



Student Enrollment 2024-2025 School Year

Tuition and Registration Fees

Yearly tuition is a total base rate of \$3300.00. Family Plans have a discounted rate for additional students. We offer two monthly payment plans for tuition. The **ten-month plan**, (August through May), has a monthly tuition fee of \$330.00 for the first student, \$175.00 for every additional student. The **twelve-month plan**, (June through May), has a monthly tuition fee of \$275.00 for the first student, \$145.00 for every additional student. Please see the Cost Comparison Table below.

Cost Comparison Table

10 Month Plan – Yearly Tuition (August – May)		
(1 st student \$330.00/mo Additional Students \$175.00/mo - per student)		
<u>Students</u>	<u>Per Month</u>	<u>Per Year</u>
1	\$330.00	\$3300.00
2	\$505.00	\$5050.00
3	\$680.00	\$6800.00
4	\$855.00	\$8550.00

12 Month Plan – Yearly Tuition (June – May)		
(1 st student \$275.00/mo Additional Students \$145.00/mo - per student)		
<u>Students</u>	<u>Per Month</u>	<u>Per Year</u>
1	\$275.00	\$3300.00
2	\$420.00	\$5040.00
3	\$565.00	\$6780.00
4	\$710.00	\$8520.00

There is an annual registration fee of \$150.00. You have the option this year of paying it at the beginning of the school year (August 2024), or at the beginning proportionally according to your chosen payment plan:

(10 month program --- additional \$15.00 per month) **or** (12 month program --- additional \$12.50 per month)

There is an annual book fee of \$275.00. You have the option this year of paying it at the beginning of the school year (August 2023) or you can pay it in three installments starting June (June 1st - \$92.00, July 1st - \$92.00, August 1st - \$91.00). PCAY has to pay for all books by August 13, 2023. The book fee **must** be paid by this date.

Monthly payments are due in the school office on the **first through the fifth day of each month**; a late fee of twenty-five dollars is assessed if payment is not received by the tenth of the month. Families experiencing temporary difficulty in making a payment should contact the school immediately before any of this takes place.

NON-PAYMENT OF TUITION: A student may be removed if tuition is late by 15 days. Parents will need to meet with the administrator and a re-application fee of \$150.00 along with past due tuition needs to be paid before re-admitting the student. The school reserves the right to retain a student's cumulative records/report cards until payment has been received.

I understand that the operating expenses of a school like Providence Christian Academy are fixed, and a loss is realized if a vacancy occurs during the school year. In support of the school's obligation to its staff, I agree to enroll my child for the entire school year or give a written 30-day notice for withdrawal.

I understand that tuition will be pro-rated in the event my child is enrolled after the school year has begun. In the event my child is withdrawn or expelled at the discretion of P.C.A.Y. from the school for any reason, it is agreed that all sums of money paid to PCAY shall be retained by PCAY. I understand that I have the option of prepaying the entire year's tuition in advance, semi-annually, or quarterly. I also understand that all fees and paid tuition are non-refundable under any circumstances.

As a family, we are committed to following the Matthew 18 principle of reconciliation; that if concerns or disagreements arise over issues or incidents related to the welfare of our children, we will go to the individual involved and seek a mutually satisfactory remedy in the bonds of Christian love.

I have read P.C.A.Y.'s tuition policy / contract: **(all fees and tuition are non-refundable)**

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Preferred Payment Plan: (Check One)

☐ **10-Month Plan**

☐ **12-Month Plan**

Number of Students to enroll: _____

Other Enrollment Costs:

Annual Registration Fee: ☐ **Will pay \$150.00 in Full**

☐ **Will pay monthly based on payment plan (10-Month: \$15.00/12-Month: \$12.50)**

Book Fees: ☐ **Will pay \$275.00 in Full**

☐ **Will pay in three (3) installments (Jun:\$92. | Jul:\$92. | Aug:\$91.)**

Parent/Guardian signature: _____ Date: _____

PCAY Drug Policy

At times, **over-the-counter medications** may be needed by the student. The staff of PCAY are prepared to administer, according to the manufacturer's directions, medications such as: Aspirin, Acetaminophen, Ibuprofen, Antihistamines, stomach ache and sore throat medications, antibiotic cream and bandages, etc. In the event of a severe injury and in all cases of head injuries, parents/guardians will be called.

Prescription medications must be delivered, **by the parent to the teacher**, in a drug store container with the child's name, doctor's name and phone number on it. Prescription drug containers for school are available at your pharmacy. Only dosages needed for the student to take while at school should be on the school property.

I understand that it is my responsibility to notify the school of any condition/allergies by child/children may have. (Please use the space below to list any allergies or conditions you would like the school to be aware of.)

() I authorize the staff of PCAY to administer medications to my student.

() I DO NOT wish for any medications to be given unless the teacher contacts me,

I also give my permission to the required random drug testing of my child/children if enrolled at PCAY. I have read and understand the above PCAY drug policy.

Parent/Guardian's signature: _____ Date _____

PCAY STUDENT COMPUTER AND INTERNET USE RULES

The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of PCAY computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to PCAY computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of **unacceptable** uses that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Illegal Activities** – Using the school's computers, networks and Internet services for any illegal activity or that violates other school policies, procedures and/or rules;
3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;

5. **Copying Software** – Copying or downloading software without the express authorization of the system administrator/ IT Teacher;

6. **Non-School-Related Uses** – Using the school’s computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes, or for any other personal use;

7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords without permission and/or accessing other users’ accounts;

8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school’s computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;

9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

10. **Unauthorized Software Changes** – Changing the computer’s settings including but not limited to security, program, display, browser, etc are prohibited unless approved by the supervising teacher/principal.

D. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student’s parent/guardian shall be responsible for compensating Providence Christian Academy of Yoakum (PCAY) for any losses, costs or damages incurred related to violations of this policy and/or rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The school assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the school's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the supervising teacher/ Principal. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Acknowledgement

Required Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers.

STUDENT COMPUTER AND INTERNET USE

Providence Christian Academy of Yoakum (PCAY) provides computers, networks and Internet access to enhance the curriculum and learning opportunities for students and school staff. The school believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet require that the school establish reasonable controls for lawful, efficient and appropriate use of this technology. Student use of school computers, networks and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All PCAY computers remain under the control, custody and supervision of the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers. While reasonable precautions will be taken to supervise student use of the Internet, PCAY cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of policies/procedures and school rules.

PCAY is not responsible for the accuracy or quality of information that students obtain through the Internet. Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgement. The signed acknowledgement will be retained by the school.

The Principal shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Principal may develop additional administrative procedures/rules governing the day-to-day management and operations of the school's computer system as long as they are consistent with Board approved policy/rules. The Principal may delegate specific responsibilities to teachers/staff and others as he/she deems appropriate.

STUDENT COMPUTER/INTERNET USE ACKNOWLEDGEMENT FORM

No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgement to the school.

Student: I have read and understood the **PCAY Student Computer/Internet Use and Rules** and agree to comply with them.

Signature of Student _____
Date _____

Parent/Guardian: I have read and understood the **PCAY Student Computer/Internet Use and Rules** and understand that my son/daughter's use of school computers is subject to compliance with these rules.

Signature of Parent/Guardian _____
Date _____

Note: Student Acknowledgement is required for all students except elementary and below where the parent acknowledgement will suffice.



Part 1 – Required for all Students

Van Service Needed? (Please Circle One) **Yes** **No**

[illegible]

Date of Birth: _____

Father's Name: _____ **Phone:** _____ **Email:** _____

Phone: _____ **Email:** _____

Name & Relationship to Student: _____ Phone Number: _____

Part 2 – **Required for New Students; Old Students, Skip to Question 6**

Student's Full Name: _____

Note: False or misleading statements on this application are grounds for dismissal if accepted by Providence Christian Academy of Yoakum.

1. Please list the schools that the student has attended and the reason they were withdrawn:

School	Reason
_____	_____
_____	_____
_____	_____

2. Has this student ever been involved in disciplinary action beyond a classroom teacher's involvement (sent to the principal)?
 ____ Yes ____ No if yes why:

3. Are you now or have ever been under the supervision of a parole officer or under the custody of juvenile courts?
 ____ Yes ____ No
 If yes, why:

Any other encounters with law enforcement, juvenile or legal agencies? ____ Yes ____ No
 If yes, provide details of police record, date and complete name and address of judge, probation or legal agency officers:

4. Church Affiliation

Name of Church You Attend: _____

Pastor: _____ Phone: _____

To the best of your knowledge is your child a Christian? __ Yes __ No

Does your child attend Sunday School? __ Yes __ No

5. References:

Please list 3 character references for the student:

1. Name: _____
 Address: _____
 Email: _____
 Phone: _____
 Relationship: _____

2. Name: _____
Address: _____
Email: _____
Phone: _____
Relationship: _____

3. Name: _____
Address: _____
Email: _____
Phone: _____
Relationship: _____

6. Family Information

Family Member 1 (with whom student lives with & will be the primary contact for all school correspondence)

Name: _____ relationship to student _____
Address: _____
Home Phone: _____ Work _____ Cell _____
Email: _____
Occupation: _____
Employer: _____

Family Member 2 (Will be contacted if primary contact is not available or cannot be reached)

Name: _____ relationship to student _____
Address: _____
Home Phone: _____ Work _____ Cell _____
Email: _____
Occupation: _____
Employer: _____

To the best of my knowledge, the information contained in this registration is true and accurate.

My student and I read and understand the terms and conditions outlined in this application and will cooperate with the school fully and to the best of our abilities. We have received and will refer to the Student/Parent Handbook for full understanding of school policies and procedures.

I also give my permission for my student to take part in the following:

- all school activities, including sports and school-sponsored trips away from the school premises
- School photo and video capture for internal and external use of the school including social media
 - ☐ Yes for Internal & External Use
 - ☐ Yes for Internal Use Only (Child will **not be included** in all pictures for purposes for publication online or on print such as newspapers, posters, brochures, flyers and the like)

I absolve the school from liability to me or my child because of any injury to my child at school or during any school activity.

Parent's Signature: _____ Date: _____