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Equipping students to fulfill their God-given potential

OFFICE USE ONLY	
New or Returning	_____
Date Recd.	_____
Entrance Test	_____
Transcripts	_____
Requested	_____
Received	_____
Sent	_____

2012-2013 Student Application For Enrollment

STUDENT'S LEGAL NAME (Last, First, Middle) _____ NICKNAME _____ AGE _____ BIRTHDATE _____ GRADE _____ RACE _____ GENDER _____

Father/Guardian Name _____ Relationship _____

Mother/Guardian Name _____ Relationship _____

Home Phone _____ Cell Phone _____

Home Phone _____ Cell Phone _____

Work Phone _____ Employer _____

Work Phone _____ Employer _____

Email Address _____

Email Address _____

Address _____ Student's Residence

Address _____ Student's Residence

City/St/Zip Code _____

City/St/Zip Code _____

Marital Status: Married Separated Divorced Single

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Responsible for: Financial Conduct Grades Attendance

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Church Affiliation: _____ Pastor's Name: _____ Non-Religious

Regular Attendance: Church Sunday School Youth Programs

School Last Attended: _____ Address: _____

Has the applicant ever: Repeated a grade? Skipped a grade? Been Suspended? Had an IEP?

If yes, please explain: _____

Has student had supplemental, diagnostic, educational or psychological testing in addition to the regular standardized testing? If yes, please explain: _____

Notice of Nondiscriminatory Policy as to Students:

Konochti Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Emergency Contacts / Authorized Pick-Up—(please put in order to be contacted)

Emergency Contact _____ Relationship _____ Home Phone _____ Cell or Work Phone _____

Emergency Contact _____ Relationship _____ Home Phone _____ Cell or Work Phone _____

Emergency Contact _____ Relationship _____ Home Phone _____ Cell or Work Phone _____

Medical Information

Medical Insurance _____ Subscriber _____ Policy/Group Number _____

Doctor's Name _____ Doctor's Phone Number _____ Date of Last Visit _____ Date of Last Tetanus _____

Dentist's Name _____ Dentist's Phone Number _____

Medication currently taking _____ Is this medication taken during the school day? Yes No

Health issues or allergies: (please explain) _____

Konocti Christian Academy
FINANCIAL REGULATIONS and AGREEMENT
2012-2013 School Year

Please read the following regulations carefully in order to have a complete understanding of the financial obligations to which you are committing yourself with the enrollment of your child at Konocti Christian Academy (KCA).

REGISTRATION/SUPPLY FEE: The registration fee is a non-refundable fee applicable to all students, except when KCA denies admittance to the school. The supply fee is \$45 per student per year for all their classroom supplies.

BOOKS: Book fees vary by grade level, are applicable for all students enrolling and are due on September 1st or at the time of registration. Lost or damaged books will be billed to the parents' account.

TUITION PAYMENT SCHEDULE: The tuition fees vary according to grade and number of children attending from the same family (see Tuition & Fees Schedule). Tuition payments may be made monthly (1st payment due Sept. 1st, last payment due June 1st, 10 equal payments), semi-annually (1st payment due Sept. 1st, 2nd payment due Jan. 1st) or annually (annual tuition less 5% discount if received by Sept. 1st).

PAST DUE ACCOUNTS: A \$15 fee will be assessed on payments made after the 10th of the month. If the tuition and late fee are not paid by the 30th of the month, the student will no longer be accepted into school and cannot return until the unpaid balance is paid in full. A \$15 late fee will be assessed monthly on any unpaid balance. A \$25 fee will be assessed on any returned checks. If you experience financial difficulties, please contact the school office. Accounts 60 days past due will be referred to collections and may be submitted to credit reporting agencies. If it becomes necessary for KCA to consult or use legal counsel to collect fees owing to KCA, the parent/guardian agrees to pay all court costs, attorney fees and collection costs as they relate to this matter.

VOLUNTEER FOR TUITION CREDIT: Parents who apply and are approved to participate in this program will volunteer a minimum of 12 hours per month in order to receive \$50 per month in tuition credit per family. There will be many different needs, from helping in the classroom to jobs that can be completed at home or in the evening. Please contact the school office for further details.

PARENT INVOLVEMENT (PI) HOURS: Parents are required to volunteer a total of 30 hours per family per school year. PI hours will be tallied quarterly and any time less than 7½ hours per quarter will be billed at \$15 per hour. PI hours are separate from volunteering for tuition credit.

WITHDRAWAL FROM SCHOOL: Should a student withdraw from KCA, the entire month's tuition must be paid and any costs previously incurred are due. Should a withdrawal become necessary, please notify the school in writing as soon as possible.

BOARD OF CONCILIATION: If I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with Konocti Christian Academy, in keeping with I Corinthians 6:1, I/we agree to submit to a board of conciliation (the members of which will consist of one KCA chaplain, one representative for the parent and one representative of the school board) rather than taking the dispute to a civil court. The decision of the Board of Conciliation shall be in writing and shall be a final binding decision. I/we agree the procedure to be followed, including costs involved, will be in accordance with the Christian Legal Society.

PARENT-STUDENT HANDBOOK: I/we agree to read the Parent-Student Handbook and to support the school in enforcing its policies and rules.

PHOTOS: I/we release Konocti Christian Academy to photograph and/or videotape my/our child while participating in school activities and to use the photos/videos on displays, in newspapers/publications, in promotional materials or on KCA's website.

PROBATIONARY PERIOD: All new students will be subject to a 90-day probationary period. Konocti Christian Academy reserves the right to revoke the admission of any student within this time period who is deemed not to comply with the philosophy and standards of the school and/or the academic and behavioral expectations of KCA.

I/we jointly and separately have read the above information and understand that this constitutes a legal and binding contract. I/we agree to support the school in enforcing its policies and rules as outlined in this contract and the Parent-Student Handbook.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

ANNUAL FIELD TRIP RELEASE/EMERGENCY MEDICAL FORM

This form will stay on file in the KCA office for the current school year. A Permission to Participate form will be sent home prior to each off-campus trip.

I give my permission for _____, grade _____, to participate in all school-sponsored trips away from the school premises throughout the current school year. Students will be accompanied by a teacher and will be under adequate supervision. I understand that I will be given at least 48 hours notice of all trips away from the school premises. I further understand that I may revoke permission for a specific field trip by written notice hand delivered to the school office prior to the trip.

Although the school desires to provide a safe and enjoyable time for all students, accidents can still happen. I/we understand that there are risks/dangers involved with participation in off-campus trips and their associated activities. In consideration of my child being allowed to participate in this event, I/we assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I/we agree to hold harmless Konocti Christian Academy, its affiliated organizations, employees, agents, and representatives, including volunteer and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness, or other emergency, I/we request that the school contact me. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If it is believed that a life-threatening emergency exists, I/we give permission for school staff to immediately call paramedics and then contact me/us as soon as possible thereafter.

I/we authorize and consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care, which, in the best judgment of a licensed physician or dentist, is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for emergency medical transportation.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date