

Grace Christian Academy

187 Lewiston Rd. W. Gardiner, ME 04345
582-8045



www.gracechristianacdmmy.com

school@gcchapel.com

“Put on the whole armor of God, that ye may be able to stand against the wiles of the devil.”
Ephesians 6:11

ADMISSION POLICY

Enrollment Policy

Enrollment requirements include, but are not limited to, the following:

1. Grace Christian Academy admits students of any race, color, national or 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 or ethnic origin in the administration of its educational policies, admission policies, scholarship programs and athletic or other school administered programs.
2. Parents of students enrolled need to understand and support our Christian philosophy, goals and standards. Parents need to be willing to have their children trained in accordance with these ideals. Students from homes with serious differences with the school's Biblical basis and/or its doctrines will not be accepted.
3. The student must be able to demonstrate, by the screening test or by a professional evaluation, that they are able to profit from normal classroom instruction. While we would like to be able to educate every child who comes to us, we may not have the resources necessary to educate children with substantial learning problems or disabilities.
4. The student must have a good disciplinary record and show agreement with Grace Christian's policies and standards. Students who give evidence of social or moral liabilities will not be accepted. We do not require students to be born-again Christians, but they must be able to live in compliance with our policies and standards. Students will not be admitted if they demonstrate a clear lack of willingness to abide by Grace Christian's rules.
5. Final acceptance will not be granted until copies of records from the previous school are received and reviewed.
6. All new students are placed on a sixty day probationary period. Parents/guardians will be notified in writing of any problem hindering final acceptance. Probation may be extended by the Headmaster and the parents will be notified of such.
7. Students may be accepted with conditions (e.g. student must go to summer school, be tutored, receive counseling, etc.)
8. Students must meet state requirements regarding health and medical standards.

Enrollment Procedure

1. Complete all application and packet information forms and attach a check for the application fee and curriculum fee.
2. After the application materials are reviewed, parents/guardians and student(s) will be scheduled for an interview. Parents should bring a copy of the most recent report card and achievement test results to the interview.
3. Applicants will be notified within one week of the interview as to whether a student has been given conditional acceptance or not. Final acceptance is conditional upon verification of a student's academic, attendance and behavioral record by receipt of their official school records and the successful completion of the sixty day probationary period.
4. The student's sixty day probationary period will start with their first day at Grace Christian. If official records or actual experience at Grace Christian during the probation period indicates that we are unable to educate a student then the parents/guardian will be notified in writing at any point during the sixty days stating the general reason(s) for the denial of acceptance as well as the last date that the student may attend Grace Christian.
5. Grade placement will be determined by the Headmaster after reviewing the student's past academic record and any pre-enrollment testing.

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STATEMENT OF FAITH

1. The Word of God

We believe the Bible, composed of the Old and New Testaments, is God's inspired and infallible Word in its original manuscripts and is the supreme and final authority for all matters of faith and practice

2. God

We believe there is one God, eternally existent, infinite in holiness and all other perfections, who reveals Himself to us as Father, Son and Holy Spirit, without division of Nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His creation. He is all-powerful, knowing, present, wise and loving.

B. God the Son

We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life and miracles, in His substitutionary, atoning death, in His physical bodily resurrection, in His ascension to the right hand of the Father and His personal return in glory and power.

C. God the Holy Spirit

We believe in the personality of the Holy Spirit, who inspired men to write the Scriptures. He reveals Christ to men, convicts of sin, regenerates repentant sinners and cultivates Christ-like character

3. Man

We believe that man was created in the image of God, but by willful choice sinned against God and brought sin into the human race. Man is born in sin, is a sinner by practice and by Divine decree. Unregenerate man is under the condemnation of God and in need of Salvation.

4. Salvation

We believe that the only salvation from condemnation is received through faith in the Person and work of the Lord Jesus Christ, and that this salvation is a free gift of God's love and grace.

5. The Church

LOCAL: We believe that a New Testament Church is a local body of believers, baptized by immersion, associated for worship, service and to spread the gospel of Jesus Christ to all the world.

UNIVERSAL: We believe in the Church Universal, the body of Christ, which includes all of the redeemed of all the ages.

6. Ordinances

We believe in the ordinances of baptism and the Lord's Supper. Baptism is to be administered only upon profession of faith, by immersion, therefore declaring our faith in the crucified, buried and risen Savior, The Lord's Supper is for believers who upon self-examination remember the Lord's death and anticipate His second coming.

7. Eternal State

We believe in the resurrection of the just and the unjust. The just, having been redeemed by the shed blood of the Lord Jesus Christ, to be with Him throughout eternity in glory; the unjust, having died an unregenerate man, un-reconciled to God, to eternal condemnation in hell.

We (I) acknowledge that the above precepts of faith will be instilled through all the areas of the school program while our (my) child(ren) is (are) a student(s) at Grace Christian Academy and we (I) hereby pledge our (my) support.

Mr. _____
(Please Print)

Mrs. _____
(Please Print)

(Signature)

(Signature)

Date: _____

Date: _____

Student(s) Name(s): _____

Grace Christian Academy

APPLICATION FOR ADMISSION

This application must be accompanied by a check for \$75.
\$300 Curriculum Fee is due by July 31 or upon acceptance after July 31.

STUDENT'S NAME (IN FULL): _____

COMPLETE ADDRESS: _____

PHONE NUMBER: _____

BIRTHDATE: _____ BIRTHPLACE: _____ SEX: MALE FEMALE

ANY PHYSICAL DISABILITY? YES NO IF YES, NATURE: _____

PLEASE CHECK ANY ONE OF THE FOLLOWING WHICH APPLY:

- Student living with both natural parents. Student living with one natural parent and a step parent.
 Student living with one natural parent only. Student not living with parents. Please explain: _____
 Student living with adoptive parent(s). _____

Legal Guardian Name: _____

SCHOOL HISTORY:

Name of school attended during previous year: _____

School address: _____

Grade last attended: _____ Any grade repeated? Yes No Which? _____ Entering Grade: _____

Ever dismissed, suspended or disciplined at any school? Yes No If yes, explain: _____

CHURCH HISTORY:

Name of Church Home: _____

Address: _____

Name of Pastor: _____

How often do you attend? _____ Does applicant attend Sunday School and/or Youth Group? _____

WHILE STUDENT IS ENROLLED AT GRACE CHRISTIAN ACADEMY, I UNDERSTAND THAT:

1. My child will go on scheduled field trips and other activities.
2. The teacher has full discretion in the classroom discipline of my child.
3. The administration has full responsibility for placing my child in the proper grade.
4. My cooperation is expected in: (a) regular tuition payment, (b) practical help, (c) faithful prayer and (d) special gifts (since tuition does not cover all costs).
5. The school reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process.

SIGNATURE OF BOTH PARENTS PREFERRED, ONE WILL BE ACCEPTED:

Father: _____ Mother: _____

Date: _____

For Office Use Only:

Date application received: _____

Application Fee Paid: _____

Curriculum Fee Paid: _____

Date interviewed/visited: _____

Date transcript requested: _____

Date transcript received: _____

Testing: Y N Date: _____

Date of Probation Notification: _____

Grace Christian Academy

Pastor, Teacher, Youth Worker Reference Form

APPLICANT PLEASE FILL IN THE FIRST TWO LINES

Student's Name _____ Grade Entering _____ Date: _____
Phone _____ Age _____

The above named student has applied for admission to Grace Christian Academy. In order to make an intelligent selection of students and to help them adequately, we must learn as much as possible about them before they come to us. Answer only those questions about which you have knowledge. The information that you give will be kept in strict confidence. Please mail this form directly to Grace Christian Academy, 187 Lewiston Rd., W. Gardiner, ME, 04345. Thank you.

How well do you know this candidate? __ Considerable personal contact __ Occasional contact __ From record only
In what capacity and for how long have you known the student? _____

Please check the following characteristics by the adjectives most nearly describing the applicant.

CHARACTER: __ Excellent __ Very Good __ Good __ Fair __ Poor _____

COURTESY: __ Excellent __ Very Good __ Good __ Fair __ Poor _____

SOCIABILITY: __ Excellent __ Very Good __ Good __ Fair __ Poor _____

RELATIONSHIP WITH PARENTS: Obedient, respectful, loving, etc. __ Excellent __ Very Good __ Good __ Fair __ Poor _____

EMOTIONAL STABILITY: __ Excellent __ Very Good __ Good __ Fair __ Poor _____

ACADEMIC MOTIVATION: Do they give their best effort and possess determination in face of difficulty? __ Excellent __ Very Good __ Good __ Fair __ Poor _____

ACADEMIC ABILITY: __ Excellent __ Very Good __ Good __ Fair __ Poor _____

ACADEMIC ACHIEVEMENT: How well do they employ their talents. __ Excellent __ Very Good __ Good __ Fair __ Poor _____

LEADERSHIP: __ Excellent __ Very Good __ Good __ Fair __ Poor _____

RELIGIOUS ACTIVITIES: Attendance at all services. __ Excellent __ Very Good __ Good __ Fair __ Poor _____

PARTICIPATION IN YOUTH GROUPS: How well do they employ their talents. __ Excellent __ Very Good __ Good __ Fair __ Poor _____

MORAL STANDARDS: Relationship to opposite sex. __ Excellent __ Very Good __ Good __ Fair __ Poor _____

HABITS: Smoking, drinking, language, amusements, driving habits, etc. __ No problems __ Very few problems __ Some problems
__ Many problems __ Serious problems __ Not known. _____

CHOICE OF ASSOCIATES: __ Excellent __ Very Good __ Good __ Fair __ Poor _____

Is there any record of their conduct at church, school or in the community that has required more than ordinary disciplinary action?
__No __Yes If yes, please give approximate date and a few particulars: _____

To summarize, please check the category, which, in your estimation, most fairly ranks the applicant with other members of their group
(A) Potential as a student: __ Outstanding __ Above Average __ Average __ Below Average __ Not Known
(B) Potential as a person: __ Outstanding __ Above Average __ Average __ Below Average __ Not Known

In consideration of all available evidence, how strongly do you recommend this applicant for admission to Grace Christian Academy?
__Recommended most highly __ Recommended with confidence __ Recommended as satisfactory __ Not recommended

Please attach any additional information you think may be helpful to us.

To the best of my knowledge this information is accurate... _____

Signature

Title/Position

Date

Please print name _____ Name of Church/Organization _____

May we contact you by phone? __No __Yes at _____

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SECONDARY(Grades 7-12) STUDENT APPLICATION

Dear Student,

Thank you for your interest in enrolling at Grace Christian Academy. We work together as a community to create an atmosphere that fosters spiritual and academic growth in all of its members. In order for us to know you better, we would like you to answer the following questions. Your responses will enable us to accurately assess your possible placement in our school community. (Please use the back if necessary)

Name _____

1. Tell us about your relationship with Jesus Christ. _____

2. Why do you wish to become a student at Grace Christian Academy ? _____

3. What do you believe you could bring to the GCA community? _____

4. Please list your hobbies, sports, musical interest and other areas of interest. _____

5. What do you believe GCA can bring to your life? _____

Additional comments: _____

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PERSONAL AND FAMILY INFORMATION

(Where the student lives during the week.)

Child's Name: _____ Nickname: _____ Height: _____ Weight: _____

How often has this child changed schools in the last 5 years? _____ At what grade levels? _____

How long has he/she lived at their present address? _____

Please indicate any unusual factors in the child's life we should know about, i.e., absence of father or mother, unusual accidents, serious illness, etc.? _____

Father/Stepfather Name: _____

(Circle one)

Occupation: _____

Employer: _____

Work Phone: _____

Education: High School Graduate? Yes No
College Graduate? Yes No _____ Years

Please check if any of following apply:

Widower Separated

Divorced Remarried

Are you a Christian? Yes No

Mother/Stepmother Name: _____

(Circle one)

Occupation: _____

Employer: _____

Work Phone: _____

Education: High School Graduate? Yes No
College Graduate? Yes No _____ Years

Please check if any of the following apply:

Widow Separated

Divorced Remarried

Are you a Christian? Yes No

PARENTS: Why do you desire to enroll this child in this school? _____

Are you applying for the admission of all your school age children? Yes No If no, why? _____

How did you find out about Grace Christian Academy? _____

Do you desire assistance in arranging transportation to and from school? Yes No

Are you able to help transport other children through carpool arrangements? Yes No If yes, how often? _____

We have read the Statement of Faith and subscribe to them.

AND/OR

We are willing to have our child trained in accordance with them.

(Signature of Father)

(Signature of Mother)

Mailing Address: _____

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Fee Schedule for School Year 2017 - 2018

Enrollment Fee (per student, each year)

\$75.00

Enrollment fee is due with enrollment form.

Enrollment fee includes school time insurance.

Curriculum Fee (per student, each year)

\$300.00 Due July 31 or upon acceptance to GCA.

Annual Tuition

First child: \$2,000.00 for the year.

Second child: \$1,800.00 for the year.

Third children: \$1,600.00 for the year.

Additional children: Tuition is free. Enrollment & Curriculum Fees are still due.

Scholarships

There may be several scholarships available. If you would like more information about them please check the line below.

Payment Plan

Grace Christian Academy operates on a 10 month (August thru May) payment plan.

A family may pay the whole amount before the school year starts.

For monthly payments a payment book will be used for each student.

Monthly checks should be made out to: Grace Christian Academy.

Payment is due by the 15th of each month, starting August 15.

Any other payment arrangement will have to be pre-approved by the School Committee. Requests should be routed through the Treasurer.

Late payments are subject to a \$10.00 late fee.

Families who are more than 60 days behind in their tuition payments may have their students removed from school unless other arrangements are made with the School Committee.

I would like more information about the Scholarship Fund _____

Please complete and return to the school office along with enrollment fee.

Student Name _____ Grade _____

Parent's Signature _____

Date _____

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STUDENT RECORDS POLICY

In conformance with the Family Education Rights and Privacy Act of 1974 (PL-93-380), parents and legal guardians of students at Grace Christian Academy may inspect and review their children's records by notifying the Headmaster of their desire to do so.

The Act states that each school system adopt a policy, in conformity with the law, which provides specific assurance and appropriate restrictions with regard to student's records.

The Act provides a guarantee that parents and legal guardians may see their child(ren)'s records, lets parents correct any errors through informal and formal hearings, and limits access to school records by outsiders.

Homeschooled Students

Students who were homeschooled the year preceding their enrollment at Grace Christian Academy must provide their academic records, either a portfolio or standardized testing, for their interview with the teacher(s) and School Committee.

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Date: _____

To: _____

TRANSFER OF PUPIL RECORDS

This is to certify that I, _____ the parent/legal guardian of the child/children listed below do hereby request that the educational records of the below listed child/children be transferred to:

GRACE CHRISTIAN ACADEMY
187 Lewiston Rd.
W. Gardiner, ME 04345

Parent/legal guardian privileges and obligations under the Family Educational Rights and Privacy Act are:

1. Notification of the transfer.
2. If desired, a copy of the records may be obtained with the cost of the copying provided by the parent/legal guardian.
3. An opportunity for a hearing to challenge the content of the records is provided.

I have been informed and understand my rights regarding the transfer of pupil records.

Child/Children's Names

Grade

Signature of Parent/Legal Guardian: _____

Address: _____

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HEALTH RECORD

Student Name: _____

Grade: _____

Address: _____

Telephone: _____

To complete our State Immunization Assessment for this year we need the following information:

VACCINE	DATE(S) GIVEN
Polio	_____
DPT	_____
Measles	_____
Rubella	_____
Mumps	_____
Other vaccines/tests	_____
_____	_____
_____	_____

Please explain any health problems your child has and any medications associated with those conditions:

Date: _____

Signature of Parent/Legal Guardian

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Student Name: _____ Grade _____

Address: _____ Home Telephone: _____

EMERGENCY INFORMATION

Allergies or other medical conditions: _____

Where can parents be reached if not at home?

Mother: _____ Telephone: _____

Father: _____ Telephone: _____

Other: _____ Telephone: _____

Physician's Name: _____

Address: _____

Office Telephone : _____

In case of accident or serious illness, I request that the school contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated above and to follow his/her instructions. If it is impossible to contact this physician, the school may take or make whatever arrangements seem necessary.

Date: _____
_____ Signature of Parent or Guardian

INSURANCE INFORMATION

1. We are insured with _____ Insurance Company. Our policy number is # _____, Group # _____.

2. We have MaineCare _____

Date: _____
_____ Signature of Parent or Guardian

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Yearly Liability Release and General Permission Slip for Local Trips

From time to time this year we will want to take students on local trips such as: activities, field trips and programs. Information regarding the field trips will be sent home prior to each trip but we will not require permission slips each time. This general permission slip will replace individual permission slips for all local field trips.

For longer trips teachers will send a permission trip home to be signed by the parents.

In signing below, I hereby, for myself, my heirs, my executors, and administrators, waive and release any and all rights and claims for damages that I may have against Grace Christian Academy (hereafter referred to as GCA) and its agents, employees, representatives, successors, and assigns for any and all injuries suffered by myself or my child that arise out of the activity/field trip/program sponsored by GCA.

I warrant that I have the right to authorize the forgoing and do hereby agree to hold GCA harmless of and from any and all liability of whatever nature may arise out of or result from such participation.

I am aware of the risks involved in participating in the activity/field trip/program and am also aware that participation involves the potential for injury.

I have read and understood this agreement and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein.

Every possible safety precaution will be taken by those in charge. Please sign below if you grant permission for your child to attend local trips and you release Grace Christian Academy from responsibility for any unavoidable accident to him or her.

Participant(s) attending Activity/Field trip/Program: (Please list children in your family attending Grace Christian Academy below).

Student's Name

Parental Signature

Student's Name

Parental Signature

Student's Name

Student's Name

Date

Grace Christian Academy

Enrollment Checklist

Before returning this enrollment package, the following items must be included to begin the enrollment process.

Completed and Signed.

- Statement of Faith
- Application for Admission
- Personal and Family Information
- Transfer of Student Records
- Permission Form
- Health Record
- Emergency Information
- Letter of Reference (Pastor, youth leader S.S. teacher, teacher, camp counselor, employer, etc.)

Additional enclosures should be provided by the parent/guardian

- Latest report card
- Check for enrollment fee and curriculum fee.