendent

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Admission Process

We appreciate your interest in applying to Hernando Christian Academy. This packet contains documents needed for every pre-school and elementary grade level. Please complete those that apply to your child(ren). If at any time during the application process you have questions, please contact our admissions office for assistance.

Your child's application is complete when the following has been turned in:

If Entering Pre-K – 1st Grade

- Completed Student Application
- Application Fee (\$75 non-refundable)
- In-house Standardized Test Results
- Individual Education Plan (if applicable)
- Copy of Report Card
- Birth Certificate
- Immunization Records
- Family Covenant (signed)
- Statement of Faith (signed)
- Emergency Contacts
- Parent / School Cooperation Agreement

If Entering 2nd – 5th Grade

- Completed Student Application
- Application Fee (\$75 non-refundable)
- In-house Standardized Test Results
- Individual Education Plan (if applicable)
- Standardized Test Results (SAT, FCAT, etc)
- Previous 2 Years' Report Card
- Teacher Reference Form
- Birth Certificate
- Immunization Records
- Family Covenant (signed)
- Statement of Faith (signed)
- Emergency Contacts
- Parent / School Cooperation Agreement

**The registrar must receive these completed forms before the enrollment process can continue.
Please double check for signatures where applicable.**

Testing: HCA administers a standardized test to all incoming students from K3 through 4th grade. The testing fee is included in the application fee.

Family Conference: After we receive the application items above, the admissions office will contact you to schedule a time to meet with the elementary principal. At the conference, the principal will discuss the partnership between the school and the home for the success of your child 'intellectually, physically, spiritually, and socially' (Luke 2:52). The principal will briefly explain the purpose of Christian education; provide an overview of HCA's program and give you time to ask whatever questions you may have concerning the school and your child's fit into HCA's program.

Admissions: After completion of all of the above documents and conference, we will notify you in writing or by phone as to your child's enrollment status. If your child meets the admission requirements, but there are no spaces currently available in the class, you will be given an opportunity to keep your application active and on a waiting list.

Enrollment: Upon agreement to partner together and before your child is officially enrolled, you will be given a packet to complete in the business office with all applicable fees.

Enrollment Process

After admission to HCA, there are several other steps that must be completed prior to your child(ren) attending school. If at any time during the enrollment process you have questions, please contact our admissions office for assistance.

Additional Forms: Once admitted you are required to fill out the following for our records. These forms relate to billing, school participation and safety. We cannot allow your student to attend class without this vital information. We will provide these forms upon admission.

Required

- Transportation Agreement
- Photo Release / Consent
- Driver's Letter
- Emergency Medical Form
- Billing Agreement

Optional

- Special Needs Form
- Legal / Custodial Documents

Once both processes are complete, your child is now enrolled and may attend classes at the appropriate and agreed upon time!

Application for Admission

Application Date

Grade

Academic Year

Applicant's Full Name

Applicant's Preferred First Name

Date of Birth

Gender

Social Security Number

Address

City

State

Zip Code

Home Phone

Fax Number

Student's E-Mail Address

Father / Guardian

Mother / Guardian

Name

Name

Relationship to Child

Relationship to Child

Address

Address

City

State

Zip

City

State

Zip

E-Mail Address

E-Mail Address

Home Phone

Home Phone

Cell Phone

Cell Phone

Occupation

Occupation

Employer

Employer

Work Phone

Work Phone

Social Security Number

Social Security Number

Educational / Background Information

Applicant's Current School

School Address

City

State

Zip

Phone Number

Private Public

Years Attended

Has this student previously attended Hernando Christian Academy?

Yes No

If yes, what grade(s) _____

Has the student ever repeated a grade?

Yes No

If yes, what grade(s) _____ Date _____

Has the student ever been suspended, expelled or asked to withdraw from school?

Yes No

If yes, please give the name of school and details.

Has your child, to your knowledge, been involved with alcohol, drugs, tobacco products or sexual immorality?

Yes No

If yes, please be prepared to discuss this during your admittance conference.

Why is your child withdrawing from his/her present school?

Is your child eligible to re-enter his/her present school?

Yes No

Why have you selected Hernando Christian Academy for your child's education?

Has the student ever been evaluated for academic, behavior, emotional, or attention difficulties by a school official, psychologist, physician or any other professional?

Yes No

If yes, please attach a copy of the evaluation report and/or diagnostic results to this application.

Does your child take any prescription medication daily?

Yes No

Family Covenant

According to the Bible, parents are responsible for the training of their children (Deuteronomy 6:1-7; Proverbs 22:6; Ephesians 6:1-4). Hernando Christian Academy serves as partners with parents in providing an excellent education consistent with Biblical truth. Harmony between home and school provides the best environment for Godly training to take place. In keeping with our mission, building leaders with Christian character, we seek to model and nurture development of the following essential character traits in the lives of our students.

Integrity: Maintaining a lifestyle that is above reproach. A Christian should be honest, moral and trustworthy in all dealings. (Titus 1:8; Job 27:5; Proverbs 11:3; 20:11; 1 Kings 9:4; Psalm 15)

Respect: An attitude that highly esteems those in properly placed authority. God has placed parents, teachers, employers, governmental authority and church leaders in our lives. God gave us a Biblical command to honor them for our own good. (Romans 13:1-7; Hebrews 13:7; 1 Peter 2:13-21; 1 Thessalonians 5:12-13)

Obedience: The outworking of the attitude of respect. We are to obey God and all those HE has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as He has promised. (John 14:21; Ephesians 6:1-4; Romans 13:1-7; Proverbs 6:23)

Self-Discipline: The ability to control one's thoughts and actions. The goal is to have a life under control; self disciplined by the Spirit of God. (Galatians 5:22-26; Job 5:17; Proverbs 16:32; 15:28; 1 Timothy 4:7,8)

Godly Living: A morally pure lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature. Our standards are found in God's Word and our desire must be one with God and His holiness (Galatians 5:16-26; 2 Timothy 2:22; 1 Peter 1:13-16; 2:9-10; 1 Corinthians 6:12-20; Proverbs 23:29-35; Philippians 4:8; Romans 8:6-8)

Wisdom: Understanding what is true from God's perspective, and doing what is right. Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools and we are unable to attain wisdom. (Proverbs 1:7, 20-23; Proverbs 2:1-22; Proverbs 4:7)

Responsibility: Being dependable and accountable in all relationships and tasks. We are accountable to each other to love, encourage, confront, comfort and forgive. Furthermore, initiative, intellectual integrity and excellence should be the marks of all tasks we attempt. (1 Corinthians 13; Matthew 18:15-17; Galatians 6:1-5; Ephesians 5:29-32; Ecclesiastes 9:10)

Thankfulness: Developing an attitude of gratefulness. We are to be thankful for everything God brings into our lives. Knowing that God's dealings in our lives are intended for our good will help create an attitude of gratefulness for the things others do for us. (Philippians 4:6,7; 1 Thessalonians 5:18; Colossians 2:7; Ephesians 5:20)

Service: A spirit of humility in focusing on the needs of others. Christ is our example in living a life that is not self-centered, but rather seeking ways to serve, not rule. (Ephesians 5:21; Philippians 2:3-11; James 4:6, 10)

Technology Usage Agreement

This policy is designed to help safeguard Hernando Christian Academy technology users when they access the internet or use the computer related facilities. This document will serve to inform school staff, school faculty, students, parents, and guardians about the proper and improper use of the school's computer network and the internet on school premises.

HCA has very high standards and has successfully implemented internet filtering software. Although HCA does its utmost to maintain the network and internet access, it does not guarantee that it will function at all times. Furthermore, HCA does not take responsibility for the accuracy or content of sources found while accessing the internet. Even with the use of high level security standards, true privacy is limited and the effectiveness of the internet filter cannot be guaranteed. HCA carefully monitors internet access and frequently reviews this policy's effectiveness.

Purpose of Technology Usage at HCA

All technology, including access to the internet, exists strictly for school-related educational purposes. Technology is to be used as a supplemental teaching and learning tool. Faculty and staff will use the technology to more effectively accomplish their educational roles, to further develop their professional skills, to supplement curriculum based knowledge, to research various school based topics, and to develop technology based skills that are deemed essential to the pursuit of higher learning.

Technology and internet usage at HCA is a privilege, not a right. Any person that engages in behavior that is deemed inappropriate by this policy or HCA administration is subject to strict consequences.

Network Etiquette

- All users will make every effort to maintain the privacy of their password.
- Users will not share usernames or passwords.
- Users will log on using only their appropriate username unless directed otherwise.
- Users must log off the computer terminal when leaving the work area.
- All software is licensed to HCA and may not be copied or illegally supplemented.
- Any attempt to circumvent, nullify, or modify established security parameter is strictly prohibited.

Students

- No food or drinks are allowed at computer work stations.
- Students must have a faculty or staff member present at all times when using the computer.
- Installation or removal of any software, whether malicious or otherwise, is prohibited.
- Unless specifically instructed otherwise, the playing of non-educational games is strictly prohibited.
- Students may not modify in any way the computer software settings.
- Students may not vandalize hardware, change cords, change settings, swap out equipment or in any way modify the hardware configuration.
- Students may not use their network directories to store non-educational materials.
- Students must stay in the application that they have been instructed to use. The use of any other software not specifically allowed by a teacher is prohibited.

Improper Internet Usage

- The use of e-mail by students is strictly prohibited unless it is specifically allowed for internet based classes.
- Chat rooms and instant messaging programs are strictly prohibited.
- All internet based games are prohibited.
- Any viewing of content that is deemed malicious, inappropriate, immoral, harassing, offensive, or non-educational related is prohibited.
- The internet may not be used to purchase or sell items (eBay, merchants, etc.), initiate stock trades, stream media of any kind, download pictures or music or participate in simulated or credit based gambling.
- The use of the internet to commit plagiarism, steal software, infringe on copyright, or to obtain illegal materials is strictly prohibited and will be dealt with accordingly.

Acknowledgement of Family Covenant & Technology Usage Policy

For the Parent:

We are in support of the educational philosophy, objectives, Student Handbook, standards of conduct and the principles of this covenant. We will cooperate with the administration and the teachers in a spirit of partnership in the training of our child(ren).

If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child(ren) from Hernando Christian Academy.

I have read and understand the HCA Technology Usage Policy.

We understand that willful disobedience by our child(ren) to these principles and guidelines may result in dismissal from Hernando Christian Academy.

Father's Signature (or legal guardian)

Date

Mother's Signature (or legal guardian)

Date

For the Student:

I desire to attend Hernando Christian Academy or am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at Hernando Christian Academy.

I understand that Christian teachers are in partnership with my parents. I will strive to obey them also as they seek to train me according to God's Word.

I will seek to live a Godly life in and out of school in order that Jesus Christ will be glorified. (Colossians 3:23)

I understand that willful disobedience of these principles and the guidelines of the Student Handbook may result in my dismissal from Hernando Christian Academy.

I have read and understand the HCA Technology Usage Policy.

Student Signature

Date

For the School

The faculty and staff of Hernando Christian Academy pledge by God's grace to uphold the principles of this covenant and guidelines as we together train your children.

Eternal Values

Our focus should be upward. The key is to live each day with the realization that only what is done for eternity counts. (James 4:4; Matthew 6:33; Matthew 6:19-21)

Statement of Faith

Hernando Christian Academy is a non-denomination school. As such, HCA is very diverse in its student body and faculty as it relates to particular doctrinal positions that vary from denomination to denomination. Doctrines not specifically addressed by the following statement of faith constitute beliefs that we feel are best left up to the home and the local church that the student chooses to attend.

We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21)

We believe there is only one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19)

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Luke 1:36), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7), His resurrection (1 Corinthians 15:4; John 11:25), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone we are saved. (John 3:16-19; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5)

We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ. (1 Corinthians 12:12-13; Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a Godly life.

Church Membership Yes No Attendance: Weekly Frequent Infrequent

Name of Church

Address

City State Zip

Denomination

Minister's Name

Phone Number

Emergency Contacts

The people listed on this form will be contacted in an emergency or if your child needs to be picked up from school when the parent / guardian cannot be reached. It is your responsibility to let us know if you no longer want someone authorized to be contacted regarding your children. Anyone sent to pick up your child must be on this list and must present an ID if unrecognized by office staff, otherwise you will be contacted by phone to approve release.

_____	_____	_____	_____	_____
Name	Relationship	Work Phone	Home Phone	Cell Phone

_____	_____	_____	_____	_____
Name	Relationship	Work Phone	Home Phone	Cell Phone

_____	_____	_____	_____	_____
Name	Relationship	Work Phone	Home Phone	Cell Phone

_____	_____	_____	_____	_____
Name	Relationship	Work Phone	Home Phone	Cell Phone

_____	_____	_____	_____	_____
Name	Relationship	Work Phone	Home Phone	Cell Phone

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Name	Relationship	Work Phone	Home Phone	Cell Phone

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Name	Relationship	Work Phone	Home Phone	Cell Phone

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Name	Relationship	Work Phone	Home Phone	Cell Phone

_____	_____	_____	_____	_____
Name	Relationship	Work Phone	Home Phone	Cell Phone

_____	_____	_____	_____	_____
Name	Relationship	Work Phone	Home Phone	Cell Phone

Parent / School Cooperation Agreement

1. I will pray earnestly for Hernando Christian Academy.
2. I will cooperate fully in the educational functions of HCA, doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will support the school by financial gifts in addition to my tuition payments and fees, as the Lord enables.
4. I agree to support the school in its educational philosophy, statement of faith, and mission.
5. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart.
6. I agree to remain familiar with and obey all policies and procedures set forth by HCA.
7. If I can no longer support the school in its policies and educational philosophy, I will quietly withdraw my child in a peaceful manner.
8. I agree to abide by the billing arrangements made with the school's tuition management company.
9. I understand that I am responsible for tuition for the full school year. If it becomes necessary to withdraw my child/children from HCA before the end of the school year, I agree to pay for the days used plus the \$100 withdrawal fee.
10. I have read and accepted HCA's current tuition and fee schedule.
11. I have read each of the statements of this parental agreement and have signed this with wholehearted support.
12. I understand that HCA has the right at any time, in its sole discretion, to un-enroll my child.
13. I understand that a 1099 will be issued if payment in full is not received by the date agreed upon.

HCA does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its educational policies, admission policies, scholarship and tuition discount programs, personnel policies or other school administered programs.

My signature verifies that I have read and accept all terms of this contract.

Parent 1 Signature

Date

Parent 2 Signature

Date