



Cottage Hill

Christian Academy

NEW FAMILY ENROLLMENT INFORMATION 2020-2021

Mr. Jeremy Sandefur, Head of School

Mrs. Brandi Richardson, West Campus Director

Mr. Trent Catchpole, Church Campus Director

Mrs. Jill Hannan, Early Childhood Director

Mrs. Jennifer Newton, Director of Admissions

Church Campus (EEC, Grades K2 – 8)

4255 Cottage Hill Road
Mobile, AL 36609
Phone: (251) 660-2427

West Campus (Grades 9 – 12)

7355 Creekwood Drive
Mobile, AL 36695
Phone: (251) 634-2513

www.CHCAcademy.com



Cottage Hill

Christian Academy

New Student Admissions Procedure 2020-2021

Procedure:

1. Contact the Admissions Office to set up a campus tour.
2. Complete and submit an Application for Admission.
3. Contact the Admissions Office to set-up a date for your student to shadow. Shadows are usually reserved for students entering grades 6-12, but accommodations can be made upon request.
4. Contact the Admissions Office to set-up an entrance test for students entering grades K4-12. (Testing can be done on a student's tour or shadow date with Admissions Office permission.)
5. Turn in required documents to Admissions Office before testing.

Required at Time of Testing:

- Application Form – may be picked up at the Admissions Office or downloaded from the school website
- Academic History – copy of the student's transcript and/or report cards for the current and previous two years; standardized testing results for students in grades 6-12; discipline referrals, school testing, test results for learning disabilities or IEPs, if applicable
- A copy of the certified birth certificate
- An up-to-date Alabama Immunization Form
- A photocopy of the social security card
- A photocopy of health insurance card
- A copy of custody papers, if applicable
- A photo of the student

Student Fees: *Application, Enrollment, and Activity fees are annual fees and are non-refundable.*

	Application Fee <i>Due when application is submitted</i>	Enrollment Fee <i>Due at time of admission</i>	Activity Fee <i>Due on June 1</i>
EEC	\$25	\$200	n/a
K2-K5	\$50	\$250	n/a
Grades 1-6	\$50	\$250	\$100
Grades 7-12	\$50	\$250	\$125

CHCA does not admit students with serious academic, conduct, emotional, learning, or physical difficulties that may interfere with student participation in the regular academic program for which CHCA is not equipped or staffed, unless parents are willing to bear the expense of all additional staff and services.

CHCA will not admit students whose parents or guardians are not willing to abide by the purpose, philosophy, objectives, and policies of Cottage Hill Christian Academy.



New Student Application
2020-2021

Early Education Center (EEC)
6 wks. - 12 months
12 months - 24 months
Estimated Start Date

Please Check 2020 - 2021 Grade:
K2, K3, K4, K5, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th

New Student Information Please Print

Student Name First Middle Last Preferred Name

Address Mailing Address City State Zip Code

Date of Birth Race Gender: Male or Female Child # out of Children

Social Security Number Other Siblings and Grade(s) at CHCA

Previous school(s) attended:

School Date Attended Grades Attended

Address Mailing Address City State Zip Code

School Date Attended Grades Attended

Address Mailing Address City State Zip Code

To enhance student's success, the following information is helpful in determining the appropriateness of the CHCA curriculum.

- Yes No Has this student ever been retained? If yes, what grade?
Yes No Has this student ever been suspended, expelled, or asked to withdraw at any other school?
Yes No Does this student have any physical disabilities?
Yes No Is this student currently on any type of medication? Name of Medication

Has this student been diagnosed with any of the following? If one or more items are checked, please provide the school with a copy of scores and recommendations from the evaluator(s). Please check:

- Speech/Language Difficulties Attention Deficit Disorder Learning Disabilities
Attention Deficit Hyperactivity Disorder Emotional Issues Other

List any allergies

Cottage Hill Christian Academy will request all academic and discipline records from previous schools.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

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

Mother or Guardian *Please Print*

Name _____ Relationship to Student _____
First Last

Address _____
Mailing Address City State Zip Code

Home Phone _____ Cell _____ Work _____

Employer _____ Position _____

Email Address _____

Lives with Student (Y / N) **Marital Status (S / M / D / W)** **Allowed to pick up (Y / N)** **Receives Mailings (Y / N)**
Emergency Contact (Y / N) **Responsible for Bill (Y / N)** **CHCA Alumna? (Y / N)** If yes, year graduated _____

Biological Mother (if different from above) _____

Father or Guardian *Please Print*

Name _____ Relationship to Student _____
First Last

Address _____
Mailing Address City State Zip Code

Home Phone _____ Cell _____ Work _____

Employer _____ Position _____

Email Address _____

Lives with Student (Y / N) **Marital Status (S / M / D / W)** **Allowed to pick up (Y / N)** **Receives Mailings (Y / N)**
Emergency Contact (Y / N) **Responsible for Bill (Y / N)** **CHCA Alumnus? (Y / N)** If yes, year graduated _____

Biological Father (if different from above) _____

Other Guardian *Please Print*

Name _____ Relationship to Student _____
First Last

Address _____
Mailing Address City State Zip Code

Home Phone _____ Cell _____ Work _____

Employer _____ Position _____

Email Address _____

Lives with Student (Y / N) **Marital Status (S / M / D / W)** **Allowed to pick up (Y / N)** **Receives Mailings (Y / N)**
Emergency Contact (Y / N) **Responsible for Bill (Y / N)** **CHCA Alumnus? (Y / N)** If yes, year graduated _____

Emergency Contact (Other than Parent/Guardian)

Name _____ Relationship to Student _____
First Last

Home Phone _____ Cell _____ Work _____

Other Information

Name of Parents/Guardian with legal custody _____

Name of Church Family Attends _____ Pastor _____

The following questions are to be completed by the parent(s) or guardian(s):

1. Briefly describe your immediate family history. (Years married, number of children, special needs, blended families, etc.).
2. Why are you considering Cottage Hill Christian Academy for your student's education?
3. How would you describe your child's attitude toward school and his/her personal discipline with regard to schoolwork?
4. What extra-curricular activities interest your student?
5. Briefly describe your personal faith.



**Parental Consent Form
2020-2021**

Class Trip Release Form

My child has permission to attend class, athletic, and club trips approved by Cottage Hill Christian Academy. I hereby release Cottage Hill Christian Academy, Cottage Hill Baptist Church, faculty and staff, my child's teacher, and any driver of automobile or buses from liability which might result from an accident involving my child.

Verification of Information Statement

In filling out this application, I state that I have answered all questions accurately and honestly, to the best of my ability and knowledge. I have not withheld any information that might influence the enrollment of my child or would be helpful in educating my child. I understand that my child's academic and discipline records will be requested from previous schools. I also understand that my child's final enrollment is dependent on verification of the current school year's academic record.

Media/Directory Consent

I grant my permission to Cottage Hill Christian Academy and/or Cottage Hill Baptist Church to photograph or video me/my child(ren) and to copyright, use, and/or publish the photographs/videos and audiotapes in any school publications and public relations materials, including the website and in the school system directory.

This release will be considered in effect until such time as this student is withdrawn from Cottage Hill Christian Academy, unless notified in writing.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

About the Bible

We believe that the Bible (both the Old and New Testaments) is the inerrant, verbally inspired, and infallible Word of God, and that the Bible is absolute Truth and God's final authority.

About God

We believe that there is one true living God who is revealed to us as the Godhead existing eternally in three persons – God the Father, God the Son, and God the Holy Spirit – and these three are as one God. We believe that God the Father orders all things according to His own purpose for His own glory. We believe that God the Son is Jesus Christ who was conceived by the Holy Spirit, born without sin of the Virgin Mary, to redeem man from sin. We believe Jesus rose from the dead and ascended to the right hand of the Father. We believe He intercedes for us today as High Priest and Advocate. We believe that God the Holy Spirit is sent from God to convict of sin, righteousness, and to be an indwelling guide, teacher, and source of strength for the believer. We believe that all who receive Christ as Savior are born of the Holy Spirit. We believe that man was created in the image of God; that man sinned (rebelled against God) and thereby incurred both a physical death and a spiritual death (eternal separation from God); and that all human beings are born with a sinful nature.

About Salvation

We believe that salvation is through Jesus Christ alone and His atonement and forgiveness on the cross. We believe that all who call upon the name of the Lord as Savior and Redeemer shall be saved and will spend eternity with God.

About the Church

We believe that a New Testament church is an association of baptized believers who come together to exalt the Savior through worship, equip the saints through discipleship, edify the servants through fellowship, and evangelize the sinner through ministry.

About the End Times

We believe in the imminent, pre-millennial, bodily return of the Lord Jesus Christ to take His Church from Earth and to reward them according to their works. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

About the Believer

We believe that every believer is called to a holy life of service and should belong to a Bible-believing local church for fellowship and for the furtherance of the Gospel to every person at home and around the world.

Bible as Our Sole Authority

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness" (2 Timothy 3:16). Since God's Word is the only completely reliable and truthful authority, we accept the Bible as our manual for living. When faced with a decision, our first question is, "What does the Bible say?" We practice Bible reading, Bible study, and Bible memorization. The Bible is the basis for all we believe.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe the term marriage has only one meaning – the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Cottage Hill Christian Academy as the local body of Christ, and to provide a biblical role model to the Cottage Hill community, all who are employed by Cottage Hill Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cottage Hill Christian Academy.

In addition, we believe that all Cottage Hill Christian Academy students should demonstrate a God-honoring lifestyle in conformance with one's biological sex, including dating and dress; and the use of restrooms, locker rooms, and changing facilities conforming with one's biological sex. This also includes abstaining from all intimate sexual conduct outside of the marriage union of one man and one woman.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Statement of Final Authority for Matters of Faith and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cottage Hill Christian Academy's faith, doctrine, practice, policy, and discipline, the senior pastor of Cottage Hill Baptist Church is the final interpretive authority on the Bible's meaning and application.

Code of Conduct

The Cottage Hill experience will build lasting relationships, develop leaders, encourage a love of learning, and engage students in the intellectual and social challenges of our times, guided by a biblical worldview. Students are expected to abide by the standards of conduct as outlined in the Student Handbook.

Cottage Hill Christian Academy reserves the right to discipline or ask a student to withdraw for any reason, but the failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.



**Commitment Form
2020-2021**

Student(s) _____

2020-2021 Grade(s) _____

In this commitment between Cottage Hill Christian Academy and _____,
Names of Parents/Guardians

We understand and agree that for the duration of time our student is involved at CHCA:

1. It is a privilege to attend Cottage Hill Christian Academy; therefore, we will uphold the school through our prayers and positive attitude, and only share any concerns with the teachers, administrators, or staff who can solve these concerns.
2. To wholeheartedly support the spiritual teaching of the school, which is based on the Word of God and The Baptist Faith and Message.
3. To show honor to the Holy Trinity and to the Bible, as God's Word.
4. To uphold the school's standards of conduct and discipline. We will cooperate with the disciplinary program of the school and cooperatively work with the teachers and administration. In addition, we have read and support the Cottage Hill Christian Academy Statement of Faith and Code of Christian Conduct.
5. That our child(ren) will show respect to the teachers, administration, and staff of Cottage Hill Christian Academy and will be obedient to the school's rules and policies.
6. We understand that we will be financially responsible for injury to any person, or damage to the property of others, caused by our child(ren).
7. To uphold the school's standards of academic excellence by providing a place of study for our child(ren) at home, by supervising homework as needed, and encouraging the timely and accurate completion of all assignments.
8. To provide, at time of admission, any and all information that will assist the school faculty and staff to effectively meet the educational needs of our child(ren), such as reporting any prescribed medication my child(ren) may need and reporting results from our child(ren)'s educational testing and tutoring.
9. To support the school through our involvement in the Parent-Teacher Fellowship, by participating in fund-raising projects, and when possible, attending meetings of the PTF.
10. We also understand and agree that we will honor our financial obligations. Cottage Hill Christian Academy assumes that once a child is enrolled, they will attend the entire school year, unless a prior exception has been made. Therefore, families who withdraw prior to July 1 will forfeit application and enrollment fees. Families who withdraw after July 1 are responsible for the balance of the annual tuition. Upon withdrawal all balances must be paid in full.

Father/Guardian Signature

Mother/Guardian Signature

Date

Date

Required Fees

	Application Fee <i>Due when application is submitted</i>	Enrollment Fee <i>Due at time of admission</i>	Activity Fee <i>Due June 1</i>
EEC	\$25	\$200	n/a
K2-K5	\$50	\$250	n/a
Grades 1-6	\$50	\$250	\$100
Grades 7-12	\$50	\$250	\$125

Withdrawal Policy

Tuition is the primary source of income for Cottage Hill Christian Academy. Cottage Hill Christian Academy assumes that once a child is enrolled, they will attend the entire school year, unless a prior exception has been made. Families who withdraw after July 1 are responsible for the balance of the annual tuition.

Tuition Payments

Each year the school committee determines the amount of tuition to be charged based on the proposed budget for the next fiscal year. Responsible parties are obligated to pay the fees and tuition for the full academic year and will be responsible for payment of any remaining balance upon withdrawal or expulsion. **No portion of the fees and tuition will be refunded.**

Tuition Payment Plan Options

- Tuition can be paid in a single annual payment due on or before July 1. Parents that choose this method of payment will benefit from a 2% discount.
- Tuition can be paid semi-annually, with one-half of the tuition paid on or before July 1 and one-half paid on or before January 1. There will be no discount given for this method of payment.
- Tuition can be paid in eleven equal monthly payments due the 1st of the month beginning July 1 and ending May 1.

Please select your option: **Annual Payment** **Semi-annual Payment** **Eleven Monthly Payments**

- Parents may send their payment by mail or drop it off in the front office of either campus. Payments can be made with a check, money order, or cash. The school does not directly accept credit card payments.
- All families must enroll in the FACTS program. Parents may pay online through FACTS. This payment may be mailed in or made online using debit or credit cards.

Late Charges

Tuition payments are due on the 1st of each month. **Any monthly payment that is not received by noon on the 10th of each month will be assessed a \$50.00 late fee.** If tuition cannot be made on time, it is expected that parents will notify the school administrator to give good reason and to work out a written plan for repayment. Payments that become 60 days overdue will lead to the withholding of report cards and blocking of access to I-Now, student records, and transcripts. Students whose account becomes 90 days overdue will not be permitted to attend class until payment arrangements have been made with the Head of School.

Insurance

It is the policy of Cottage Hill Christian Academy that all enrolled students show proof of insurance. A copy of student/parent's health insurance card should be on file with CHCA.

Parent Agreement

We have read the information in the Parental Financial Contract and understand our responsibility to pay the full academic year's tuition. We understand that the application and enrollment fees are non-refundable. We understand that neither Cottage Hill Christian Academy nor Cottage Hill Baptist Church will make medical payments for injuries caused by accident to our child.

 Father/Guardian Signature

 Date

 Mother/Guardian

 Date