

# *Gainesville Potter's House Christian Academy*

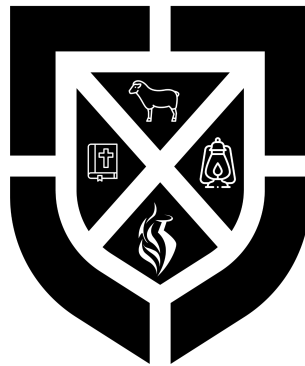
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**GPHCA**  
Gainesville Potter's House  
Christian Academy



## **STUDENT APPLICATION** - For the Academic Year - 2026 - 2027

### **New Enrollment / Re-Enrollment**

Gainesville Potter's House Christian Academy admits students from Kindergarten to High School without regard to race, color, national, or ethnic origin.

Gainesville Potter's House Christian Academy is a ministry  
Of  
Iglesia Casa del Alfarero A/D Church Gainesville, FL.

# **Potter's House Christian Academy**

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**Dear Parents,**

We would like to take a moment to sincerely thank you for entrusting us with your child's education and for completing the enrollment or re-enrollment process for the upcoming school year at Gainesville Potter's House Christian Academy. We are truly honored to welcome both returning and new families who share our commitment to providing a Christ-centered education grounded in the Word of God.

At Gainesville Potter's House Christian Academy, we are dedicated to partnering with Christian families in fulfilling the Biblical mandate to educate children with a strong foundation in faith. Our comprehensive academic program, from Kindergarten through Elementary grades, follows the Bob Jones Curriculum, which integrates a high standard of academic excellence with a Biblical worldview. We aim to equip each student with the knowledge and character needed to thrive academically, spiritually, and socially, preparing them to make a positive and lasting impact on the world.

To complete your child's enrollment, please ensure that the attached Student Application is filled out fully and accurately. All required documents and signatures must be submitted to the school office to secure your child's spot. Please note that spaces will not be reserved until all documentation is complete, with no exceptions.

In addition, we encourage you to familiarize yourself with the policies and procedures that help create a safe and nurturing environment at GPHCA. The Parent Handbook, which outlines our school's rules, regulations, and important guidelines, is available upon request. For your convenience, a PDF version of the Parent Handbook can also be accessed directly on our website at [Gainesvillephca.org](http://Gainesvillephca.org).

If you have any questions or require further assistance, please do not hesitate to contact our school office. We are here to support you every step of the way and are happy to provide any additional information you may need.

Once again, thank you for choosing Gainesville Potter's House Christian Academy. We are excited to embark on another year of learning and growth with your child. May God continue to bless your family as we work together to nurture and educate the next generation of Christian leaders.

**Coralis Moore**

Principal

# Gainesville Potter's House Christian Academy

## Financial Information

The following is a list of school fees and charges. They are effective for the school year 2026-2027.

**Tuition & Fees Description- Fees are Non-refundable.** Registration and enrollment fees are due with the application.\* Registration fees are per student and include the processing of application and student records, GPHCA membership, online portal access, and school accident insurance.

### Annual Tuition Fees: Scholarship and Non-scholarship recipients

#### Elementary

Description	Kindergarten-3rd Grade	Fourth-Fifth Grade
<b>Registrations Fee* (per student)</b>	\$70.00 Due with the application	\$70.00 Due with the application
<b>Enrollment * Fees (per family)</b>	\$300.00 (After March 1) Due with the application	\$300.00 (After March 1) Due with the application
<b>Graduation Fees</b>	\$65.00 (Kindergarten Only) Due Feb 28th	\$85.00 (5th Grade Only) Due Feb 28th
<b>Tuition</b>	\$7,850.00	\$7,450.00
<b>Books</b>	\$300.00	\$300.00
<b>State Test</b>	\$130.00	\$130.00
<b>Uniform</b>	\$200.00	\$200.00
<b>Security Fee</b>	\$50.00	\$50.00
<b>Technology Fee</b>	\$60.00	\$60.00
<b>Students Academic Fees</b>	\$1,500.00 (Unique Abilities Only)	\$1,500.00 (Unique Abilities Only)

#### Middle and High School

Description	Sixth - Eighth Grade	Ninth - Twelfth Grade
<b>Registrations Fee* (per student)</b>	\$70.00 Due with the application	\$70.00 Due with the application
<b>Enrollment * Fees (per family)</b>	\$300.00 (After March 1) Due with the application	\$300.00 (After March 1) Due with the application
<b>Graduation Fees</b>	\$65.00 (Eighth Grade Only) Due Feb 28th	\$85.00 (Twelfth Grade Only) Due Feb 28th
<b>Tuition</b>	\$7,450.00	\$7,250.00
<b>Books</b>	\$300.00	\$300.00
<b>State Test</b>	\$130.00	\$130.00
<b>Uniform</b>	\$200.00	\$200.00
<b>Security Fee</b>	\$50.00	\$50.00
<b>Technology Fee</b>	\$60.00	\$60.00
<b>Students Academic Fees</b>	\$1,500.00 (Unique Abilities Only)	\$1,500.00 (Unique Abilities Only)

#### Extended Day Program

Description	Price per Week
<b>Full Time</b>	\$70.00 (1 Students) \$110.00 (2 Siblings) \$165.00 (3 Siblings)
<b>Part Time</b> (3 days per week)	\$45.00/Week
<b>Daily Rate</b>	\$18.00/Day
<b>Late Arrival Charges</b>	\$10.00/Day

#### School Hours:

Monday- Friday: 7:40 am-1:55 pm

**Extended Care RATE:** \$70 per week/per child

**SIBLING DISCOUNT:** \$55.00 per week/per child

Monday- Friday: 1:55 pm-5:30 pm

**Financial Aid:** We accept Step Up For Students scholarship.

## GENERAL POLICIES AND PROCEDURES

### Missed Payments

The school will assess a \$30.00 charge on all returned or missed payments. In households of more than one child, the oldest child is considered the first child, the second oldest the second, etc. The first tuition is due on August 15<sup>th</sup>, 2026 with the remaining payments due on the 5<sup>th</sup> or 20<sup>th</sup> of each month through June 2027. There are no discounts for half or full payment of the year's tuition.

Accounts more than **60 days past due** will result in a meeting with the administrator, and students may not be permitted to attend classes until payment arrangements are made. This includes Extended Care fees. Financial emergencies are understandable and should be discussed with the school administration for special consideration. Students should label all their books clearly. Lost textbooks, workbooks, or library books will be replaced at the original cost-plus shipping by the student.

### Early Withdraw Fees

When a child is withdrawn before the last day of class, 25% of the original tuition must be paid before records are released. Likewise all fees must be paid in full before the withdrawal process is marked as completed. **\*All fees are considered per student**

### Records

All academic records will be withheld until all school fees and/or fines are paid. **At each end of the grading period, report cards will be withheld for those students whose accounts are in arrears.** The school will withhold the diploma and transcripts from any graduating senior whose account has not been paid in full prior to the graduation date. In the case of a student's withdrawal by a parent, or a request to withdraw from the school administration, the account will be charged for the full month.

### Attendance

The state law mandates at least 170 actual school days/year with 540 net instructional hours for students in kindergarten, 720 net instructional hours for students in grades 1-3, and 900 net instructional hours for students in grades 4-12. Our school offers 180 actual school days or 990 net instructional hours. **Any student in grades K5 - 8 who is absent 20 or more days in a year cannot pass that grade. Any High School student in 9-12 grade who is absent 18 or more days in the year will automatically fail and won't receive any credit.** In the case of a severe, long-term illness, there is an exception; but thorough documentation must be provided by a physician. Please be conscious of this throughout the year. When a student is absent, a written note is required by the parent or guardian stating the reasons for the absence. This must be given to the office when the student returns to school. **Notes written by students and signed by parents will not be accepted.** Absences are excused for illness, death in the immediate family, extenuating circumstances, or pre-arranged absence. Students will have three days to make up the missed work, beginning on the day they return to school. Unexcused absences will result in zeros for the missed work. No tuition will be refunded due to absences. **After four unexcused absences per Grade Period a warning letter will be sent to the parents.**

### After School

After school fees are paid every Friday. If fees are not paid the student won't be accepted the following week. **If a student remains after 5:30 P.M., an additional charge of \$10.00/day will be assessed thereafter. Also, any student not in the extended care program that is not picked up by their parents by 2:10 P.M. will be assessed a charge of \$1.00/minute thereafter.**

### Uniforms

**Kindergarten – 2nd Grade:** Red polo shirts with our school logo, paired with navy blue slacks or our plaid design.

**3rd – 5th Grade:** Blue polo shirts with our school logo, paired with navy blue slacks or our plaid design.

**6th – 12th Grade:** White polo shirts with our school logo, paired with navy blue slacks or our plaid design.

**\*GPHCA students must wear uniforms daily. Please note: Leggings are not considered uniforms; therefore, they are not allowed. Unless previously spoken to the principal for special accommodation.**

**Lunches:** GPHCA will not be providing Free Lunch for the time being. We will make lunch available at a monthly fee.

# Gainesville Potter's House Christian Academy Statement of Faith

1. WE BELIEVE...[The Scriptures are Inspired by God](#) and declare His design and plan for mankind.
2. WE BELIEVE...[There is only One True God](#)—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...[In the Deity of the Lord Jesus Christ](#). As God's son Jesus was both human and divine.
4. WE BELIEVE...though originally good, [Man Willingly Fell to Sin](#)—ushering evil and death, both physical and spiritual, into the world.
5. WE BELIEVE...[Every Person Can Have Restored Fellowship with God Through 'Salvation'](#) (trusting Christ, through faith and repentance, to be our personal Savior). [1 of 4 cardinal doctrines of the AG]
6. WE BELIEVE...and practice two ordinances—(1) [Water Baptism by Immersion](#) after repenting of one's sins and receiving Christ's gift of salvation, and (2) [Holy Communion](#) (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.
7. WE BELIEVE...[the Baptism in the Holy Spirit is a Special Experience Following Salvation](#) that empowers believers for witnessing and effective service, just as it did in New Testament times. [1 of 4 cardinal doctrines of the AG]
8. WE BELIEVE... [The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues.'](#) as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
9. WE BELIEVE...[Sanctification Initially Occurs at Salvation](#) and is not only a declaration that a believer is holy but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ-like.
10. WE BELIEVE...[The Church has a Mission](#) to seek and save all who are lost in sin. We believe 'the Church is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.'
11. WE BELIEVE...[A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church](#). The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers—the Church.
12. WE BELIEVE...[Divine Healing of the Sick is a Privilege for Christians today](#) and is provided for in Christ's atonement (His sacrificial death on the cross for our sins). [1 of 4 cardinal doctrines of the AG]
13. WE BELIEVE...in [The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth](#) (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. [1 of 4 cardinal doctrines of the AG]
14. WE BELIEVE...in [The Millennial Reign of Christ](#) when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. WE BELIEVE...[A Final Judgment Will Take Place](#) for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. WE BELIEVE...and look forward to the perfect [New Heavens and a New Earth](#) that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'



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**FOR OFFICE USE**

Date Received: \_\_\_\_\_

Registration Fee: ☐ YES ☐ NO

Student Records #: \_\_\_\_\_

Payment of registration fee must accompany all Applications. **These fees are non-refundable.**

**STUDENT INFORMATION**

Student's Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_ ( ) Boy ( ) Girl

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Shirt Size: \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_\_ Birthplace: \_\_\_\_\_

Student's Social Security Number \_\_\_\_\_ Scholarship Award ID #: \_\_\_\_\_

Race: White (Non Hispanic) \_\_\_\_\_ African American \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ Other \_\_\_\_\_

Billing Address: Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_

School Attended Previous Year: \_\_\_\_\_ GPHCA

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Repeated a grade? Yes ( ) No ( ) Grade? \_\_\_\_\_

Has the student ever been dismissed or suspended from school, denied admission to any school, or requested not to return to any school in which enrolled? \_\_\_\_\_ If so, give details. \_\_\_\_\_

Has the student ever been suspended for bad conduct, disrespectful to authorities or bad behavior? \_\_\_\_\_ If so, give details  
\_\_\_\_\_

Any unusual factors in a child's life: accident or serious illness, health problems (allergies) of which the teacher, office should be aware? \_\_\_\_\_

### **PARENT/GUARDIAN/CUSTODIAN INFORMATION**

Legal Custody of Child: ( ) Both Parents ( ) Mother ( ) Father ( ) Other: \_\_\_\_\_

Student Lives With: ( ) Both Parents ( ) Mother ( ) Father ( ) Other: \_\_\_\_\_

**Cannot be picked up by:** \_\_\_\_\_

Parent's Name

Address

Phone

Father \_\_\_\_\_

Mother \_\_\_\_\_

Step-parent with whom student resides \_\_\_\_\_

Step-parent's Employer \_\_\_\_\_ Phone \_\_\_\_\_

Father's Employer \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Phone \_\_\_\_\_

Home Church \_\_\_\_\_ Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Application for Admission

## I Permissions and Waivers

A. In signing this Parental Commitment Form, we give permission for our child to take part in all school activities, including sporting events, practices, and school-sponsored trips away from the school premises. Further, in the event my child becomes ill or is injured while under school supervision, we authorize the school authorities to take the following steps: a) contact a parent of the student and follow their instructions b) in the event neither parent can be reached, call the person(s) listed on the emergency medical form c) if emergency medical numbers cannot be reached, call EMT unit for emergency medical assistance.

B. We release Gainesville Potter's House Christian Academy, its employees, agents, and representatives from any claim we may have resulting from any illness or injuries sustained by our child while under school supervision whether at school or away from school premises. We further agree to hold harmless Iglesia Casa del Alfarero or Gainesville Potter's House Christian Academy, its employees, agents, and representatives from any injury or damage that may be caused by our child.

## II. Statement of Cooperation

A. Our personal acceptance of a commitment to Jesus Christ as Lord and Savior.

B. Our commitment to participate in the Christian education of our son or daughter with regular attendance at a Bible-believing church as a family and by exemplifying Christian principles of life in our home.

C. Our commitment to the Statement of Faith of Gainesville Potter's House Christian Academy and our agreement with the school's efforts to train our child in the Bible and encourage our child in this and in all other phases of the curriculum.

D. Our commitment to honor the policies of Gainesville Potter's House Christian Academy as stated in this document and in the school handbooks.

E. Our commitment to attend all parent meetings and to lend our support to the program.

F. Our commitment to investing authority in the agents of the school to make and enforce school regulations and policies and to discipline our child as necessary.

G. Our commitment to agree that if our child should become involved in any trouble or we disagree with any policy set by the school, we will in no case complain to any other party, and in the spirit of meekness will register only necessary complaints with the teacher or Administration (Matthew 18:15-17; Galatians 6:1-2).

H. Our agreement that should any legal action, for any reason, be taken against Iglesia Casa del Alfarero & Gainesville Potter's House Christian Academy, any employee or agent thereof on my child's behalf, and the church/school or its agent not be found at fault, to pay any attorney fees, damages or other costs that Iglesia Casa del Alfarero & Gainesville Potter's House Christian Academy or its agent should incur to defend themselves against such action.

I. Our agreement is to pay the tuition in 11 monthly payments to begin on August 15, 2026. We understand that a \$30.00 late fee will be added for any payment outstanding. We also agree to pay any assessment for the damage my student may make to school property. We understand that report cards, transfer of records or graduation will not be completed without financial clearance.

J. Our understanding that our child's attendance at Gainesville Potter's House Christian Academy is a privilege and not a right; and that if at any time his/her conduct, behavior, academic progress, or cooperation with the school's authorities is not in keeping with the school's requirements, the school reserves the right to terminate, at its discretion, my child's enrollment.

K. Our agreement is that if the student is voluntarily withdrawn or is requested to withdraw by the school before the school year end, no fees will be refunded, and the account will be charged for 25% of the full tuition amount plus books cost (\$200.00).

L. Gainesville Potter's House Christian Academy reserved the right to retain all student records until all accounting balances were met.

M. Our understanding is that Gainesville Potter's House Christian Academy will use any means to collect any outstanding balance and will apply such in a Biblical manner in a spirit of cooperation and understanding.

I have carefully read the Statement of Faith, Permissions and Waivers, and Statement of Cooperation and agree to abide by them. Signature by either parent or sole guardian required.

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Signature of Father/Sole Guardian

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Signature of Mother/Sole Guardian

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Date



## **Student Agreement**

**(Grades 6th – 12th)**

*(This is to be signed on each application each year.)*

I will read the Parent-Student Handbook. I understand that my attendance at Gainesville Potter's House Christian Academy is a privilege. I pledge that I will abide by all policies and rules set forth by the school. I will always strive to exhibit Christian character. I do understand that I may be asked to withdraw from the school at any time if/when my conduct, academics, or lifestyle inside/outside the school is such that it brings shame and reproach to Gainesville Potter's House Christian Academy and the cause of Jesus Christ.

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Print Student's Name

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Date

---

Student's Signature

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Date

## **Parent/Guardian Agreement**

**(Grades K5 – 12th)**

*(This is to be signed on each application each year.)*

I will read the Parent-Student Handbook and agree to support the school by requiring my student(s) to obey all school policies and requirements. I will take time to read the handbook to ensure that both my student(s) and I understand our responsibilities as student(s) and parent(s). I agree to work diligently with GPHCA staff and faculty to resolve any areas of concern that I may have during the school year. I agree that I will follow the Matthew 18 principle to resolve any areas of conflict. I also agree to pay my tuition and any other fees in a timely manner as outlined on the financial information sheet and handbook.

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Parent or Guardian Signature

---

Date

# Potter's House After School Application

## 2026-2027

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Do you need after school care? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If you marked **YES** please provide us with the following information.

1. Choose after school weekly program plan:

- ☐ Daily \$18.00
- ☐ Part Time \$45.00 (3 days or fewer per week)
- ☐ Full time \$70.00

2. Days the student will need after school care:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

3. Does the student have a sibling attending our after school program?

\_\_\_\_ **Yes** \_\_\_\_ **No**

4. If so, would you like to utilize our siblings discount? *\$55.00 weekly rate per child.*

\_\_\_\_ **Yes** \_\_\_\_ **No**, I would like to pay a regular weekly rate.

5. If you receive the Unique Abilities scholarship, would you like us to charge you through the Step Up for Students.

\_\_\_\_ **Yes** \_\_\_\_ **No**

### Important

- ★ The after school registration cost will be a non-refundable fee of \$30.00.
- ★ Fees are due every Friday for the following week. Failing to do so will add a \$10.00 late fee to your account, and you will not be able to enjoy after school privileges until the account is current.
- ★ After school is from school dismissal until 5:30pm. Arriving late will incur a penalty fee of \$5.00 per day.

Parents Signature: \_\_\_\_\_