

2020-2021

# Application for Admission

NAME: \_\_\_\_\_ Grade: \_\_\_\_\_

Date entered: \_\_\_\_\_ Date withdrawn: \_\_\_\_\_



Daytona Beach Christian Academy

1850 S. Clyde Morris Blvd.

Daytona Beach, FL 32119

PH: 386-760-4808 FX: 386-304-7031

[www.dbcaeagles.com](http://www.dbcaeagles.com)

*"Excellence in Education Since 1972"*

# How to apply

## ADMISSION PROCEDURES AND POLICIES

A student is admitted to DBCA on the basis of former records, interviews, and SAT test scores, as well as availability of space and willingness of the family to participate within the school guidelines and philosophy. Parents may begin the registration process by submitting an application along with the required fees and information. All supporting documents must accompany application.

## ADMISSION CRITERIA

### Kindergarten

1. The birthday cutoff for admission is September 1st of the school year that the student wishes to enter.
2. Students must be **FULLY POTTY TRAINED**.
3. Students will be screened with an evaluation instrument of the school's choice if the administration determines it necessary.

## GRADE 1-12 APPLICANT REQUIREMENTS

1. Student must present with a C average or above in academic grades or evidence of satisfactory academic performance if grades are not available.
2. Attain a composite achievement score on a nationally normed standardized achievement test, at the 50th percentile or higher. Recent test results within the last 18 months are acceptable.
3. Score within the average range on an IQ test or an equivalent score in another ability test.
4. Have satisfactory attendance for the previous year, including tardiness rate.
5. Have satisfactory behavior history (at home, in school, and in the community) and provide a positive indication that he/she truly wants to be a part of the Student Body.
6. Interview with the appropriate school administration.
7. Additional testing may be required at the expense of the parent.

## ADMISSION PROCESS

1. Complete the application.
2. Provide a copy of the student's birth certificate and social security card.
3. Provide original forms for your child's current physical and immunizations. A physical must be within the last year. Daytona Beach Christian Academy reserves the right to refuse any student who does not display with current immunization records.

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4. Pay the following fees at the time of registration: Registration Fee to cover the cost of enrolling and maintaining the records for the student, Material Fee, and New Student Testing and Evaluation fee.
  5. Provide a copy of the students previous report cards.
  6. Provide copy of parent's social security card and driver's license.

### SPECIAL CIRCUMSTANCES

Any exception to the established written admission policy (e.g., student who meets the GPA requirement but falls short of the standardized score requirements) will be made by the administration of DBCA.

### NON-DISCRIMINATORY POLICY

DBCA admits students of any race to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school and DBCA does not discriminate on the basis of race in the administration of its educational policies, admissions policies, scholarship programs and other school administered programs.

### PAYMENT PLANS

School tuition is broken up in to three optional payment plans. If full tuition payment is paid by the first day of school, DBCA offers a 10% discount. A nine or ten month plan will be made available for the months August—April/May. A shorter payment plan will be made available for smaller balances, which should be –paid out before December 5th.

Payments are DUE ON THE 1ST OF THE MONTH AND LATE ON THE 5TH OF THE MONTH. Late fees will be applicable starting on the 6th of the month. *Any student whose account is still past due on the 15th of the month will be removed from class until the account is made current. This is for any balance such as Tuition, Afterschool, etc.*



# Student Information

This application is for the school year 2020—2021—Please circle grade : **Student Sec ID#** \_\_\_\_\_

I am requesting that my student be placed in grade: K4 K5 1 2 3 4 5 6 7 8 9 10 11 12

Scholarship-McKay (Matrix\_\_\_\_)/SUFS/FES/AAA/Hope/Gardiner-Uniq ID# \_\_\_\_\_ Appl.# \_\_\_\_\_

**CC AWARD LETTER** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_ **APPLIED TO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Do you want your child registered in to the Afterschool Program: Yes \_\_\_\_\_ No \_\_\_\_\_

**YOU MUST FILL OUT EVERY LINE ON THIS PAGE OR WE CANNOT ACCEPT!!**

Student's Name \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Address: \_\_\_\_\_

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

**STUDENT SS#** \_\_\_\_\_ **COPY REQUIRED**

**D.O.B.** \_\_\_\_\_ **Birthplace:** City \_\_\_\_\_ State \_\_\_\_\_

**RECOMMENDED BY:** \_\_\_\_\_

Student resides with:

**Both Parents** \_\_\_\_\_ **Mother** \_\_\_\_\_ **Father** \_\_\_\_\_ **Grandparents** \_\_\_\_\_

**Aunt/Uncle** \_\_\_\_\_ **Other** \_\_\_\_\_ (specify)

Has the student ever repeated any grade? Yes \_\_\_\_\_ No \_\_\_\_\_ Repeated more than one \_\_\_\_\_

If yes, why? \_\_\_\_\_

Has the student ever been dismissed, expelled or suspended from school? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of previous school \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Are there any unusual factors in the student's life: adoption, accident, serious illness, health problems, etc that the teacher and staff should be aware of? \_\_\_\_\_

**Student Agreement for student grades 6-12:**

I understand that my attendance to DBCA signifies that I pledge to agreeably abide by all policies, requirements, and rules set forth by the school as now and hereafter in effect.

\_\_\_\_\_  
Student's or Parent's Signature

\_\_\_\_\_  
Date

# Parent Information-**WE MUST BE ABLE TO REACH A PARENT!**

Fathers/Guardian's Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell \_\_\_\_\_ **Email** \_\_\_\_\_

Place of employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Job Title \_\_\_\_\_

Father's /Guardian SS # \_\_\_\_\_ **COPY REQUIRED**

Father's/Guardian Drivers License # \_\_\_\_\_ **COPY REQUIRED**

**PLEASE PROVIDE ADEQUATE PHONE NUMBERS TO REACH PARENTS IN CASE OF EMERGENCY!!**

Mothers /Guardian Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell: \_\_\_\_\_ **Email** \_\_\_\_\_

Place of employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Job Title \_\_\_\_\_

Mother's /Guardian SS# \_\_\_\_\_ **COPY REQUIRED**

Mother's /Guardian Drivers License # \_\_\_\_\_ **COPY REQUIRED**

**PLEASE PROVIDE ADEQUATE PHONE NUMBERS TO REACH PARENTS IN CASE OF EMERGENCY!!**

Guardianship belongs to: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Legal documentation supplied: \_\_\_\_\_

We desire to enroll our student in DBCA because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brothers and sisters:

Name : \_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Emergency Contact Information

PLEASE LIST EMERGENCY CONTACTS IN ORDER WHICH CONTACT SHOULD BE MADE WITH ADEQUATE PHONE NUMBERS. SHOULD PHONE NUMBERS CHANGE AT ANY TIME, PLEASE CONTACT SCHOOL WITH NEW CONTACT INFORMATION.

**1ST CONTACT NAME:** \_\_\_\_\_

**RELATIONSHIP TO CHILD:** \_\_\_\_\_

**PH #:** \_\_\_\_\_ **ALT PH #:** \_\_\_\_\_

**2ND CONTACT NAME:** \_\_\_\_\_

**RELATIONSHIP TO CHILD:** \_\_\_\_\_

**PH #:** \_\_\_\_\_ **ALT PH #:** \_\_\_\_\_

**3RD CONTACT NAME:** \_\_\_\_\_

**RELATIONSHIP TO CHILD:** \_\_\_\_\_

**PH #:** \_\_\_\_\_ **ALT PH #:** \_\_\_\_\_

**4TH CONTACT NAME:** \_\_\_\_\_

**RELATIONSHIP TO CHILD:** \_\_\_\_\_

**PH #:** \_\_\_\_\_ **ALT PH #:** \_\_\_\_\_

IN THE EVENT THAT MY CHILD IS INJURED OR ILL AND NEEDS IMMEDIATE MEDICAL ATTENTION AND ONE OF THE ABOVE LISTED CONTACTS CANNOT BE REACHED WITHIN A REASONABLE ALLOWABLE TIME, I HEREBY GIVE MY PERMISSION FOR DAYTONA BEACH CHRISTIAN ACADEMY TO TAKE THE APPROPRIATE ACTION TO EITHER CALL PARAMEDICS OR TRANSPORT MY CHILD TO THE NEAREST MEDICAL FACILITY, AT MY EXPENSE..

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

# Parent Agreement

In making this application for registration of my child, I understand and agree that”

1. The Registration/Test Fee and Material/Book Fees are NON—REFUNDABLE.
2. There is a \$100.00 withdrawal fee (PARENT PAID) if the student leaves the school before the end of the school year. This fee must be paid before any records, etc. will be released.
3. The school administration has full responsibility in placing my child in the proper grade level.
4. My child may go on scheduled field trips and use bus transportation as needed.
5. Periodically, pictures are taken of the students in class and other activities. These photos are occasionally used on a website, in brochures, and in other media. I give my permission to use such pictures of my child.
6. I will support all of the school discipline policies. The school reserves the right to expel any student who does not abide by its policies, requirements and rules or any other student whose parents or guardians fail to cooperate with the school administration.
7. I understand that the school day is from 8am to 3pm. If my child is not picked up by 3:15pm they will automatically go to aftercare. Morning care/Aftercare enrollment is \$15.00 and must be paid prior to any morning care/aftercare visits. Aftercare is from 3:15pm to 6pm with a weekly fee of \$40.00, daily rate is \$10 per day, children picked up by or before 4pm will be charged at a rate of \$25 per week. Any child not picked up by 6pm will be charged \$100.00 per child per 5 minute segment. Morning care is also available from 7am to 8am with a charge of \$15.00 per week per child, daily rates—\$3. Payment required in advance, paid in office, by phone, or sent or office by Monday of the week attending.
8. I authorize DBCA staff to handle any emergency medical or other situation with my child, a student at DBCA, and if necessary transport them to doctor or hospital and agree to hold harmless the school from all costs, expenses, liability or damage in connection with emergency incident.
9. I agree to pay for any school property lost, damaged or destroyed by my child, a student at DBCA.

A complete listing of the school’s policies, rules, and requirements are found in the student handbook.

I have read the above parent agreement and agree to support DBCA by requiring my child to obey all school policies, rules and requirements now and hereafter in effect.

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Parent Signature

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Date



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## Tuition Schedule 2020—2021

New Student Testing Fee 1st—8th Grade	\$25.00
Advanced Evaluation Fee (L.C.)	\$75.00
One or both administered if required	
<b>REGISTRATION FEE—Non-Refundable</b> Per Student—Max 2 fees per family	\$100.00
<b>MATERIAL FEES—Non-Refundable</b> Per Student—Due by July 1, 2020	\$325.00
After Junly 1, 2020	\$375.00
Morning & AfterCare Regis.	\$15.00 per child Pd Aug 1
Morning (before 8:00 am)	\$15.00 weekly (per child)
Afternoon (3:15-6:00pm)	\$40.00 weekly—per child
Afternoon (3:15-4:00pm)	\$25.00 weekly—per child
All Morning and Aftercare Fees must be paid weekly.	Late Fees—if not paid weekly—\$30 per week
<b>Annual Tuition</b>	
K5—5th Grade	\$6,900
6th Gr—8th Grade	\$7,200
9th—12th Grade	\$7,500
Special Needs Classroom	+\$2,750
Sensory Classroom	+\$1,375
	Aug 1
	Aug/Jan
	\$6,550
	\$3,364
	\$6,840
	\$3,510
	\$7,125
	\$3,656

**Step Up**  
for students  
**McKay Scholarship Program**

**AAA**  
Scholarship Foundation  
WE MAKE **ACADEMIC ACHIEVEMENT ACCESSIBLE**

**GARDINER SCHOLARSHIP PROGRAM**

FLORIDA DEPARTMENT OF EDUCATION  
**Family Empowerment Scholarship**

**HOPE**  
scholarship  
Administered by Step Up For Students

**FACTS**  
A **net** COMPANY

<b>MATRICULATION FEES:</b> Administration Fees, Accounting Fees, Student Assessment/Evaluation Fees, Assessed to all McKay and Gardiner Accounts.	<b>\$ 300</b>
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All Gardiner Scholarships will be assessed tutoring fees according to the need level indicated per their scholarship award—up to the full amount of award. Tutoring fees beyond scholarship availability are based upon individual need.

Late fee (if tuition is paid after the 5th of the month)	\$30.00
NSF fee (per any check-only 1 NSF check per year allowed) We accept cash, checks, and credit cards with 5% fee; no AmEx/Discover accepted.	\$25.00

Early Withdrawal Fee: <u>Parent Paid only when the student transfers before the end of the school year.</u>	\$100.00
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DBCA accepts Step-Up For Students Scholarships, AAA Scholarships, McKay, Gardiner, Hope and FACTS Tuition Aid Scholarships. Parents must have the award letters prior to the first day of school. Please contact school office about scholarship application information. Securing your scholarship status early is important, as waiting lists do not guarantee full, partial, or any grant for the year.





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## Medication Policy 2020-2021

Dear Parent,

We want your child to stay healthy while they learn and grow in Christ here at Daytona Beach Christian Academy, and it is our policy to not administer medication of any kind unless specified by you.

Any medication that a child must take during the school day must be submitted to the office with written doctor's instructions and any necessary verbal instructions.

If there is a medical emergency we will take immediate action.

In the case of a life threatening emergency we will dial 911 to get your child the medical attention they need.

On all other medical issues that are non-life threatening we will call you immediately to inform you of the situation, so that you can make an informed decision.

I understand that if my child has a medical issue it is my responsibility to notify the school.

**All students must be free of vomiting, diarrhea, and fever (without medication) for at least 24 full hours before returning to school.**

I \_\_\_\_\_, parent/guardian, have read and agree to the following medication policy for my child

\_\_\_\_\_ on this date \_\_\_\_\_

Because of Christ,

Mr. Mark Tress

Headmaster



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## Request for Student Records

According to the Final Regulations - Family Education Rights and Privacy Acts (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between educational institutions. It states that school officials, including teachers within the educational institution and officials of other school systems in which the student may intend to enroll, may receive a student's records without a written consent for such release.

Name of Student: \_\_\_\_\_

Student's Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Grade: \_\_\_\_\_

*Please Note: If records have been transferred, please forward request to the institution/agency/office holding this student's records.*

Name of School previously attended: \_\_\_\_\_

Previous School's Address: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Information to be released:	Cumulative Record Folder	_____
	Attendance Records	_____
	Health & Immunization Record	_____
	Psychological Records	_____
	ESE & Special Education Program	_____
	Information, if applicable	_____
	Discipline Report	_____

*Please forward ORIGINAL copies. Thank you for your prompt assistance.*

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## School Uniforms

Parents,

Uniform policy states that all students must wear uniforms as prescribed in our parent/student handbook. All uniform shirts must be ordered through school office only. Parents must not purchase uniform shirts through outside sources, as DBCA requires that all uniforms are in conformity. PARENTS AND STUDENTS—Please read your handbooks.

Shirts Must be purchased from School Office, you are allowed to purchase your bottoms elsewhere, but must be uniform style pant, skort, or shorts. Jean or stretch material not permitted.

**ORDER TIMES—5 WEEKS BEFORE SCHOOL BEGINS, 1ST WEEK DECEMBER ONLY**

The following are the ONLY approved uniforms for the upcoming school year:

**Boys:** Solid Color Logo polo shirts in Black or Red. **Those students who do not have the school logo on their shirt will not be admitted to class.** Khaki or Black uniform style shorts or pants. No skinny jeans style, cargo/double pockets, sweat pants, etc. Boys **must** wear a **belt each day with shirts tucked in.** Long sleeve shirts underneath uniform shirt must only be a **Solid color of Red or Black.**

**Girls:** Solid color Logo polo shirts in Black or Red. **Those Students who do not have the school logo on their shirt will not be admitted to class.** Long sleeve shirts underneath uniform shirt must only be a **Solid color of Red or Black.** Khaki or Black uniform style pants, shorts, skorts—refer to handbook, or Capris. Shorts & Skorts must be long enough to reach the top of the knee (refer to the handbook). These are the ONLY approved uniforms for this school year. NO tight fitting or skinny jeans, skirts, or jumpers, etc. are permitted.

**ONLY SCHOOL APPROVED FLEECE-STYLE LOGO JACKETS WILL BE PERMITTED IN CLASSROOMS-PLEASE ORDER ACCORDINGLY**

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PARENT SIGNATURE

STUDENT SIGNATURE

Please contact School Office to order



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## Required Forms—Prior to Admission

Dear Parent,

In order for \_\_\_\_\_(student) to be registered/continue attendance for the 2020-2021 school year we need you to provide us with the following documents:

The Department of Education **requires** us to obtain a copy for your child's cumulative folder.

Please provide copies of the following:

- Copy of Birth Certificate\*\*
- Current Shot Record\*\*-Form 680; Code 1-under 7th grade; Code 8—7th Grade and up.
- Current Physical\*\*
- Copy of Child's Social Security Card\*\*
- Copy of Parent's Social Card\*\*
- Copy of parents Drivers license\*\*
- Enrollment Application
- Medication policy form
- Disciplinary record from previous school: if applicable
- Grades / Transcript/Report Card from previous school: if applicable
- Extended care registration
- Parent Authorization Release Form
- Emergency ID Form
- Current year—2020-2021—"I Understand" Form (in the back of the Student/Parent Handbook)
- Copy of Signed Contract

\*\*\*\*\*These documents are **required** by the State of Florida and must be turned in to the school office before your child can be **fully enrolled**. DBCA reserves the right to deny entrance if these documents have not been provided upon entrance application or before the first day of school.

Your student will not be allowed to attend any classes after \_\_\_\_\_ and  
until these forms have been received and documented.

If there is any reason you cannot present these documents, **you must notify office immediately**.

Thank you for your Cooperation,

Mr. Mark Tress, Headmaster DBCA