



# Albany Christian School

420 Third Ave SE Albany, Oregon 97321 ♦ 541-928-1110 ♦ www.albanychristian.org



## Enrollment Application Check List

DATE:     \_\_\_/\_\_\_/\_\_\_

| Student Name(s): | Age:  | Grade: |
|------------------|-------|--------|
| _____            | _____ | _____  |
| _____            | _____ | _____  |
| _____            | _____ | _____  |
| _____            | _____ | _____  |

| For Office Only<br>Date Received:<br>___/___/___ |  |
|--|--|
| Application For: (Check all that apply)          |  |
| <input type="checkbox"/> New Family              | <input type="checkbox"/> Returning       |
| <input type="checkbox"/> Preschool               | <input type="checkbox"/> Kinder Club     |
| <input type="checkbox"/> Grades 1-8              | <input type="checkbox"/> AM Kindergarten |
|  | <input type="checkbox"/> PM Kindergarten |

|   |   |
|---|---|
| <input type="checkbox"/> Tour Scheduled                       | <input type="checkbox"/> Administration Meeting scheduled (Gr. 1-8)   |
| <input type="checkbox"/> Student Registration Form            | <input type="checkbox"/> Kindergarten Screening Schedule              |
| <input type="checkbox"/> Signed Parent Agreement/Consent Form | <input type="checkbox"/> Kindergarten Preference Form                 |
| <input type="checkbox"/> New Family Information Sheet         | <input type="checkbox"/> Assessment scheduled (Gr. 1-8)               |
| <input type="checkbox"/> Signed Tuition Contract              | <input type="checkbox"/> Completed/Updated/Signed Immunization Record |
| <input type="checkbox"/> Signed Child Care Contract           | <input type="checkbox"/> Volunteer Application                        |
| <input type="checkbox"/> Paid Registration Fee                | <input type="checkbox"/> Previous Semester's Report Card (Gr. 1-8)    |
| <input type="checkbox"/> Paid Activity Fee                    | <input type="checkbox"/> Letter of Acceptance/Denial                  |

❖ Albany Christian School reserves the right to review, at its discretion, all applicants to determine whether enrollment is in the best interest of both the school and the student.



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...a ministry of *Willamette*  
COMMUNITY CHURCH

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## Student Registration Form 2021-2022

|   |             |   |             |
|---|-------------|---|-------------|
| Custodial Parent/Guardian <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Primary Contact   |             | Custodial Parent/Guardian <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Primary Contact   |             |
| Address   |             | Relationship to Child   |             |
| City, State, Zip Code   |             | City, State, Zip Code   |             |
| Occupation/Name of Employer   |             | Occupation/Name of Employer   |             |
| Work Phone  | Cell Phone  | Work Phone  | Cell Phone  |
| Primary Phone   | Church Home | Primary Phone   | Church Home |
| Email   |             | Email   |             |
| Please check boxes below to omit specific information from School Directory<br><input type="checkbox"/> All <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Email |             | Please check boxes below to omit specific information from School Directory<br><input type="checkbox"/> All <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Email |             |

### Students to be Enrolled

| First Name of Student | Last Name of Student | Sex  | Date of Birth | Entering Grade | T-Shirt Size | Photo Release   |
|-----------------------|----------------------|--|---------------|----------------|--------------|---|
|                       |                      | <input type="checkbox"/> Male<br><input type="checkbox"/> Female |               |                |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|                       |                      | <input type="checkbox"/> Male<br><input type="checkbox"/> Female |               |                |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|                       |                      | <input type="checkbox"/> Male<br><input type="checkbox"/> Female |               |                |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|                       |                      | <input type="checkbox"/> Male<br><input type="checkbox"/> Female |               |                |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

### Pick-Up & Emergency Contact Authorization (Minimum of Two Names)

| Name of Adult | Phone | Relationship to Child | Name of Adult | Phone | Relationship to Child |
|---------------|-------|-----------------------|---------------|-------|-----------------------|
|               |       |                       |               |       |                       |
|               |       |                       |               |       |                       |
|               |       |                       |               |       |                       |

### Medical Information

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list all drug or food allergies, medical alerts, and/or prescriptions: Please provide prescription information (medication, doctor) on a separate sheet of paper.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

#### ACS Office Use Only

Registration Fee: \_\_\_\_\_

Activity Fee: \_\_\_\_\_

CC Registration Fee \_\_\_\_\_ Check # \_\_\_\_\_

TOTAL: \_\_\_\_\_  Cash \_\_\_\_\_

Copy for teachers

Sycamore Data Entry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Security Key Card Information

| Name on Card | Card # | Signature |
|--------------|--------|-----------|
|              |        |           |
|              |        |           |
|              |        |           |
|              |        |           |

Albany Christian School does not discriminate on the basis of race, color or ethnic origin.



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## New Family Information Grades K-8

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade entering: \_\_\_\_\_ Grades skipped: \_\_\_\_\_ Grades repeated: \_\_\_\_\_

Has student ever been suspended, expelled or asked to withdraw from school Yes  No

If yes, please give full details on a separate sheet of paper, including the Principal's name and the name and address of the school.

### PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS:

Does this student have a current IEP (Individualized Education Plan)?  Yes  No

Has this student been on an IEP in the past?  Yes  No

Does this student have a 504? (Medical diagnosed disability)  Yes  No

Has this student been identified as a TAG? (Talented & Gifted)  Yes  No

Does the student require ELL services? (English Language Learner)  Yes  No

Does this student have any diagnosed health/medical concerns?  Yes  No

(ADD/ADHD, Depression, Anxiety, Severe Allergies, etc.)

Please list schools attended in the last three years.

| School | Mailing Address (if outside Albany) | Zip | Year | Grade |
|--------|-------------------------------------|-----|------|-------|
|        |                                     |     |      |       |
|        |                                     |     |      |       |
|        |                                     |     |      |       |

State Reason for leaving last school:

Briefly describe student's extra-curricular interests and abilities.

### HOW WOULD YOU RATE YOUR CHILD'S MATURITY LEVEL IN THE FOLLOWING AREAS?

| <i>Maturity Level</i>     | <i>Low</i>               | <i>Average</i>           | <i>High</i>              |
|---------------------------|--------------------------|--------------------------|--------------------------|
| Cooperates                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accepts responsibility    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Handles frustration       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Asks for help when needed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Works independently       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Follows expectations      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Parent Agreement

1. I am in agreement with the mission of Albany Christian School, which is to partner with families to educate students with excellence from a biblical perspective.
2. I agree that I am a partner with Albany Christian School.
3. I agree to support Albany Christian School in the disciplinary process.
4. I grant permission for our son/daughter to attend field trips and other off-campus outings during the normal school day. (All field trips/outings will be announced in advance.)
5. I agree to support and encourage school functions and to attend Parent-Teacher meetings as able.
6. I agree to the following: Complaints or problems are to be directed only to the people involved, in keeping with the principles of Matthew 18:15-20. If the problem persists or questions remain unanswered, you may contact the Albany Christian School Administration.
7. I understand that assessments will be made to cover damage to school property (including breakage of windows, abuse of books, etc.) in the event that my child is at fault.
8. I understand that I am responsible to pay ALL Fees, (Registration Fee, Activity Fees, Tuition and Child Care costs) in a timely manner, and I understand that late fees will be assessed if I do not meet requirements as stated on my billing contract.
9. I understand that continued enrollment and re-enrollment at Albany Christian School is dependent on my parental support of the school, its staff, and its policies, and that Albany Christian School reserves the right to accept or deny enrollment of any student.
10. In order for ACS to administer prescription and non-prescription medications, the Elementary School or Preschool office must have a Medication Authorization form on file.

I have read, understand, and agree to the Albany Christian School Parent Agreement as also stated in the Parent/Student Handbook which is available at [www.albanychristian.org](http://www.albanychristian.org).

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Consent to Medical Care and Treatment of a Minor Child

I, \_\_\_\_\_ (the natural parent or legal guardian) hereby give permission that my child, \_\_\_\_\_ may be given emergency treatment, to include first aid and CPR by a qualified staff member of Albany Christian School. I further authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed by my child's regular physician, or when that physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health and I cannot be contacted. In such a case, I waive my right of informed consent to such treatment.

I also give permission for my child to be transported by ambulance or aid care to an emergency center for treatment. I further authorize ACS to take my child to a hospital and I agree that I will pay all physicians and hospital bills, and ACS shall not be responsible for them.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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## TUITION CONTRACT 2021-2022

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate your enrollment preference

| K-8 STUDENTS ENROLLED   | PRESCHOOL STUDENTS ENROLLED  |
|---|--|
| <b>Kindergarten</b> .....\$3,082    X ___<br><b>Grade 1-8</b><br>1 <sup>st</sup> Child ..... \$5,468    X ___<br>2 <sup>nd</sup> Child ..... \$4,858    X ___<br>3 <sup>rd</sup> Child .....\$3,713    X ___<br>Registration Fee... _____ | 5-Day .....\$3,082    X ___<br>3-Day .....\$1,820    X ___<br>2-Day .....\$1,329    X ___<br>Registration Fee... _____ |
| <i>Parents of 5-day Preschoolers with a child also in the Grades 1-8 program receive a 15% discount off the 1<sup>st</sup> child rate for Grades 1-8.</i>   |  |
| <b>All Fees do not apply to tuition and are non-refundable and non-transferrable.</b>   |  |
| <b>K-8 TOTAL \$</b> _____   | <b>PS TOTAL \$</b> _____   |
| <b>TOTAL \$</b> _____   |  |

### PAYMENT OPTIONS (Please check the payment plan option below)

- 9-installment plan with payments of \$ \_\_\_\_\_ due on the first of every month, beginning **Sept. 1**.
- 10-installment plan with payments of \$ \_\_\_\_\_ due on the first of every month, beginning **Sept. 1**. (K-8 only)
- 12-installment plan with payments of \$ \_\_\_\_\_ due on the first of every month, beginning **July 1**. (K-8 only)
- Full payment by September 1. With the **2%** discount of \$ \_\_\_\_\_, the amount will be \$ \_\_\_\_\_.
- I would like to sign up for automatic payments. (Paperwork in ACS Office)**

### CONTRACT AGREEMENT STATEMENTS

- I understand that a 30-day's written withdrawal notice must be given to the school. If a 30-day notice is not given, the responsible party will be charged for thirty days following the date of the child's withdrawal regardless of attendance on those days.
- Should my account be past due sixty (60) days or more, my child(ren) may be denied access to the school until all accounts are brought up to date. If my account is turned over to a collection agency, I will be responsible for the fees incurred.
- I understand that this document is a legal, binding agreement with Albany Christian School.
- As the legal guardian, I assume financial responsibility for the above-mentioned tuition account with Albany Christian School although others may make payments on this account.
- I agree to pay promptly to the plan I have indicated. I understand that ACS reserves the right to assess a late fee of \$25.00 for any payment not made by the due date.
- I understand that the following are extra charges: Child Care, Activity Fee, Lunch and/or Milk Charge, Late Fees, Insufficient Funds/Returned Check Fees, Sports Fee, Library Fees and Extra Security Card Fees.
- I understand that all fees do not apply to tuition and are non-refundable and non-transferrable.

*I agree to fulfill the selected payment plan option and agreement statements above.*

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

|  |   |   |                         |
|--|---|---|-------------------------|
| <input type="checkbox"/> Registration Fee _____            | <input type="checkbox"/> Charged/ <input type="checkbox"/> Paid | <input type="checkbox"/> Emergency Notebook     | <b>Office use only:</b> |
| <input type="checkbox"/> Band Fee - \$180                  | <input type="checkbox"/> Charged/ <input type="checkbox"/> Paid | <input type="checkbox"/> Copy to Teachers       | <b>Notes:</b>           |
| <input type="checkbox"/> Sport Fee - \$125                 | <input type="checkbox"/> Charged/ <input type="checkbox"/> Paid | <input type="checkbox"/> Email to School Office |                         |
| <input type="checkbox"/> Activity Fee - \$85(K-8)/\$35(PS) | <input type="checkbox"/> Charged/ <input type="checkbox"/> Paid | <input type="checkbox"/> Computer Data Entry    |                         |
| <input type="checkbox"/> Total amount \$ _____             | <input type="checkbox"/> Charged/ <input type="checkbox"/> Paid | <input type="checkbox"/> Check # _____          |                         |
|  |   | <input type="checkbox"/> Cash \$ _____          |                         |



## Family Information for Preschool

### Please mark your preference of Preschool day options

\* If your preference is not available, you will be contacted by the Preschool office.

**Albany Christian School strives to honor each request, however, spots are filled on a first-come, first-served basis.**

Monday - Friday  
9 AM-11:45 AM

Monday, Wednesday & Friday  
9 AM-11:45 AM

Tuesday & Thursday  
9 AM-11:45 AM

\*Teacher Request: \_\_\_\_\_

Requests are granted on a first-come, first-served basis and are at the Director's discretion)

**\*\*If your child arrives before 8:50 a.m. or stays after 12:00 P.M. you will automatically be enrolled in Child Care and charged the \$50 Child Care registration fee.**

- ❖ All Preschool and Child Care accounts must be current before **Admission Application** is processed.
- ❖ In August, Preschool families will receive a confirmation letter from the Preschool Director listing the classroom in which your child is registered. Classroom teacher requests must be written on the **Family Information for Preschool Form**. Requests are granted on a first-come, first-served basis and are fulfilled at the Director's discretion.

## Child Care Information

Child Care for ACS students is open from 6:45 AM - 9 AM and from 11:45 AM - 6 p.m.

Please fill out the enclosed **CHILD CARE CONTRACT**.

**\*\*Please note** - Child Care is not available for preschool aged children during Preschool hours, your child must be enrolled in a Preschool class at ACS between 9 AM-11:45 AM.

A \$50 **CHILD CARE REGISTRATION FEE** applies to any child using Child Care.

Has your child had previous experience in Child Care?  Yes  No

If Yes, where and when? \_\_\_\_\_

\_\_\_\_\_



## Child Care Contract 2021-2022

Please select the box for the Child Care Program for which you are enrolling:

|  |                                   |                                   |
|--|-----------------------------------|-----------------------------------|
| <b>Child Care Registration Fee is \$50</b> |                                   |                                   |
| <b>In-School Child Care</b>                | <b>Summer Child Care</b>          | <b>Kinder Club</b>                |
| <input type="checkbox"/> Fee Paid          | <input type="checkbox"/> Fee Paid | <input type="checkbox"/> Fee Paid |

Thank you for choosing Albany Christian School’s Child Care program. Please fill out this form and return it to the Preschool/Child Care Office with your Admission Application. It is imperative that every child enrolled in Child Care at Albany Christian School have a current Child Care Contract on file.

**Returning this form with your Admission Application and \$50 Child Care Registration Fee enrolls your student in the Child Care program of your choice.**

### STUDENT(S) & SCHEDULE

Please write in your child’s name and the hours that you need Child Care each day.

|              |   |   |   |    |   |
|--------------|---|---|---|----|---|
| 1) _____     |   |   |   |    |   |
| Child’s Name | M | T | W | TH | F |
| 2) _____     |   |   |   |    |   |
| Child’s Name | M | T | W | TH | F |
| 3) _____     |   |   |   |    |   |
| Child’s Name | M | T | W | TH | F |

I would like to register for Summer Child Care.

- **Preschool aged children:** I understand that if I bring my child to school before 8:50am or leave them after 12:00 PM, I will be charged for Child Care by Albany Christian School.
- **School aged children:** I understand that if I bring my child to school before 8:40am or leave them after 3:40pm I will be charged for Child Care by Albany Christian School.
- **Payment Information:** For Child Care, the rate is \$4.50 per hour for the first child, \$4.00 per hour for each additional child. For Kinder Club, the rate is \$4.50 per hour.
- **Late Pick-Ups:** Child Care closes at 6:00pm. If you pick your child late:
  - from 6:01-6:15 you will be charged \$1.00 per minute
  - past 6:16 you will be charged \$5.00 minute

As the individual(s) assuming financial responsibility for the above-mentioned account with Albany Christian School, I agree to pay promptly. I understand that ACS reserves the right to assess a **late fee of \$25.00 for any outstanding balance by the 15<sup>th</sup> of each month.** If an account goes 60 days past due your account may be sent to collections.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_





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## Registration and Tuition Schedule 2021-2022

- Re-Registration:** February 16-28 for returning families
- Open Registration:** March 1 for all registrations

Classes are filled on a first-come, first-served basis. Your completed Application Packet and Registration Fee holds your child's place in class. We cannot guarantee a place after the class is full.

### Registration Fee Information

|                      |                      | PS    | K     | 1 <sup>st</sup> -8 <sup>th</sup> | Child Care |
|----------------------|----------------------|-------|-------|----------------------------------|------------|
| • Year Round         |                      |       |       |                                  | \$50       |
| • Early Registration | Feb 16-28            | \$100 | \$150 | \$175                            |            |
| • Registration       | March 1 thru June 30 | \$125 | \$175 | \$225                            |            |
| • Late Registration  | After July 1         | \$150 | \$225 | \$275                            |            |

- *K-8 Activity Fee - \$85 per student* (field trips, yearbooks, t-shirts and special student events.)
- *PS Activity Fee - \$35 per student* (t-shirts and yearbooks, events.)
- *Band Fee - \$20 per month per student or \$180 one-time payment per student.*
- *Sport Fee - \$125*
- **All Fees do not apply to tuition and are non-refundable and non-transferrable.**

## Tuition Rates

### Grades 1-8

|                     | 12mo plan    |              |         | 10mo plan    |        | PS-2-day              |         | PS-3-day              |         | PS-5day               |         |
|---------------------|--------------|--------------|---------|--------------|--------|-----------------------|---------|-----------------------|---------|-----------------------|---------|
|                     | Start July 1 | Start Sept 1 | Yearly  | Start Sept 1 | Yearly | 9mo plan Start Sept 1 | Yearly  | 9mo plan Start Sept 1 | Yearly  | 9mo plan Start Sept 1 | Yearly  |
| <b>1st Child</b>    | \$456        | \$546        | \$5,468 |              |        | \$148                 | \$1,329 | \$202                 | \$1,820 | \$342                 | \$3,082 |
| <b>2nd Child</b>    | \$405        | \$485        | \$4,858 |              |        |                       |         |                       |         |                       |         |
| <b>3rd Child</b>    | \$309        | \$371        | \$3,713 |              |        |                       |         |                       |         |                       |         |
| <b>4th Child</b>    | 0            | 0            | 0       |              |        |                       |         |                       |         |                       |         |
| <b>Kindergarten</b> | \$257        | \$308        | \$3,082 |              |        |                       |         |                       |         |                       |         |

*Parents of 5-day Preschoolers with a child also in the Grades 1-8 program receive a 15% discount off the 1<sup>st</sup> child rate for Grades 1-8.*

ACS does not discount for Kindergarten.

### Child Care Rates

\$4.50 per hour for first child  
\$4.00 per hour for each additional child

ACS School Board reserves the right to adjust tuition rates as needed.

### Hot Lunch and Milk (Grades PS-8)

Hot Lunch - \$4.00  
Milk - \$ .50  
(Hot lunch includes milk)

## Payment Options

- Full payment by September 1<sup>st</sup> for a 2% discount
  - 9 & 10-month plans - 1st payment due September 1<sup>st</sup>
  - 12-month plan – 1<sup>st</sup> payment due July 1<sup>st</sup>
  - Payments are due on the 1<sup>st</sup> of every month.
- ✓ A late fee of \$25 is charged after the 15<sup>th</sup> of the month.