



# **PASSAGE Christian Academy Admissions Packet**

*The PASSAGE Christian Academy is an outreach ministry of PASSAGE Ministries, Inc. (PMI)*

## **PASSAGE Christian Academy**

### ***Our Mission***

The mission of the PASSAGE Christian Academy is to provide children a superior, well-rounded academic education and foundation in an environment that fosters a healthy Christian lifestyle in preparation for world leadership and success—in both the Kingdom and secular arenas.

### ***Our Approach***

Through use of 21<sup>st</sup> century curriculum, progressive methods, skilled and spirit-led staff, and integration of biblical principles, PASSAGE Christian Academy offers the best Christ-centered learning experience for children in Alachua County.

### ***Our Educational Philosophy***

Students receive an initial assessment and then personalized instruction tailored to their strengths and needs by a team of highly skilled educators and aides. Our core curriculum includes the nationally recognized A.B.E.K.A. curriculum for kindergarten through second grade, the A.C.E. (*Accelerated Christian Education*) curriculum for grades 3-12, in addition to Florida Virtual School options for middle and high school students. Other customized instruction and group curriculum will also be utilized. The focus will be on mastering the basic skills of education and the developing and refining of higher level thinking skills. The FCAT is not administered; instead a balanced evaluation system is utilized.

## Foundation of Beliefs and Practices

PASSAGE Christian Academy (PCA) was divinely inspired as part of a larger vision supported by the following foundation of beliefs and practices:

- **Biblical Philosophy.** The fear of the Lord is the beginning of wisdom and knowledge. The Word of God is the source of all truth, religious and secular, and is authoritative in all matters of life. Therefore, the teaching of the Bible as a core subject is essential to the academic curriculum at PCA. For more detail, reference the PASSAGE Family Church Statement of Faith.
- **Parental Responsibility.** Parents have the primary and ultimate responsibility for the education of their children. A Christian school education is best achieved through a partnership between parents and educators. The teachers may stand in place of the parents in portions of the educational process but will never usurp parental authority or responsibility.
- **Biblical Integration.** Morality, values, and character development must penetrate all areas of life. Therefore, the biblical integration of every planned learning experience is crucial to effective Christian education.
- **Academic Excellence.** Every community benefits from individuals who have been taught to pursue excellence. Therefore, PCA is committed to academic excellence and maximizing each student's potential in order to prepare them for achieving future success and reaching their God-given potential. Mediocrity and poor performance are unacceptable as a matter of course.
- **Critical Thinking.** All of our thinking and decision-making is influenced by our worldview. Students must be trained and learn how to think, process information, and think critically through a biblical framework or worldview.
- **Consistent Discipline.** A positive, caring, safe, and accepting environment is conducive for maximum learning. Students must learn self-control, respect for authority, and take personal responsibility for their own actions and behavior. Therefore, the school's discipline policies and procedures are designed to be consistent, fair, and loving, and mold hearts as we teach responsibility.
- **Well-Rounded Education.** It is imperative that students learn and retain a core, foundational body of knowledge in core subject areas such as math, science, English, and history at each grade level. In addition, a well-rounded education addresses the needs of the whole person (spirit, heart, body, and mind). An emphasis must be placed on the acquisition of this foundational learning in the core academic subjects, as well as Bible course requirements. There will also be related sports, arts, music, community, and extracurricular programs for the purpose of developing the total student and providing non-academic options for personal growth, creativity, and development. However, excellence in academic achievement will always be the primary focus of PCA.

- **Outstanding Leadership.** Effective leaders are the core element in the success of any organization. It is the goal of PCA to hire and retain the best administrators, teachers, and staff members for the purpose of accomplishing its goals with excellence. Christian schoolteachers must have a testimony of salvation. Professional development of faculty and leadership are vital for the development and growth of educators and schools. Appropriate certification and continued and constant professional, personal, and spiritual growth is expected of all faculty members. All leaders must be evaluated regularly commensurate with their responsibilities in order to enable each staff member to successfully and productively accomplish the goals and mission of the school.
  
- **Institutional Accountability.** PCA is a responsible non-profit corporation. The school is responsible fiscally and organizationally to an appropriate board and/or chief executive. In addition, the school is accountable to the accrediting organization.
  
- **School Improvement.** Any successful school must be involved in a plan of consistent evaluation and assessment for continuous improvement. PCA will always seek to improve and grow for the purpose of being the very best we can be as an educational institution and an instrument of God in the development of young lives.

# **PASSAGE Christian Academy**

## **Admissions Policy**

It is our goal to meet the academic, spiritual, and social needs of as many students as possible. However, admissions are limited to those students and families who support and are willing to comply with the mission of PCA, whose educational and physical needs can be met by our existing program, and who comply with all state and county requirements for matriculation. By enrolling at PCA, all students accept being taught the Bible as reflected in our Statement of Faith. They accept that their behavior in and out of school may directly affect their ability to attend PCA.

Enrollment (as determined by a new student evaluation and application process) is conditional on acceptable academic progress, general maturity, and behavior. Those students not meeting the acceptable academic progress, general maturity, and behavioral requirements will not be permitted to enroll. Existing students who consistently voice and/or demonstrate a desire not to be enrolled usually affect the attitude of other students, and thus, will not be permitted to maintain enrollment.

To ensure a successful learning environment for all students, it is essential that the students and parents accept, support, and follow the standards and policies of PCA.

### **AGE REQUIREMENTS**

- Children entering K5 must have their 5<sup>th</sup> birthday before September 1<sup>st</sup>.

### **ACADEMIC REVIEW**

- All prospective students will be given an entrance assessment test to determine grade or course placement and to determine whether the student meets the educational expectations of the Academy. Proper initial placement is critical to successful academic development and advancement.
- Academic Reviews are periodic re-assessments given at the request of the Assistant Administrator concerning student progress, or lack thereof. Conclusions derived from Academic Reviews may indicate a need to decrease (or increase) academic workload. However, all students must meet minimum progress standards in order to advance to their next grade level at the end of each year's school term.
- Academic Probation is reached when a student's academic progress at the end of the 45-day assessment period is determined to be insufficient. Academic Probation, if not remedied, can and will result in dismissal from the Academy.

## **NEW STUDENT PROBATION**

*All new students will be on probationary status for the first 45 school days.* If during this probationary period it is determined by the Principal that the student, for whatever reason, has not been able to adapt to the PCA environment, that student's enrollment will be terminated.

## **DISCIPLINARY REVIEW**

Expulsion from another school, out-of-school suspension, or any other relevant legal or disciplinary action which may come to the attention of the Principal may prevent enrollment of a new student. A full copy of the Disciplinary Policy will be made available during Parent/Student interviews.

## **UNIFORMS**

Students must wear school uniforms while on campus; the Uniform Policy can be found in the P.C.A. Student Handbook. A full copy of the Uniform Policy will be made available during Parent/Student interviews.

## **FINANCIALS**

Tuition amounts for a given family are determined by grade and number of children enrolled. The oldest child in the family is always considered the first child and is charged the published standard rate. All children with scholarships receive *NO ADDITIONAL DISCOUNTS*. Families are then responsible for the difference between published tuition rates and the scholarship amounts awarded to them.

## Fee Schedule

<b>Item</b>	<b>Amount</b>	<b>Child #1</b>	<b>Child #2 or more</b>
<b>Tuition</b>	K5 thru 5 <sup>th</sup> Grade: <b>\$5070.00</b> 6 <sup>th</sup> thru 8 <sup>th</sup> Grade: <b>\$5362.00</b> 9 <sup>th</sup> thru 12 <sup>th</sup> Grade: <b>\$5654.00</b>	K5 thru 5 <sup>th</sup> Grade: <b>\$5,070.00</b> 6 <sup>th</sup> thru 8 <sup>th</sup> Grade: <b>\$5,362.00</b> 9 <sup>th</sup> thru 12 <sup>th</sup> Grade: <b>\$5654.00</b>	K5 thru 5 <sup>th</sup> Grade: <b>\$5,070.00</b> 6 <sup>th</sup> thru 8 <sup>th</sup> Grade: <b>\$5,362.00</b> 9 <sup>th</sup> thru 12 <sup>th</sup> Grade: <b>\$5654.00</b>
<b>Curriculum</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>
<b>Activities &amp; Technology Fee</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>
<b>Application</b>	<b>\$100</b> <i>(non refundable)</i>	<b>\$100</b> <i>(non refundable)</i>	<b>\$75</b> <i>(non refundable)</i>
<b>Testing</b>	<b>\$50</b> <i>(non refundable)</i>	<b>\$50</b> <i>(non refundable)</i>	<b>\$50</b> <i>(non refundable)</i>
<b>Transportation</b> <i>(at approved pick-up stops only)</i>	FREE	FREE	FREE
<b>PRIME TIME After School Program</b>	FREE	FREE	FREE
<b>Uniforms</b> <i>(\$250.00 Allocation per child)</i>	INCLUDED	INCLUDED	INCLUDED
<b>Total</b>	K5 thru 5 <sup>th</sup> Grade <b>\$6420.00</b> 6 <sup>th</sup> thru 8 <sup>th</sup> Grade: <b>\$6712.00</b> 9 <sup>th</sup> thru 12 <sup>th</sup> Grade: <b>\$7004.00</b>	K5 thru 5 <sup>th</sup> Grade <b>\$5,150</b> 6 <sup>th</sup> thru 8 <sup>th</sup> Grade: <b>\$5,450</b> 9 <sup>th</sup> thru 12 <sup>th</sup> Grade: <b>\$7004.00</b>	K5 thru 5 <sup>th</sup> Grade <b>\$6395.00</b> 6 <sup>th</sup> thru 8 <sup>th</sup> Grade: <b>\$5,387.00</b> 9 <sup>th</sup> thru 12 <sup>th</sup> Grade: <b>\$6979.00</b>

Uniform allocation covers: 1-PE Uniform, 1-PCA Hoodie, 1-PCA Fleece Jacket, 1-Blazer, 1-Tie or Cross pin, 1- pair of knee socks and 5-PCA Polos

## Payment Policies

- PASSAGE Christian Academy is on a 10-month payment schedule (August 1<sup>st</sup> - May 1<sup>st</sup>)
- All forms must be completed and applicable fees collected before a student is considered “enrolled”.
- Be advised, additional fees may be necessary for certain classes, labs, activities, and any extracurricular events. These are not included in the Fee Schedule.
- We do accept payment online and have debit/credit card access in our Administrative Office.
- Tuition may be paid in one annual payment, two semi-annual payments, or in 10-monthly payments beginning *August 1<sup>st</sup>*.
- Tuition is considered late after the 5<sup>th</sup> business day of the calendar month. A \$25 late payment penalty will be assessed to the past due amount.
- Payments not made (10) business days after the due date are considered delinquent and students **will not** be allowed to return to school until payment or arrangements are made and the account is made current.
- Payments not made after (30) days shall result in student disenrollment and the account referred to collections procedures.
- *Transcripts, Report Cards, and Progress Reports cannot be released until the account is current and settled.*
- Annual payments will be discounted 5% of the annual tuition amount only is due upon enrollment. Discounts are not applied to tuitions paid by fully or partially by scholarship.

In order to process your application, it is necessary to have the following information. Please print and fill out completely. **It is only upon receipt of all applicable forms and fees that a student is considered “enrolled”.**

Father/Male Guardian: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Mother/Female Guardian: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

E-mail Address(es): \_\_\_\_\_

	<i>Student's Full Name</i>	<i>Entering Grade</i>	<i>Age</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Notarization**

I/We agree to pay PASSAGE Christian Academy any and all appropriate fees as determined by the Published Fee Schedule and the binding Tuition Payment Agreement. I/We agree to the payment policies as noted. I/We understand that if my/our account should become delinquent, additional charges may be applied and the enrollment of my/our child(ren) could be revoked. I/We further understand that transcripts, report cards and SAT's will not be released for any student with an outstanding account balance. *We acknowledge that we are subject to all policies set forth by PASSAGE Christian Academy.*

**THIS FORM MUST BE NOTARIZED**

\_\_\_\_\_  
*Signature of Parent or Legal Guardian*

\_\_\_\_\_  
*Drivers License Number*

*State of Florida, County of Alachua*

*The foregoing instrument was subscribed and sworn to before me this \_\_\_\_\_ day of 20\_\_\_\_\_.*

*by \_\_\_\_\_, who is personally known to me or who has produced a driver's license or \_\_\_\_\_ as identification.*

\_\_\_\_\_  
*Signature of Notary Public, State of Florida*



If applicable, please list the name of a third party responsible for the payment of this account:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

City/St/Zip:

*Signature of Responsible Party:*

\_\_\_\_\_ Relationship to student: \_\_\_\_\_

# PASSAGE Christian Academy

## Enrollment Requirements

*All information provided to PASSAGE Christian Academy regarding your child(ren) and family will be kept strictly confidential and used only for the purpose for which it was intended.*

### THE FOLLOWING FORMS ARE REQUIRED IN ORDER TO COMPLETE REGISTRATION

1. \_\_\_ Admissions Policy and Requirements  
\_\_\_ Payment Worksheet (Notarization Required)  
\_\_\_ Family Information  
\_\_\_ Educational Background  
\_\_\_ Emergency Treatment Authorization (Notarization Required)  
\_\_\_ Signed copy of Covenant of Faith and Education  
\_\_\_ Signed copy of P.C.A Honor Code, Internet/Computer User Agreement  
\_\_\_ Enrollment Agreement Summary  
\_\_\_ Records Release
2. \_\_\_ Fees paid and up-to-date as outlined on Payment Worksheet.
3. \_\_\_ Copy of student Birth Certificate.
4. \_\_\_ Certificate of Immunization-Shot Record (Original blue Form)
5. \_\_\_ Health Physical Examination (Original yellow form)  
*Placement testing is required for all students prior to enrollment.*
6. \_\_\_ Kindergarten Readiness Test **OR**
7. \_\_\_ 3<sup>rd</sup> –12<sup>th</sup> grade A.C.E. Diagnostic Testing data

**An appointment with the Principal will be scheduled upon receipt of the following:**

8. \_\_\_ Copy of most recent report card
9. \_\_\_ Copy of most recent FCAT, SAT, or other standardized achievement test results
10. \_\_\_ Valid email address and phone number for contact

**An interview with the Principal is required for all families.**

Students are not considered enrolled until they have met with the Principal.

11. \_\_\_ Principal Interview

### **NON-PROFIT, NON-DENOMINATIONAL AND NON-DISCRIMINATING**

PASSAGE Christian Academy (PCA) is a subsidiary of a non-profit, 501(c) 3 Corporation. PCA is an integrated ministry of PASSAGE Ministries, Inc. d/b/a PASSAGE Family Church and is tax exempt and operates as a non-denominational institution for Christian education serving Alachua County, Florida.

PCA may admit students of any race, gender, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. PCA does not discriminate on the basis of race, gender, color, or national and ethnic origin in the administration of its educational policies, admissions policies, tuition assistance programs, and other school administered programs, nor in the hiring of faculty or administrative staff.

### **Biblical Ethics Policy**

PASSAGE Christian Academy is a Christian school which operates under strict biblical convictions and guidelines whose sole objective is to train and educate children in the fear and admonition of The Lord. We will adhere to all state and federal laws governing employee hiring, conduct, and harassment; we will abide by lawful, non-discriminatory practices in school admissions; we will rigorously uphold all laws governing child welfare and protection. As a Christian institution, we reserve the right to reject or deem inadmissible any and all practices which contravene or contradict our biblical principles as a matter of Christian conscience.

**PASSAGE Christian Academy**  
**NEW STUDENT APPLICATION**

**Educational Background**

Parent Name: \_\_\_\_\_

Address and Phone #:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Grade Entering: \_\_\_\_\_

List below all schools your child has attended (include home schooling).

Name of School	City/State - Area Code/Phone Number	Dates of Attendance	Grade

Reason for applying to PASSAGE Christian Academy

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has any grade been repeated? If yes, what grade? \_\_\_\_\_  Yes  No

Has applicant had any discipline problems?  Yes  No

Has applicant been suspended or expelled?  Yes  No

Has applicant ever been arrested?  Yes  No

Are there any physical, emotional or mental problems or disabilities that may affect activities or progress?  Yes  No

Has applicant ever taken any type of psychiatric, psychological or educational testing other than the regularly administered school achievement tests?  Yes  No

Has applicant ever been seen by a psychiatrist or psychologist?  Yes  No

Has applicant ever received E.S.E. (Exceptional Student Education) services **OR** does the applicant have a current I.E.P. (Individual Education Plan)?  Yes  No

Has applicant been diagnosed as being A.D.D. or A.D.H.D.?  Yes  No

Has applicant ever received tutoring or therapy?  Yes  No

If you answered yes to any of these questions, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has applicant been acknowledged for any special achievements in academics or other school related activities such as sports or the arts? If yes, please comment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the applicant's hobbies or interests? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does applicant consider himself/herself as a dedicated student regarding homework and study habits? \_\_\_\_\_

Does the applicant proclaim Jesus Christ as his/her Savior and believe that by God's grace and through the shed blood of Jesus Christ that they are born again of the Holy Spirit and thereby are a child of God? \_\_\_\_\_

Is the applicant a member of a church body or regularly attend a local church? If yes, what church?

\_\_\_\_\_

Approximately how long? \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Are you willing to abide by the Academy's Covenant of Faith and Education? (circle one) Yes No

\_\_\_\_\_

**If accepted for enrollment, it is understood that parents/guardians/students are voluntarily choosing to attend PASSAGE Christian Academy and will accept and adhere to all policies regarding discipline, dress code, financial obligation, the honor system, and with any other guidelines involving family integrity and student conduct outlined within our publications.**

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

Parent/Guardian Signature

\_\_\_\_\_

Student Applicant Signature

\_\_\_\_\_

Date Signed

# PASSAGE Christian Academy

## Family Information

*(For accuracy, please print.)*

Father/Male Guardian \_\_\_\_\_

Mother/Female Guardian \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone #'s Home \_\_\_\_\_

Home \_\_\_\_\_

Work \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Cell \_\_\_\_\_

*Please indicate unlisted phone numbers with an asterisk\**

E-mail Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Employer Name \_\_\_\_\_

Employer Name \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Marital Status (*Please circle.*)    Married    Widowed    Separated\*    Divorced\*    Re-married    Single

\*With whom do(es) your child(ren) live? \_\_\_\_\_

If necessary, it is the sole responsibility of the custodial parent to provide the school with any documents regarding legal issues, visitation, or child custody.

**List all children that are applying for enrollment.**

**Student Name** \_\_\_\_\_

Last

First

Middle

Entering Grade Level \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender    Male / Female

Social Security # \_\_\_\_\_

Preferred Name \_\_\_\_\_



**Student Name** \_\_\_\_\_

Last

First

Middle

Entering Grade Level \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender Male / Female Social Security # \_\_\_\_\_

Preferred Name \_\_\_\_\_

**Student Name** \_\_\_\_\_

Last

First

Middle

Entering Grade Level \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender Male / Female Social Security # \_\_\_\_\_

Preferred Name \_\_\_\_\_

Student Name \_\_\_\_\_

Last

First

Middle

Entering Grade Level \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender Male / Female

Social Security # \_\_\_\_\_

Preferred Name \_\_\_\_\_

**\*\*\*Please fill this section out as completely as possible. Students will not be enrolled without this information.**

**Emergency Contacts other than parents:**

1. Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

2. Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

3. Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

*PLEASE NOTE:* There will be no loitering allowed after school hours. All students remaining after 3:00PM must be released to Prime Time Afterschool or a supervised after school program. **Please note: Prime Time ends at 5:30 PM, therefore it is required that parents make arrangements to pick up their children beforehand. Unless there is an emergency, no exceptions can be granted.**

**Only the following people are permitted to pick-up my child(ren). ID will be requested at time of pick-up.**

NAME	PHONE	RELATIONSHIP

**PLEASE LIST ANYONE WHO MAY NOT PICK UP YOUR CHILD(REN)**

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*It is the sole responsibility of the contracting Parent to provide the Academy with copies of pertinent documentation regarding legal matters such as child custody, visitation, restrictions, restraining orders, or other issues which may affect any student enrolled at PASSAGE Christina Academy.*

**Family Information – 06-2017**