



Enrollment Packet

Kindergarten through 8th grade



“Raising Young Disciples to Love and Know Christ”

Our number one goal as a Christian school (BCCS) is to create an environment for your child to come to know Jesus Christ as their personal Lord and Savior! We endeavor to teach children that they can have a personal relationship with the Lord Jesus Christ by reading God's Holy Word, His Bible, through prayer and by practicing the teachings of Jesus Christ, God's only Son. The way we accomplish this is by educating your child in the ABEKA God centered curriculum with weekly chapels, biblical literature classes and in their relationships with their Christian teachers, staff and peers.

It is our desire that each family that enrolls their child at BCCS, also attend church and follow the teachings of our Lord Jesus in their home and personal lives, however, this is not mandatory. Children learn best when families and school teachers & staff send the same clear message regarding what is required of them as students and as individuals. By working together, it is our hope to train your child to become a success academically, socially and spiritually.

We have put together this packet with those goals and desires in mind. If you have any questions whatsoever, please do not hesitate to contact us.

ENROLLMENT REQUIREMENTS:

Completed Enrollment Packet

Birth Certificate

Immunization Record

Copy of California Driver's License

Proof of Residency – Utility Bill, Vehicle Registration, Bank Statement, etc.

Payment of Application & Matriculation Fees



BUNDY CANYON

CHRISTIAN SCHOOL



TODAY'S DATE: _____

DATE ENROLLED: _____

Student's Full Name: _____
(First) (Middle) (Last) (Nickname)

Home Address: _____
(Street) (City) (Zip) (Home Phone)

Age: _____ Birth Date: _____ Birthplace: _____

Grade Attended Last Year: _____ Grade for which you are enrolling: _____

School Attended Last Year: _____
(Name) (City/Zip) (Phone)

Has your child ever been dismissed or suspended from any school? ☐ Yes ☐ No

If yes, why? _____

Do you currently attend church? ☐ Yes ☐ No ☐ Regularly ☐ Occasionally ☐ Not currently attending

Who is your child living with? _____

Father's Name: _____

Address: _____

Cell Phone: _____

Email Address: _____

Place of Employment: _____

Work Phone: _____

DOB: _____ SSN# _____

CDL#: _____ EXP: _____

Mother's Name: _____

Address: _____

Cell Phone: _____

Email Address: _____

Place of Employment: _____

Work Phone: _____

DOB: _____ SSN# _____

CDL#: _____ EXP: _____

FINANCIAL RESPONSIBILITY PARTY SSN#: (☐ Father, ☐ Mother) _____

SIGNATURE OF PARTY RESPONSIBLE: _____ DATE: _____

Person(s) to contact in case of EMERGENCY or illness:

NAME

RELATIONSHIP

HOME/CELL PH.

WORK PH.

Additional person(s) authorized to pick up your child from school:

NAME

RELATIONSHIP

HOME/CELL PH.

WORK PH.

Person(s) NOT ALLOWED to pick up your child:

NAME

RELATIONSHIP

Does your child have any physical disabilities? ☐ Yes ☐ No If yes, explain _____

Allergies (including bee stings)? ☐ Yes ☐ No If yes, what happens _____

Is your child taking any medication? ☐ Yes ☐ No If yes, what _____

Does it need to be administered at school? ☐ Yes ☐ No

Additional comments or concerns you would like us to know about: _____

MAY YOUR CHILD BE ADMINISTERED TYLENOL WITHOUT CALLING A PARENT OR GUARDIAN?

☐ Yes ☐ No



BUNDY CANYON

CHRISTIAN SCHOOL



K THRU 8TH ENROLLMENT AGREEMENT

I understand that the standards of Bundy Canyon Christian School (BCCS) does not tolerate profanity, obscenities in word or action, possession or use of drugs, alcohol, cigarettes, or weapons, sexual harassment, dishonor to the Word of God, disrespect to the personnel of the school or the continued disobedience to the established school policies. I also understand that the school reserves the right to expel any student who fails to comply with the established regulations and discipline (See Handbook).

BCCS observes all National Holidays (see School Calendar).

I understand that arrangements for Extended Daycare/Tuition Fees and for other financial obligations to the school must be completed before my child starts classes. The school financial policies are as follows:

REGISTRATION & MATRICULATION FEES ARE NON-REFUNDABLE. _____ Initials

ONE-TIME PAYMENT IN FULL: Full payment of Annual Extended Daycare/Tuition Fees made directly to the school is due by September 1st in order to receive a 10% Discount. Discount is on 1st Child Only. _____ Initials

REFUND POLICY OF PAID FEES: I understand that if I withdraw my child before the end of the school year, I will only receive a 50% refund for the remaining portion of the school year. _____ Initials

INSTALLMENT PAYMENTS: Extended Daycare (Tuition) Rates are an annual, fixed amount. However, you may pay in 10 equal installment payments due the 1st of each month beginning September 1st and ending June 1st. If you would like to make other arrangements, you must do so before classes begin. _____ Initials

WITHDRAWAL: I understand a written notification must be given to the school office 14 days in advance of withdrawing my child from the school. Failure to give such notice will result in being charged for that installment or for the thirty-day period (See Fee Schedule for current rates and fees). I understand that the enrollment (space) I have reserved for my child will be charged to my account whether my child is here or absent. I understand that I need to notify the office in order to change my child's enrollment (reserved space). I understand that upon disenrollment, all fees, charges, and invoices, must be paid in full. Failure to do so will result in a \$5 fee being applied to your account per child monthly until account is paid in full. _____ Initials

PAST DUE ACCOUNTS: I understand that if I fall behind on my Extended Daycare/Tuition payments and/or any other financial obligation to BCCS that I will immediately contact the school and enroll in a repayment plan in order to keep my child as a student at BCCS. I understand that BCCS reserves the right to disallow my student from attending BCCS if my account is not kept current. BCCS will make every effort to keep the student enrolled at BCCS as long as the parent(s) is making an honest, consistent attempt to pay on their past due account and/or repayment plan schedule. I understand that if my account falls 60 days behind on any given fee, charge, or invoice, my account will receive a \$30 late fee and will be sent directly to a 3rd party Collection Agency for further processing. _____ Initials

CONFLICT RESOLUTION: In the event that I am dissatisfied with the school, my child's teacher or for any other reason, I will immediately contact the School Principal to have my concern(s) discussed and resolved. I agree not to gossip about or slander the school, teacher, or staff, but deal with my issue according to scripture (James 4:11; Matthew 18:15-17). BCCS agrees to also follow these guidelines. _____ Initials

Signature of Party financially responsible

Date

DL#

SS#

AUTHORIZATION AND CONSENT TO TREATMENT OF MINOR



BUNDY CANYON

CHRISTIAN SCHOOL



(Pursuant to California Civil Code Section 25.8)

AND MEDICAL INSTRUCTIONS

I/we, the undersigned Parent(s)/Guardian(s) of _____,
(Student's Name)

a minor, do hereby authorize **BUNDY CANYON CHRISTIAN SCHOOL** as agent for the undersigned to consent to any X-Ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care, which is deemed advisable by, and is to be rendered under the provisions of the Medical Practice Act on the Medical Staff of a local hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. It is understood that this authorization is given in advance of any specific authority and power on the part of our aforesaid agent to give consent to any and all such diagnosis, treatment or hospital care which aforementioned physician in the exercise of his best judgment may deem advisable. In the absence of parent or guardian, the above-mentioned agent is authorized to make decisions concerning the positive health and welfare of this minor.

This authorization shall remain effective while the above minor is in the care of **BUNDY CANYON CHRISTIAN SCHOOL** until _____, 20____ or unless sooner revoked in writing and delivered to said agent.

Date _____ Father (Signature) _____

Witness _____ Mother (Signature) _____

Witness _____ Legal Guardian (Signature) _____

Name and address of person who will care for the child in an emergency:

Name/Relationship _____ Address _____ Phone _____

Name/Relationship _____ Address _____ Phone _____

Name/Relationship _____ Address _____ Phone _____

Physicians Name _____ Address _____ Phone _____

MEDICAL INSURANCE:

Name of Insurance Company

Subscriber ID/Policy/Group Number

Telephone

*Please attach a copy of the child's medical card.

MEDICAL CONDITIONS/HEALTH DISABILITIES:

Please state any medical condition(s)/health disabilities that we need to be aware of

_____.

Please list all medication(s) your child may/will be taking while at school _____

_____.

Please explain exactly how medicine is to be administered by school staff and any other procedures we should follow _____

_____.

Date: _____

Parent/Guardian: _____

(Signature Required)

Relationship: _____

HEALTH HISTORY



BUNDY CANYON

CHRISTIAN SCHOOL



STUDENT'S NAME: _____ M _____ F _____ BIRTH DATE: _____

(Must be completed by Parent/Guardian)

COMMUNICABLE DISEASES:

Y/N

DATE

Measles

Rubella

Mumps

Whooping Cough

Scarlet Fever

Rheumatic Fever

Polio

Meningitis

Encephalitis

Tuberculosis

TB in Family

Infectious Hepatitis

Chickenpox

Other: _____

Please answer Yes or No or Comment regarding the following questions:

Exposure to Tuberculosis: _____

Serious Injury or Illness: (Give dates): _____

Operations: (Give dates): _____

Subject to Headaches: _____

Does your child wear glasses: If yes, Date of last Eye Examination: _____

List any medications your child is currently taking: _____

Does your child have Dental needs?: _____

Chronic Problems (Past or Present) Please explain:

Hearing Problems: _____

Vision Problems: _____

Diabetes: _____

Kidney Disease: _____

Skin Disorder: _____

Convulsions/Seizures: _____

Speech Problems: _____

Heart Disorder: _____

Asthma: _____

Hay Fever/Allergies: _____

Frequent Ear Infection: _____

Immunization Records must be submitted prior to your child's first day.

Parent/Guardian: _____
(Signature)

Relationship to Child: _____
Date: _____

Information Release Form



BUNDY CANYON

CHRISTIAN SCHOOL



Dear Parent(s):

According to the California Privacy Act, schools are not permitted to release names, addresses and/or telephone numbers to any group or organization requesting such information except for the news media without the consent of the parent.

Occasionally, we will be calling on parents for help with class parties, field trips and fund-raising activities. A volunteer parent or other person in charge may need to contact you for help. In addition, at various times, parents call to get phone numbers or addresses of their child's classmates for parties and/or other special occasions.

- ☐ Yes, you may release my child's information. My phone is:_____.
- ☐ No, I do not want my child's name, address or phone number released.

In addition, we would also like your permission to use your child's photo and/or first name only for use on our Website, Facebook Page, for advertising purposes and their full name for our Annual Yearbook. Please sign below letting us know your preference regarding the use of your child's first name and photo.

- ☐ Yes, you may use my child's first name and/or photo.
- ☐ No, you may not use my child's first name or photo.

Name of Child: _____ Grade:_____

Parent/Guardian Signature:_____

Print Name:_____ Date:_____

Please sign and return to your child's teacher or the office. Thank you for your consideration.

Sincerely,

Phillip E. Walker,
Administrator & Principal

UNIFORM REQUIREMENTS



BUNDY CANYON

CHRISTIAN SCHOOL



It is our desire as a Christian school to maintain a standard of dress that encourages students to behave and work at the best possible level. It will be the parent's responsibility to see that the student comes to school dressed according to the dress code. Students are not to change out of their school uniforms while on the school grounds except for changing into required P.E. Clothes or clothes needed for previously announced, extra-curricular school activities.

GIRLS: K - 8th

1. Skirts (Navy, Khaki).
 2. Twill walking shorts cuffed or uncuffed (Navy, Khaki).
 3. Twill slacks (Navy, Khaki).
 4. Jumpers (Navy).
 5. Button down oxford collar-shirt (White or Blue).
 6. Polo shirts (White or Navy).
 7. All shirts must be tucked in (except for large size girls).
- No jeans or over-sized clothing.
8. Sandals with back straps are O.K.
 9. No combat boots (all other shoes O.K.).
 10. Sweaters and Sweatshirts (Solid Navy Blue - No logos except BCCS logo).
 11. Ski jackets.
 12. Wind breakers.
 13. No shirt may be used as a jacket or sweater.
 14. Slacks must not touch the ground or be split on the sides.
 15. No short skirts or short shorts (skirts & shorts must be just above the knees).
 16. No make-up of any kind.



BOYS: K - 8th

1. Twill pants (Navy, Khaki).
2. Slacks must not be over-sized, touch the ground or be split on the sides.
3. Twill walking shorts (Navy, Khaki).
4. Button down oxfords (Blue or White).
5. Polo shirts (Blue or White).
6. All shirts must be tucked in (except for large size boys).
7. Shorts must be just above the knee.
8. Sweaters and Sweatshirts (Solid Navy Blue - No logos except BCCS logo).
9. Only middle school students may wear BCCS caps (No other caps permitted).
10. Ski jackets.
11. Wind breakers.
12. No shirt may be used as a jacket or sweater.
13. No jeans or over-sized clothing.
14. No make-up.

Disclaimer: As styles change, we reserve the right to change this policy at any time, in order to prevent disruptions to a proper learning environment.

Please refer to BCCS Uniform Dress Code for additional restrictions regarding physical appearance such as hair styles & colors, tattoos, body piercings, etc.

DATE

PARENT/GUARDIAN SIGNATURE

STUDENT NAME

ZERO TOLERANCE POLICY



BUNDY CANYON

CHRISTIAN SCHOOL



Dear Parent(s),

Your child's enrollment at BCCS is contingent upon adhering to all of the rules and requirements set forth in the Elementary & Middle School Handbook. Any violation of the Zero Tolerance Policy puts their enrollment in jeopardy. Please make sure that you review the handbook with your child and that your child clearly understands what is expected of him/her.

Please be advised that there is a ZERO TOLERANCE policy in the areas of:

1. Disrespect to the teachers, staff and others in authority (body language, talking back, refusal to obey, etc).
2. Bullying - both physical and verbal (including racial slurs).
3. Not completing homework assignments.
4. Vandalizing of school property.
5. Not coming to school dressed in uniform.
6. Fighting or violent horseplay.
7. Possession of firearms, drugs or any other illegal substances or items.
8. Sexual Harassment. Defined as unwelcome words or conduct of a sexual nature that have the purpose or effect of creating an embarrassing, hostile, humiliating or offensive learning environment. This would include demeaning words such as gay, homo, fag, queer, etc. and hand signs and/or touching other student's private parts.

Parents will be called and advised of the problem.

Discipline:

- | | |
|--------------|---|
| 1, 3 or 5 | In-House Suspension for up to 3 days |
| 2, 4, 6 or 8 | Suspension 3 to 5 days |
| 7 | Expulsion - Sheriff will pick up student (in extreme cases) |

Dated: _____

Student Name: _____

Parent Name: _____

Signature: _____

Signature: _____

EXTENDED DAY CARE SCHEDULE



BUNDY CANYON

CHRISTIAN SCHOOL



Kindergarten thru 8th Grades
School Year 2026-27
August 31, 2026 - June 4, 2027

EXTENDED DAY CARE HOURS: 6:00AM - 8:30AM / 3:30PM - 6:00PM

SCHOOL HOURS: 8:30AM - 3:30PM

<u>Type of Enrollment</u>	<u>Annual</u>	<u>Paid in Full</u> <u>Discounted</u> *Due 9/1/26	<u>Installments (10)</u> *Starting 9/1/26 Last Payment 6/1/27
1 st Child (Youngest Enrolled)	\$6,300	\$5,600	\$630
2 nd Child (2 nd Youngest Enrolled)	\$5,200		\$520
3 rd Child (All Other Children Enrolled)	\$4,500		\$450

Registration Fee due at Time of Registration (Non-Refundable)

<u>New Student</u> <u>Registration Fee</u> (Non-Refundable) Due 7/1/26	<u>Returning Student</u> <u>Registration Fee</u> (Non-Refundable) Due 7/1/26	<u>MATRICULATION FEE</u> Includes: Schoolbooks, Test & Quiz Books, SAT Testing Fees, and Annual Yearbook (Non-Refundable) Due 8/1/26
\$200	\$150	\$690

Terms:

- Extended Day Care students are not charged for school tuition.
- School Year Extended Day Care Program runs from September 1, 2026 to June 4, 2027.
- Extended Day Care Program fees will be billed in 10 equal installment payments that are due and payable on the 1st day of each month beginning September 1, 2026, and the last payment due on June 1, 2027.
- Matriculation Fee is due August 1, 2026. If paid after August 1st, are subject to a \$50 expedited book shipping fee.
- No snacks or drinks are provided. (Drinking water is provided)
- Transportation is not provided.
- All students must be picked up by 6:00PM. A late fee of \$5.00 will be assessed and charged to the child(s) account for every 15 minutes you are late after 6:00PM.
- 14-day written notice is required before withdrawing from Extended Day Care Program. Failure to give such notice will result in being charged for that installment or for the thirty-day period regardless of attendance.

I hereby agree to the above terms as set forth by BCCS "Extended Day Care Schedule."

I agree to pay: (Please indicate the amount you are agreeing to pay as defined above)

\$ _____ for 10 installment payments starting 9/1/26 and ending 6/1/27.

\$ _____ for an Annual (1-time payment) by 9/1/26.

STUDENT NAME (PRINT)

SIGNATURE (PERSON RESPONSIBLE FOR PAYMENT)

DATE

SS#

*****PLEASE NOTE THAT PRICES ARE SUBJECT TO CHANGE WITH 14-DAY NOTICE*****