

Norman Christian Academy

Student Application Packet

The following are enclosed:

- Application for enrollment
- Registration Fees and Tuition Information
- Media Release/Medical Acceptance Form

To enroll your child at NCA, all forms must be filled out, signed, and returned along with the full application payment. NCA is currently enrolling for PreK-12th grade.

Should you have any questions, please call the school phone number listed below. You can also email our school email, and you will be contacted in a timely manner.

Please print out the application packet and fill it out completely. Once the application packet is completed, please contact the school and schedule a time to drop the forms off on the campus of NCA. All checks must be payable to NCA or Norman Christian Academy. The enrollment process is as follows:

1. Interview with the Administrator
2. Submission of filled out/signed Handbook & Application
3. Submit Transcripts, birth certificates, & immunization records

All new students and parents must meet with NCA Administration and meet all the registration requirements prior to officially being enrolled at Norman Christian Academy. New students (1st grade and above) MUST also complete a placement test to determine proper placement at NCA. The cost of the test is \$35 and is the responsibility of the parent/guardians and MUST be paid at the time of testing. If the child enrolls at NCA, the cost of the test will be deducted from the total application fee. NCA reserves the right to admit or refuse any students based on standards as set forth by Norman Christian Academy.

Thank you for the opportunity to invest in and educate your child(ren) for the 2026-2027 school year. We are excited to see what God will do this year at Norman Christian Academy!

Norman Christian Academy

www.normanchristianacademy.com

801 E. Robinson St. Norman, OK 73071

405-329-3347

NORMAN CHRISTIAN ACADEMY

Application for Admission

(PreK-12th grade) 2026-2027 School Year

Students Name: _____ Gender: _____ Grade Entering: _____

Ethnicity: _____ Birthdate: _____ Age: _____

Address:

City, State, Zip:

Phone Number: _____

Father's/Guardian Name: _____ Cell Number: _____

Address: (If different than student)

Place of Employment: _____ Telephone: _____

Address:

Mother's/Guardian Name: _____ Cell Number: _____

Address: (If different than student)

Place of Employment: _____ Telephone: _____

Address:

Which parent will be the Main contact via cell phone/email? _____

Preferred email address for contact (*required)

Guardianship Information

Who has legal custody of the student? Both parents Father Mother Other _____

Legal Documentation (i.e., guardianship, injunctions, power of attorney, etc.) must be submitted with this.

Siblings: _____ Age: _____ Grade: _____

Siblings: _____ Age: _____ Grade: _____

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Siblings: _____ Age: _____ Grade: _____

Students Previous School:

Address:

Attending Church:

Pastor's Name:

Does the Student attend faithfully? _____ Do you attend faithfully? _____

Does the Student have a handicap or special need? _____ If yes, please explain:

Has the Student ever repeated/failed any grade? _____ If yes, what grade(s):

Medical Authorization

I understand I will be contacted by phone when my child needs medicine or first aid. This includes Tylenol, Motrin, Tums, Mylanta, Pepto Bismol, Neosporin, and other basic over the counter medications including the application of rubbing alcohol, peroxide, first aid cream, etc.

I understand that I must fill out the authorization form provided by the school which clarifies when and how the medication should be administered. Norman Christian Academy does not administer Ritalin or other behavior controlling drugs. I agree to hold the school and its agents harmless for any liability to my child or any guardian or parents thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury to my child which results from dispensing said medicine unless said unjust was willful or negligent. Should legal action, for any reason, be taken against Norman Christian Academy or any employee or agent thereof, on my child's behalf and the school and its agents not be found at fault, I agree to pay any attorney fees, court fees, damages, or other costs that Norman Christian Academy or its agents should incur to defend itself against such action.

Allergies/Special medical conditions: _____

Parent's/Guardian's Signature: _____ Date: _____

Emergency Contact Information

Person to contact if parent/guardian cannot be reached

Name: _____ Relation to Student: _____

Phone: _____

List two primary Authorized pickups other than parents and emergency contact

Name: _____ Relation to Student: _____

Phone: _____

Name: _____ Relation to Student: _____

Phone: _____

Parent's Responsibility

It is the parent/guardian responsibility to have students at school on time. Any student that is NOT in the building and in his/her designated seat by 8:00 am will receive an unexcused tardy for the day (provided he/she does not have an official excuse (ex: doctors note)). Five (5) unexcused tardies will result in one (1) unexcused absence. Ten (10) unexcused absences may require that a student repeat their current grade level. Developing habits of timeliness is critical to success in life and strongly emphasized by NCA. Excessive unexcused absences will also disqualify a student from the Honor Roll.

As you have elected to place your child in a Christian school, please keep in mind your appearance as well as those of your friends or relatives who may attend programs or events held by the school. We request that parents be modestly dressed whenever they come to school for any reason. We ask that you are dressed in a manner that is consistent with NCA guidelines to set an example for our children and bring honor to the Lord Jesus Christ. If you are not in appropriate attire when picking up your child(ren), please DO NOT get out of your car. Smoking/Tobacco/Vaping are not permitted on the campus of Norman Christian Academy and Robinson Street Baptist Church.

INITIAL HERE _____

MEDIA RELEASE AGREEMENT

This Media Release Agreement ("Agreement") is entered into as of 2025-2026 School Year by and between [Student Name] ("Releasor") and [Norman Christian Academy] ("Releasee").

1. Grant of Permission

Releasor hereby grants Releasee the irrevocable right and permission to use, publish, and distribute photographic, video, or audio recordings, and/or written content of Releasor in connection with [description of the event or purpose] ("Content").

2. Usage Rights

The Content may be used in various media formats including but not limited to websites, social media, promotional materials, advertisements, or publications for an indefinite period and without further compensation to Releasor.

3. No Compensation

Releasor agrees that they will not receive any financial compensation for the use of the Content and waives any rights to royalties or other forms of compensation.

4. Release of Liability

Releasor releases and holds harmless the Releasee, its agents, employees, and representatives from any claims, liabilities, or actions arising from the use of the Content as described in this Agreement.

5. Acknowledgment

Releasor acknowledges that they have read and understood this Agreement and voluntarily agree to its terms.

INITIAL HERE: _____

Financial Responsibility:

I understand:

- Tuition payments are due on the 1st of each month . All payments are considered **late** if they are not paid by 3:00 PM on the 10th of each month. A \$25 fee will be charged. If tuition is not paid past due date, my child(ren) will be withdrawn and cannot attend school until all accounts are current.
- There will be a \$25 charge for any check returned for insufficient funds. A second offense will result in on \$50 charge. At this point I must pay all remaining tuition payments in cash.
- Norman Christian School prefers cash or check. Online payments may be made (additional fees apply) provided payment arrangement and approved by NCA administration. Please make checks out to NCA or Norman Christian Academy.
- The registration fee is non-refundable and is August 1st 2026.
- Current tuition and registration fees are available in admissions office.
- If I am a church member of Robinson Street Baptist Church I must have attended one weekly service in the last calendar year to be eligible for the church member discount.

**Please note that tuition prices and reenrollment fees are subject to change each school year. For the most current list prices, please see the admissions office.*

I understand that I am responsible for the Full Tuition whether my child finishes the year or not. The monthly payments are for my convenience only.

INITIAL HERE: _____

Parent Signature: _____

Date: _____