

2021-2022

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Date entered: _____ Date withdrawn: _____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 E-mail: info@dbcaeagles.com

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 partner with 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 an application.

ADMISSION CRITERIA

Kindergarten

1. The Student must be 5 years of age by September 1st of the school year.
2. Student must be **FULLY POTTY TRAINED**.
3. Student 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.

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 and New Student Testing and Evaluation fee, if required.
5. Provide a copy of the students previous report card.
6. Provide a discipline record on school letterhead.
7. 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 5% 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. We accept cash, check, or credit card (5% fee added).

Payments are DUE ON THE 1ST OF THE MONTH AND LATE ON THE 5TH OF THE MONTH. Late fees will be applied 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, Morning Care/Aftercare, etc.***



Student Information

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

Student Sec ID# _____ **Parent/Guardian please choose 4 digit Security Code for your student(s)**

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:** _____

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 _____ **Guardian/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 Signature

Parent's Signature

Date

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

Fathers/Guardian's Name: _____

Address (if different from student) _____

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 (if different from student) _____

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: _____

Name : _____ Age: _____

Name : _____ Age: _____

Emergency Contact Information

PLEASE LIST EMERGENCY CONTACTS IN THE ORDER WHICH CONTACT SHOULD BE MADE. PLEASE MAKE SURE PHONE NUMBERS ARE ACCURATE. SHOULD PHONE NUMBERS CHANGE AT ANY TIME, PLEASE CONTACT DBCA WITH THE 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

PARENT/GUARDIAN MUST INITIAL EACH ITEM AND SIGN BOTTOM OF THIS PAGE

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

- ☐ The Registration, Material, and Supply Fees are **NON—REFUNDABLE**.
- ☐ 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.
- ☐ The school administration has full responsibility in placing my child in the proper grade level.
- ☐ My child may go on scheduled field trips **and use bus transportation as needed**.
- ☐ Periodically, pictures are taken of the students in class and other activities. These photos are occasionally used on the DBCA website, DBCA Facebook page, DBCA Instagram, DBCA commercials, in DBCA brochures, and in other DBCA media. I give my permission to use such pictures of my child.
- ☐ 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.
- ☐ I understand that the school day is from 8am to 2:30pm. If my student arrives before 8:00am, they will be automatically placed in Morning Care . If my child is not picked up by 2:45pm they will be automatically placed aftercare without contacting the parent. Applicable fees will be assessed on the weekly bill.
- ☐ Parents are not permitted to pick up their student(s) between the hours of 2:00-2:30pm unless it is an emergency. Student release for doctor's appointments must be prior to 2:00pm and provide written documentation from the doctor's office for this appointment.
- ☐ I authorize DBCA staff to handle any emergency medical or other situation with my child, and if necessary to transport them to the doctor or hospital and agree to hold harmless DBCA from all costs, expenses, liability or damage in connection with emergency incident.
- ☐ I agree to pay for any school property lost, damaged or destroyed by my child, a student at DBCA.
- ☐ I understand that if I wish to be a volunteer or attend functions with DBCA on or off campus, I am required to acquire FDLE fingerprint and background check at my personal expense.

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

Parent Signature

Date



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Medication Policy 2021-2022

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 or your child's attending physician.

1. 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.
2. If there is a medical emergency we will take immediate action.
3. In the case of a life threatening emergency we will dial 911 to get your child the medical attention they need.
4. 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.
5. I understand that if my child has a medical issue it is my responsibility to notify the school.

My student takes the following medications:

Medication	Prescribed for:	Dosage/Time at Home	Dosage/Time at 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 of _____,
have read and agree to the following medication policy on this date _____.



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Extended Care Contract—K5—6th Grade

The school day starts at 8am and ends at 2:30pm. If you need to drop your child off earlier and/or pick them up later, Morning Care and Aftercare are available for K5-6th grade students.

1. Morning care is available from **7 am—8 am for \$15 per week** per child—\$3 daily rate.
2. Aftercare is available from **2:45pm—6pm for \$40.00 per week per child** (\$10 daily rate), **2:45—3:30 for \$25 per week per child** (\$6.00 daily rate).
3. The **Registration fee** for extended care is **\$15.00**—which must be paid prior to service.
4. Any parent arriving after 6:00 p.m. to pick up their child will be assessed a fee of **\$10.00 per child for the first 5 minute segment, then \$1.00 per child, per minute for each additional minute. After third late pick-up, student may no longer stay in aftercare.**

Morning Care/Aftercare fees are to be paid **weekly on the first day of the week attending** and your account will be subject to a \$15 late fee if the payment is not received by Monday of the following week. **Your child may not return to Morning Care or Aftercare until all fees are paid up to date.**

I _____ accept these terms and will register my child
_____ (Child's Name) into the Morning Care/Aftercare
program at DBCA.

Signature of Parent or Guardian.

Date

Payment of Extended care registration received on _____ (date)

By _____ (Administration)

Security Code for child pickup _____



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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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Required Forms—Prior to Admission

Dear Parent,

In order for _____ (student) to be registered/continue attendance for the 2021-2022 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—2021-2022—"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



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Tuition Schedule 2021—2022

<u>ANNUAL TUITION</u>		<u>Aug 1</u>	<u>Aug/Jan</u>
K5—5th Grade	\$6,900	\$6,550	\$3,364
6th—8th Grade	\$7,200	\$6,840	\$3,510
9th—12th Grade	\$7,500	\$7,125	\$3,656
<u>Exceptional Learners</u>			
K—5th —Full Time	\$9,650		
Sensory Class-Part-Time	\$1,375		
<u>REGISTRATION FEE—Non-Refundable</u> Per Student—Max 2 fees per family			\$100.00
<u>MATERIAL FEE—Non-Refundable</u> Per Student-Due by June 1, 2021			\$325.00
After June 1, 2021			\$375.00
<u>SUPPLY FEE—Non-Refundable</u> Due July 1, 2021			\$50.00
<u>MATRICULATION FEE—Non-Refundable</u> Administration, Accounting, and Evaluation Fees will be assessed to all McKay and Gardiner Accounts.			\$ 300.00
New Student Testing Fee 1st—8th Grade			\$25.00
Advanced Evaluation Fee (L.C.)			\$75.00
Morning & Aftercare Regis.	\$15.00 Due Aug 1—per child		
Morning (7:00am—8:00 am)	\$15.00 Weekly—per child		
Afternoon (2:45-6:00pm)	\$40.00 Weekly—per child		
Afternoon (2:45-3:30pm)	\$25.00 Weekly—per child		

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.

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)	\$25.00
Early Withdrawal Fee: <u>Parent Paid only when the student transfers before the end of the school year.</u> Student records cannot be transferred until this fee is paid in full.	\$100.00

We accept cash, checks, and credit cards with 5% fee

