



KATY CHRISTIAN ACADEMY

K3 - 12th | New Student Application Form

Revised March 2023

OFFICE USE ONLY: Class Assignment: _____ Age of Student by Sept 30 th : _____	
Date Application Received: _____	Start Date: _____ Payment Amt: \$ _____
_____ Enrollment Fee Paid	Enroll Fee: _____
_____ Curriculum Fee Paid	Curr Fee: _____
_____ Enrollment Agreement Signed	Athletic Fee: _____
	Annual Tuition Fee: _____
	TOTAL SY FEES: _____
	Monthly Tuition Fee: _____
	Total Months: _____

PART 1 - STUDENT INFORMATION:

Student Name: _____ Birth Date: _____
 FIRST MIDDLE LAST PREFERRED NICKNAME

Student Address: _____
 STREET ADDRESS / APT NUMBER CITY STATE ZIP CODE

Student Social Security #: _____ Race: _____ (optional) Sex: M / F Student Cell: _____

With whom does student live? Name: _____ Relation to Student: _____

KCA students must regularly attend, or be actively seeking, a Christian/Biblically based church. List name of church (and address) that student and family attend: _____

STUDENT 2023-24 SCHOOL YEAR GRADE LEVEL:

K3 (3 Years): _____ 3 Days (T/W/TH) _____ 5 Days

K4 (4 Years): _____ 3 Days (T/W/TH) _____ 5 Days

K5 (Kindergarten): _____ 5 Days

1st - 12th Grade (Circle One): 1 2 3 4 5 6 7 8 9 10 11 12

AFTER SCHOOL CLASS ENROLLMENT:

Open from 4:15pm to 5:45 pm

_____ YES

_____ NO

_____ OCCASIONAL DROP-IN

PART 2 - PARENT INFORMATION:

Mother's Name: _____ Father's Name: _____

Birth Date: _____ Birth Date: _____

Address: _____ Address: _____

E-Mail: _____ E-Mail: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Employer: _____ Employer: _____

Hours: _____ Work Phone: _____ Hours: _____ Work Phone: _____

If someone other than the parent has custody, please complete this section:

Person with Legal Custody: _____ Birth Date: _____

Relationship to Student: _____ Grade Completed: _____

PART 3 - FAMILY INFORMATION:

Brothers/Sisters	Birth Date	Lives with Child?	Current Grade
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Others Living in the Home	Age	Relationship	Grade Completed
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

PART 4 - STUDENT HISTORY:

1. Does your student receive continuing medical care for a special condition? YES NO Explain: _____

2. Does your student see a doctor regularly for this condition? YES NO Doctor Name: _____

3. Does your student use any medical device (i.e. wheelchair, hearing aid): YES NO If yes, list: _____

4. Does your student take medication regularly? YES NO Please list medications: _____

5. Has your student ever been hospitalized? YES NO If yes, for what & when: _____

6. Have you been told by a teacher, doctor, or nurse that your student has any problems listed below:

Hearing	YES	NO	Physical Handicap	YES	NO
Vision	YES	NO	Behavior Problems	YES	NO
Speech	YES	NO	Nutrition/Eating	YES	NO
Dental	YES	NO	Developmental	YES	NO
Emotional	YES	NO	Other: _____	YES	NO

7. Does your student have any allergies KCA needs to be aware of? YES NO If yes, please list: _____

8. Does your student have temper tantrums or otherwise lose control? YES NO
If yes, explain when this happens: _____

9. List any concerns you have about your student's behavior: _____

PART 5 - PRESCHOOL & KINDERGARTEN STUDENT HISTORY:

1. Is your child toilet trained? YES NO

2. Has your child been in a preschool or daycare? YES NO If yes, when & where: _____

3. Does your child speak in sentences? YES NO

4. Can others understand what your child says? YES NO

5. Are there any problems with your child's speech? YES NO If yes, explain: _____

6. Does your child play well with other children? YES NO If no, explain: _____

7. How often does your child play with other children her/his age? _____

ADDITIONAL COMMENTS:

Please sign below to agree that you understand that the information on this application will only be used to help assess your student's eligibility for Katy Christian Academy and will not be released to anyone other than necessary KCA personnel.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____



APPROVAL PROCESS: All applications (new & returning) are reviewed before a student is approved for enrollment. Enrollment Fee payments must accompany applications before approval process may begin. All students and families must actively attend a Christian/Biblically based church.

NEW ENROLLMENT FEE: \$210 New Enrollment Fee is due with the initial application form and is non-refundable. Sibling discounts do not apply.

RE-ENROLLMENT FEES: \$150 Re-Enrollment Fee is due with re-enrollment form and is non-refundable. Special rate of \$135 offered to all returning students who submit payment & application forms by Tuesday, April 18th. Sibling discounts do not apply.

CURRICULUM FEE: See below for exact fees & the special rates offered if paid in full by Wednesday, June 21st. Sibling discounts do not apply.

K3 & K4 ~ Preschool Program	K5 ~ Kindergarten	1 st & 2 nd Grades	3 rd ~ 12 th Grades
\$305 (\$275 special rate if paid by June 21 st)	\$500 (\$470 special rate if paid by June 21 st)	\$550 (\$520 special rate if paid by June 21 st)	\$605 (\$575 special rate if paid by June 21 st)

TUITION RATES: See below for rates. Ask about KCA's **5% Paid In Full Discount** (paid by 1st day of school) and **10% Older Sibling(s) Discount**

K3 / K4 – Three Day Program (T/W/TH)	K3 / K4 / K5 – Five Day Program	1 st – 12 th Grades	After School Tuition All Grades
8:30 – 4 pm	8:30 – 4pm	8:30 – 4pm	4:00 – 5:45pm
Annual: \$4,650	Annual: \$6,300	Annual: \$5,700	Annual \$1,325

ATHLETIC FEE: \$190 This fee is for students entering grades 6 – 12th, covers full cost of their Volleyball (due Sept) or Basketball (due January) season.

EARLY WITHDRAWAL: Enrollment is an ANNUAL commitment – TUITION DUE IN FULL for each enrolled student, even with early withdrawal.

TUITION | MONTHLY: Monthly payments are due by the 1st of each month (Aug 1st – May 1st). Tuition payments are non-refundable. KCA operates solely on tuition fees and depends on prompt payments. Non-payment for school services and/or lack of adherence to tuition policies may result in the dismissal of your student(s) from KCA. A \$30/week late payment fee is charged to unpaid accounts after the 5th of each month.

TUITION | WEEKLY: Option only available to K3 & K4 Students, includes \$5/Week Processing Fee. Weekly tuition due Mondays by 5:45pm. Payments received after 5:45pm on Mondays (or Tuesday for 3 Day Schedule) incur a \$30 **per day** late fee.

PAYMENT OPTIONS: Check, Cash, Money Order, Online (via ACH Bank Transfer, 0% fee) & Card (4% fee applies to all card payments)

- Checks payable to "KCA" or "Katy Christian Academy" Check payments may be made to KCA Receptionist or mailed to KCA at PO Box 5688, Katy, TX 77491, ATTN: Sherry Winslow.
- Cash & Money Order payments must be paid in person at KCA Reception and receive receipt as proof of payment.
- Online Bank Transfer option will be offered via emailed tuition invoicing.

RETURNED PAYMENTS: There is a \$40.00 processing fee for all returned payments. No exceptions.

HOLIDAYS: Tuition is calculated on an annual basis. KCA does not pro-rate weekly or monthly tuition for holidays or absences due to illness, vacation or inclement weather. Weekly K3 & K4 Tuition is due during weeks KCA is closed (ex: Christmas, Spring Break, etc.)

LATE PICK-UP POLICIES AND FEES:

- **4pm Pick-Up Policy & Late Fee:** We allow a 15 minute grace period. At 4:15pm students are enrolled into the KCA After School Class (ASC) program as a "Drop-In" student. Each student will be charged the full Drop-In Rate of \$15 per day, even if they are only in care for a short amount of time. Family rate is \$25/day (applies only for 2+ students from same household). This Drop-In Fee is due upon pick-up.
- **ASC Pick-Up Policy & Late Fee:** There will be a \$1 per minute (per family) fee for every minute after 5:45pm that students are not picked up. When calling ahead, we may allow up to a 5 minute grace period. Payment is due upon pick-up.

SCHOOL YEAR & HOURS: Classes start mid- August and run through mid-May. First day of school for 2023-24 is August 17, 2023.

Please refer to your KCA Annual Calendar for any holiday information or school breaks. For the most part, if KISD is canceled or has a delay due to inclement weather, KCA will be canceled as well. School Opens: 7:30am, School Hours: 8:30 – 4:00, ASC: 4:15 – 5:45pm

POTTY TRAINING: K3 & K4 students must be fully potty-trained (independent/able to wipe, no diapers/pull-ups) before 1st day of school.

As the parent/guardian of _____ I have read, clearly understand, and agree to honor my commitment to all of the above financial and enrollment policies of Katy Christian Academy (KCA) as stated in this "Enrollment Agreement" for this current academic school year. Furthermore, I understand that Katy Christian Academy (KCA) reserves the right to discharge a student from the school and that the student's parent/guardian will be consulted before such action is taken.

Parent/Guardian Signature: _____ Date Signed: _____

Parent/Guardian Printed Name: _____