



HERITAGE

CHRISTIAN ACADEMY

Academy Overview

Page 1

Preschool – K4

Page 2

Elementary (K5 – 6th)

Page 3

Middle & High School

Page 4

Strategic Plan

Pages 5-10

Tuition Schedule

Page 11

Application(s)

Pages 12-14

Biblical Worldview
High-quality Academics
Traditional Education
Character Development
Fine Arts & Sports



Academy Overview

Established: 1972

Grades: Preschool to 12th Grade

College Preparatory

Our Mission is to partner with parents in educating and training students to love learning, to develop their God-given talents, and to honor our Biblical heritage.

We believe in a traditional model of education focusing on the core subjects of English, Math, History, Science, and Bible, while introducing students to fine arts and sports at a young age. A variety of elective subjects are introduced, beginning with the middle school grades. With nearly 100% teacher retention, HCA has a faculty that knows the heart of each student and that works to develop character while teaching the academic subjects.

Our curriculum is primarily from A Beka Books, Bob Jones University Press, Positive Action for Christ (Bible class), and other select publishers.



Preschool (including K4)

Our Vision

We accept our opportunity to work with your children as a calling from God. Heritage Christian Preschool strives to be a preschool where children come to know that they are created by God and where the love of God is shown to them. The early years of childhood are the most important to their development and learning. Our programs are designed to assist children to attain their fullest potential. We want the children to enjoy preschool, to have fun, to be excited about learning, and to look forward to coming to preschool each day.



Minimum Age: 2 years and 7 months

Pre-kindergarten curriculum for 4 year olds (K4)

Multiple classes based on development and learning



🕒 7:00AM - 6:00PM

📖 Bob Jones & A Beka Curriculum

🍏 Morning and Afternoon snacks provided

🍴 Children must bring their own lunches

🛏️ Nap time from 1:00PM - 2:30PM

Elementary: K5 to 6th Grade



Kindergarten Goals:

- Reading: Mastering of reading words building on phonics taught in K4
- Writing: Manuscript letters and words
- Math: Mastering numbers with addition and subtraction
- Social Studies: Introduction of America, Children of the World
- Science: Parts of the body, weather, seeds & animals



Language Arts & Reading:

Lower Elementary begins by building reading skills through phonics and then transitions into a focus on writing, spelling, and vocabulary skills.

Key topics:

- Spelling skills through Greek and Latin roots, prefixes, and suffixes
 - Penmanship: cursive and manuscript writing
 - Building out a comprehensive vocabulary
 - Writing good sentences using spelling and vocabulary words
- Upper grades conclude with advanced topics such as poetry, research papers, and bibliographies. Oral presentation skills are developed.

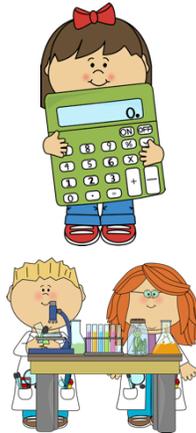
Science:

Lower Elementary begins by understanding the world around them made by God.

Key topics:

- Human biology
- Insects, birds & other animals
- Energy, fossils
- Plants, photosynthesis, & invertebrates

Upper grades conclude with advanced topics such as biology, earth science, chemistry, geology & space.



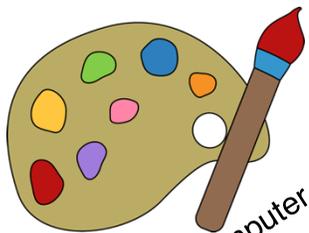
Math:

Lower Elementary covers addition, subtraction, multiplication and division.

Key topics:

- Decimals, fractions, ratios, & percentages
- Word problems & problem solving skills
- Time, clocks, & money
- Equations
- English & metric systems of measure

Upper grades conclude with Pre-Algebra and Geometry topics.



Art, Music, and Computer
Lessons Weekly!

Social Studies:

Lower Elementary focuses on American History and World Geography.

Key topics:

- Founding of America
- Modern History
- PA history
- Key figures in history
- Ancient civilizations
- Geography

Upper grades conclude with a study of the Americas (North, Central & South)

Bible:

Elementary begins with teacher-read Bible lessons, but transitions into individual assignments.

Key topics:

- Weekly Chapel
- Bible characters and stories
- Lessons on character

By 5th and 6th grade, devotions are emphasized to encourage a student's spiritual walk.



Middle & High School: 7th to 12th Grade



High School (Grades 7 - 12) Junior and Senior High classes continue to prepare students for college. The HCA college preparatory program course covers the following areas:

| | | | |
|---------|--------------------|------------------|----------------|
| Bible | English | Math | Science |
| History | Physical Education | Foreign Language | Economics |
| Art | Music | Home Economics | Technology |
| Health | Keyboard | Government | Social Studies |



There are many special activities offered at Heritage Christian Academy. They are geared to the grade level of students and are designed to augment and enrich the academic programs of the school. Heritage Christian Academy offers curricular and extracurricular activities including:



- Yearbook
- Concerts & special programs
- Chapel services
- Special outside speakers
- KCEA Fine Arts competition



Fine Arts:

Art



Music:

- Vocal
- Band
- Instrumental
- Performances

Drama:

- School plays
- Dinner theater

Private lessons and individual instruction are also available.

HCA students regularly compete and place well in state-wide competitions.

Leadership:

Each year our students attend a Student Leadership Conference or we host our own. The Leadership Conference provides our students Bible-based teaching and the tools to lead with integrity and honesty in this world.

Varsity & Junior Varsity Sports:

- Volleyball (ladies)
- Soccer (gentlemen)
- Basketball (both)



Strategic Plan: 2016 to 2021

Summary

Embracing our strengths: In outlining what we want to change, it is important for us to acknowledge what HCA has been doing well. Those items include: spiritual development, fine arts, humanities, and preparation at the elementary level (reading, math, and social studies). Our weekly chapel program spurs spiritual growth and brings wonderful outside speakers to campus. HCA has regularly fostered leadership development through conferences. For a school our size, our sports program has been well regarded for dedication of the coaching staff and development of student character. In music, choir and fine-arts extra-curricular programs, our students hold their own in state competitions regardless of the size of the school against whom they might be competing. In the elementary grades, our students are already receiving a top tier education with reading and math instruction that outshines many neighboring schools, public or private. Lastly, HCA is blessed with wonderful facilities including a newly built elementary school and a robust IT infrastructure. There is a lot to build on, and we cannot forget to embrace what is going well.

Rising to the challenge: Historically, HCA students have been well prepared for college classes and have done quite well academically at the college of their choosing. However, administration and faculty of HCA needs to be more consistent in assessing students and making plans for improvement in weak areas. Challenging our students with advanced topics in the upper grades has not always been an option for HCA. Areas of strategic improvement include more rigorous math and science programs as well as access to honors level high school classes such as Advanced Placement (AP) and dual-enrollment classes that can result in college credit. Science lab facilities will be improved to allow the full experience of each laboratory experiment to be realized.

Getting to one grade per class: In recent years, elementary grades have been combined (two grades to a class) due to small enrollment. HCA has mitigated much of the risk to educational quality here by having an additional elementary teacher to further instruct each class for focused attention in reading, spelling, math and the like. Nonetheless, we plan to slowly move to a “one grade per class” over the course of three years as enrollment supports it. A similar effort is underway for classes in the upper grades where 7th/8th and 9th/10th are sometimes combined for history and science.

Rewarding those that devote their lives to our students: No school can pay its teachers what they truly deserve. That is doubly true here, given how HCA’s teachers pour their hearts into the lives of the students. We can, however, do a much better job in getting to a fair pay scale for our teachers. This is an important initiative to honor our experienced teachers as much as it is critical as we hire the next generation of teachers.

Emmanuel Baptist Church: Heritage Christian Academy (HCA) has always been and will continue to be a ministry of Emmanuel Baptist Church (EBC), independent from all other schools and organizations. In an era when Christian schools are merging or being sold, HCA is different and will remain distinct in this way. HCA has nothing but gratitude for the help it gets from EBC. Financially speaking, the support over the decades, if ever calculated, would measure into the millions of dollars. This has come in the form of formal offerings, fundraisers, and weekly donations from the congregation as well as monthly support from the church entity. Yet support is not just measured financially. The prayers and volunteer support mean more to the Academy than money. Most importantly, EBC provides the spiritual tether that keeps the Academy grounded. The Academy is committed to remain true to God’s Word and God’s purpose by continuing to be an independent school under the leadership, accountability and support of EBC.

Our Strategy:

- We will reaffirm our Christ-centered education while bringing academic excellence to the forefront.
- We will invest in our teachers and our facilities.
- We will expand class offerings (including honors and AP) and reduce the number of combined grades as enrollment permits.
- We will commit to transparency, openness and information sharing.
- We will deploy more technology in the classroom in ways that enhance (and not distract from) the education.

Strategic Plan: Background

Background: Reasons for Enrollment Decline

Enrollment has fluctuated over the 45 years of HCA's existence. However, HCA had been experiencing a steady decline from the year 2000 through 2016. In April of 2014, the assessment targeted a few key areas that need to be addressed:

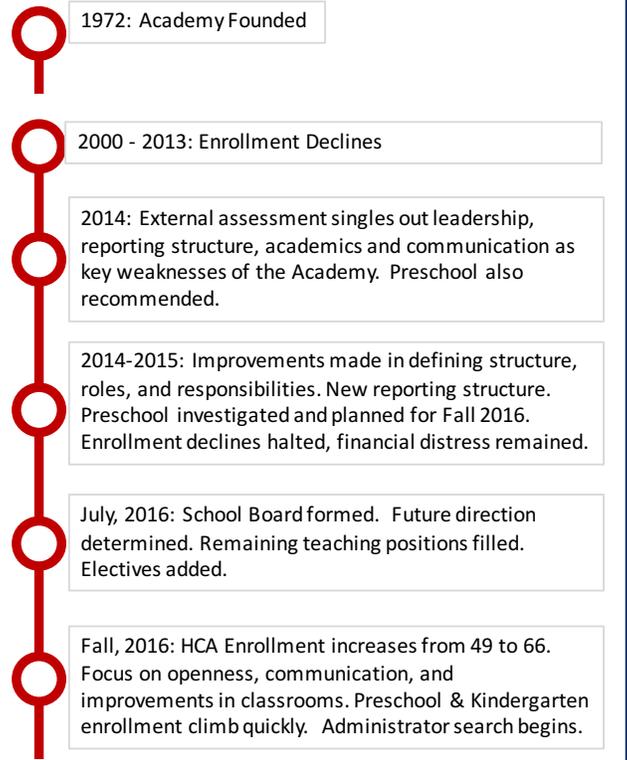
- **Proper organizational and reporting structures**
- **Proactive leadership**
- **Branding, promotion, and perception of the school**
- **Faculty preparation and compensation**
- **Communication**
- **Technology in the classroom**
- **Science program & other academic issues**
- **A preschool to feed Kindergarten and the elementary school**

Background: Initial Changes

During the remainder of 2014 and throughout 2015, EBC's board of deacons worked closely with HCA administration to put focused attention on academy matters. During that time, a number of changes were made:

- **Roles & responsibilities were clarified**
- **Job descriptions & accountability through assessments established**
- **The school was renamed to Heritage Christian Academy**
- **Advertising was increased**
- **The groundwork was laid for a preschool**
- **Technology investments were made in the elementary grades**

Timeline of Events Leading to Plan



Despite these positive changes, a number of more complex issues needed more focus than the deacon board was able to provide. The board of deacons determined that the oversight of the Academy required a dedicated team which included members with educational experience. As a result, the Academy School Board was formed and given responsibility for oversight of the Academy as well as planning for additional improvements. Since the new structure has been in place, enrollment rebounded to 66 from a low of 49 and is trending higher.

Background: Broader Trends

A look around the local area and trends nationally revealed both unfavorable and favorable trends. There were numerous competing alternatives, and many academies started by Fundamental Baptist churches were closing nationally. Yet more broadly, enrollment in evangelical church-based schools was on the rise. Many Christian families remained committed to "bring [their children] up in the nurture and admonition of the Lord." (Eph 6:4) and were deeply concerned with the public school system because of gender, sexuality, and bullying issues. Common Core has come to dominate the educational philosophy of public and private schools alike. We recognize the risk that, in Christian education, once solid Biblical teaching can be compromised in the name of growth and we will guard against this. We believe parents are looking for a Christ-centered, independent academy that remains confident in traditional education methods. Parents simply expect that academic excellence and open communication be part of the picture as well.

It is from this perspective that we layout our strategic plan.

Strategic Plan: Mission & Vision

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men” (Colossians 3:23)

Our Mission remains the same: To partner with parents in educating and training students to love learning, to develop their God-given talents, and to honor our Biblical heritage.

Our Vision is to grow HCA to a sustainable (*but still small*) level of ~150 students by:

- Reaffirming a Christ-centered education while bringing academic excellence to the forefront
- Investing in our teachers and our facilities
- Expanding class offerings (incl. honors & AP) and reducing the number of combined grades as enrollment permits
- Committing to transparency, openness, and information sharing
- Deploying more technology in the classroom in ways that enhance (*and not distract from*) the education

HCA Core Values:

BIBLE-BASED

HCA strongly adheres to the Bible as the infallible Word of God and for direction it provides to the lives of our parents, administration, faculty, and students.

CHRIST-CENTERED

HCA strives to be Christ centered in all aspects of the learning environment through thought, word, and action.

ACADEMIC EXCELLENCE

HCA challenges the students to master the knowledge of the world that God has made so that they can be used in any area He wills.

SPIRITUAL GROWTH

HCA desires that every student embrace the welcoming love of Jesus Christ and advance their spiritual growth through dynamically integrated curricula, programs and activities.

INTEGRITY

HCA strives for exemplary life styles among faculty and students reflective of Christian ethical behavior with accountability to Christ, each other, and our community.

COMMUNITY

HCA endeavors to create an environment of generosity and compassion that is responsive to the needs of those we serve.

GLOBAL OUTREACH

HCA values presenting the message of Jesus Christ to all the world, while living as trustworthy and accountable stewards within God's creation.

WHY WILL PARENTS ENROLL THEIR CHILDREN

- HCA complements their family's goals for educating their children.
- HCA strives for academic excellence in all fields.
- HCA teachers genuinely care for their students and desire they succeed.
- HCA is independent with a clear Christ-centered purpose in a world where many Christian academies are combining and changing their identity.
- HCA class sizes are small.
- HCA offers an affordable education.
- HCA desires that parents provide input into the educational process through scheduled meetings with staff and through Parent-Teacher functions.
- HCA provides extra-curricular activities to help students develop both relationally and socially

THE TYPICAL HCA FAMILY ...

- Sincerely values a Christian, college preparatory education.
- Has one or both parents that acknowledge Jesus Christ as Savior and Lord and accept the Bible as the rule of faith and practice.
- Has children that desire to attend the Academy, desire to work hard, and are of high moral character.
- Is interested in seeing their children develop academically, spiritually, and with character.



Strategic Plan by Year

Key Changes By Year:

YEAR 1: 2016 – 2017

Focus on the basics (enrollment: 66 excluding preschool)

- Openness and responsiveness with parents
- HCA Board to listen to teacher feedback
- Ensure that learning is going on each day
- Evaluate teachers and curriculum
- Added: Home Economics & Criminal Justice
- Tech. priorities: Teacher tablets & video displays
- Evaluate test scores, develop improvement plan
- Get the right administration leadership in place

YEAR 2: 2017 – 2018

Begin building for the future (enrollment: 79):

- Empower new administrator to succeed
- Begin raising faculty pay to appropriate levels
- Science lab enhancements (biology & life science)
- Additional elementary class
- Dual math tracks in middle school (2nd teacher)
- Curriculum changes as required
- Develop plan for AP classes
- Roll-out Vocational Technology program

YEAR 3: 2018 – 2019

Gaining momentum (enrollment: 96):

- Multiple science class offerings per grade level
- Continued adjustments to faculty pay scale
- Science lab enhancements (chemistry & physical science)
- Elementary school to be at one grade per class (subject to enrollment needs)
- Multiple teachers capable of AP classes on staff
- AP certification process

YEAR 4: 2019 – 2020

Rising to the “challenge” (enrollment: 113):

- Science lab enhancements for elementary
- Dual-math tracks in high school grades
- Additional foreign language offerings
- Begin AP & dual-enrollment classes

YEAR 5: 2020 – 2021

Entering the next phase (enrollment: 128):

- Additional AP classes
- Science and math enhancements as required
- STEM program beyond math and science

Technology Strategy

HCA will continue to employ the latest technology in the classroom in the following priorities:

- Teachers should have full capability to communicate with parents electronically through email and a comprehensive online grade system (currently Gradelink).
- Teachers should have access to the most up to date online and multimedia resources and ability to seamlessly display them. Tablets will be deployed to all teachers with the ability to display to the entire class through wireless connection.
- Email and Gradelink for real-time communication of discipline issues.
- Students will be trained in the latest technology needed in the workforce

HCA recognizes that technology in the classroom has the ability to distract students and educators as much as it does enhance the educational experience. We will consider this point carefully when choosing when to adopt a “device for every student” policy.

An Example: Improved Communications:

The School Board focused on improvement in communications with three critical groups: Parents, Faculty, and Emmanuel Baptist Church.

Changes in Communications with Parents:

- Utilize Gradelink so parents could quickly see the grading results
- Email and Gradelink for real-time communication of discipline issues
- Creation of goals for each grade/subject to head down a path of delivering Scope & Sequence information to parents.
- Proactive communication weekly to parents describing progress, changes, and issues as it pertains to the school and each classroom.
- Activities for Academy families to get to know each other.

Changes in Communications with Faculty:

- Regular, bi-weekly meeting with faculty.
- More input from teachers on how the Academy runs.
- Faculty input on School Administrator hiring.
- Feedback from the teachers to create a more efficient in-service session.

Changes in Communications with Emmanuel Baptist Church:

- Frequent regular school board meetings were held.
- Detailed minutes provided to the EBC Board of Deacons.
- Periodic updates to the church congregation
- Prayer updates



Strategic Plan: Promotional

Marketing & Fellowship Plan

In order to reach the levels of enrollment outlined in this plan, it is important to “get the word out” on the school. Due to its size and having changed its name in recent years, HCA is not well known to the Christian households in the greater Mechanicsburg-Harrisburg-Carlisle area. Additionally, it is important to ensure that families of students enrolled in the Academy feel a closeness to the school and a fellowship with one another whether the family attends EBC or attends another church.

Completed Marketing Activities (as of Jan 2017):

- Enhance the content of HCA’s website and Facebook pages
- Create a new promotional video
- Reinvigorate the parent-teacher fellowship committee
- Organize multiple “Family Fun Day” events
- Seek and encourage greater input and participation from new families

Current and Future Marketing Activities:

- Continued enhancements to HCA website
- Using our video on website and at recruiting events to showcase HCA
- Trips to Christian colleges to promote HCA allowing us to hire best and brightest teachers from college
- Encouraging current parents to invite friends to investigate opportunities at HCA
- Open houses to invite families to observe HCA
- Enhanced signage, particularly for preschool and younger grades
- Radio advertising
- Mailers to Christian households in the local area
- Open school programs to the surrounding community
- Fall auction where community is invited
- Community service opportunities to introduce HCA
- Enhanced search-engine optimization (SEO) and web advertising

The feedback from families of newly enrolled families has been overwhelmingly positive as it pertains to parent satisfaction. Small classroom sizes, individual attention, and the positive atmosphere of the academy are the most commonly-cited reasons for this feeling. As one parent put it, the primary concern raised is that, “not enough people know that HCA is here.” We believe the above efforts will go a long way to addressing this concern.

Strategic Plan: Financials

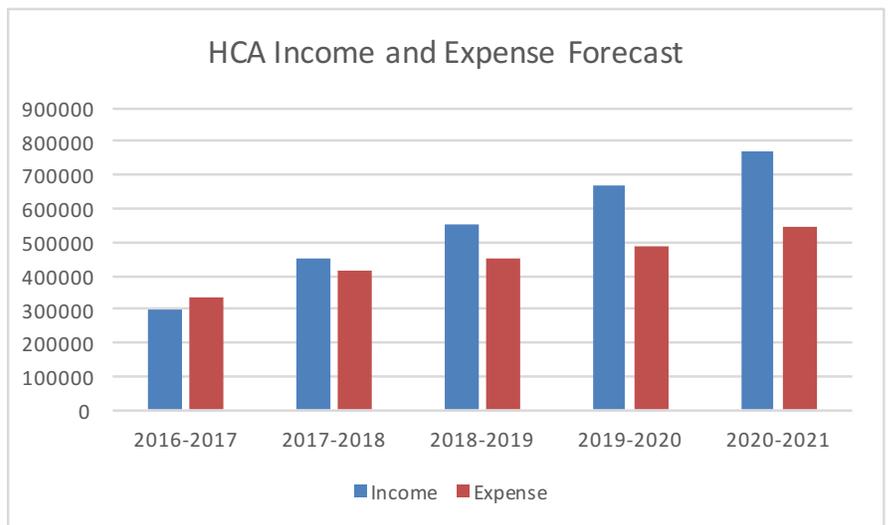
Financial Details

HCA financial projects are based on enrollment increasing from the current 66 Academy students to 128 in the 2020-2021 academic year. From 2017-2018, K4 enrollment will be included in the preschool. Financial projections include additional expenses that result from the expansion of class offerings outlined in page 8 as well as increases in teacher compensation throughout the forecast period.

We expect the Academy to operate above break-even point in the 2017-2018 academic year with an enrollment level of 79 (K5 – 12, not including preschool), although some expenses such as utilities, grounds maintenance, and other facilities costs will continue to be covered by Emmanuel Baptist Church. Further increases in enrollment that are expected in subsequent years shall provide sufficient excess operating cash flow to allow for capital investments in buildings or facilities as well as providing the Academy the ability to pay its fair share of these shared expenses.

The preschool is intended to operate as a feeder to the Academy. Utilizing the same grounds as the academy results in low fixed costs, primarily staff costs, which scale with enrollment. Financial models (not shown here) do validate that the preschool operates at or above operating costs when enrollment (inclusive of K4) is greater than 10 students.

| | HCA Student Projections (Revised Feb 2017) | | | | |
|-------------------------|--|------------------|------------------|------------------|------------------|
| <u>Grade</u> | <u>2016-2017</u> | <u>2017-2018</u> | <u>2018-2019</u> | <u>2019-2020</u> | <u>2020-2021</u> |
| 2-3 Year Olds | 5 | 10 | 13 | 14 | 14 |
| 4 Year Olds | | 8 | 10 | 12 | 14 |
| Preschool Totals | 5 | 18 | 23 | 26 | 28 |
| K-4* | 6 | | | | |
| K-5 | 4 | 9 | 8 | 10 | 15 |
| 1st | 1 | 4 | 10 | 9 | 11 |
| 2nd | 8 | 2 | 5 | 11 | 10 |
| 3rd | 4 | 9 | 4 | 7 | 12 |
| 4th | 8 | 5 | 10 | 6 | 8 |
| 5th | 2 | 9 | 7 | 11 | 8 |
| 6th | 6 | 4 | 10 | 8 | 12 |
| 7th | 6 | 7 | 5 | 11 | 9 |
| 8th | 5 | 6 | 8 | 6 | 12 |
| 9th | 7 | 6 | 7 | 9 | 7 |
| 10th | 6 | 9 | 7 | 8 | 9 |
| 11th | 3 | 6 | 9 | 7 | 8 |
| 12th | <u>0</u> | <u>3</u> | <u>6</u> | <u>10</u> | <u>7</u> |
| Totals HCA | 66 | 79 | 96 | 113 | 128 |



Tuition Schedule & Rates

Preschool Rates (2017 – 2018 Academic Year)

| Grade | Tuition Per Week | | | |
|-------------|------------------|----------|------------------------|------------------------|
| | Half Day | Full Day | Extended Care Half Day | Extended Care Full Day |
| Preschool 2 | \$125 | \$150 | \$135 | \$180 |
| Preschool 3 | \$120 | \$145 | \$130 | \$175 |
| Preschool 4 | \$115 | \$140 | \$125 | \$170 |

*Registration Fee of \$75.00 – for all students annually

*Supply Fee of \$100.00 – for all students annually

Tuition Rates for K5 through 12th grade (2017 – 2018 Academic Year)

| Grade | Tuition Per Year |
|---|------------------|
| K5 (Half Day) | \$4,025 |
| K5 (Full Day) | \$4,940 |
| Grades 1 st - 6 th | \$5,655 |
| Grades 7 th – 12 th | \$5,825 |

Extended Care is available to elementary grade students for the same daily prices listed above.

Additional Fees

Activity Fee – \$75 per family (includes a yearbook for each family and helps to defray transportation costs for field trips). This fee is due by August 1.

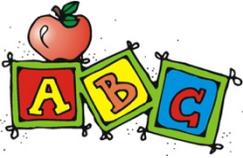
Sports Fee – \$75 per student per sport activity (soccer, basketball, volleyball, etc.), not to exceed \$125 per student in event of participation in more than one sport. This fee must be paid in full before a uniform can be assigned to the student.

Book Fee – Students purchase textbooks each year. Prices vary by grade.

Financial Aid is available. For financial aid inquiries please call the Academy office at 717-761-7000 and ask for Chet Allen. In order to receive financial aid, HCA requires a confidential disclosure of financial information to a secure third-party for income verification purposes.

Application for admission to:

Heritage Christian Preschool (including K4)



2017-2018

New Student Registration Fee (*Registration fees are non-refundable*) **\$75.00**

Book/Snack Fee (per student) **\$100.00**

Today's Date _____ Beginning Date Requested _____

Child's Name: _____ M or F (circle one) Birth Date: _____

Home Address _____ Zip Code _____ Home Phone# _____

Mother's Name _____ Home Address _____ Work Phone # (If Applicable) _____ Cell Phone # _____

Father's Name _____ Home Address _____ Work Phone # (If Applicable) _____ Cell Phone # _____

E-Mail _____

Registration Fee _____ Date Paid _____

Birth Certificate on file yes no Immunization Record on file yes no

How did you learn about the Heritage Christian Preschool? _____

Brother(s) and/or sister(s) enrolled at HCA: _____ Grade _____

_____ Grade _____

_____ Grade _____

Church family attends _____ Pastor _____

Parent Signature _____

Please complete and return to the HCA office with required registration fee to reserve your child's place.

Heritage Christian Academy (K5 to 12th grade)

Tel. (717) 761-7000 Fax (717) 761-3207 hca@heritagechristianpatriots.org

Date of application _____ Applying for Grade _____ Year 20_____

Name of Student _____
last first middle

Home Phone _____
Cell Phone, Dad _____ Cell Phone, Mom _____

Name student prefers to be called _____ E-Mail _____

Mailing address _____
street city state zip

Date of birth _____ Age _____ Sex _____
month day year

U.S. citizen (circle one) Yes [Copy of birth certificate is required to be on file in office.]
No [Immigration Status card is required to be on file in office.]

Father's name _____ Employer _____
Business Address _____ Business phone _____
Position/Occupation _____

Mother's Name _____ Employer _____
Business Address _____ Business phone _____
Position/Occupation _____

Who is the legal guardian of the student? _____

Brother(s) and/or sister(s) enrolled at HCA: _____ Grade _____
_____ Grade _____
_____ Grade _____

Church family attends _____ Pastor _____

Church Address _____ Phone _____

Name of last school attended _____
Address _____

_____ street city state zip

Has the student been asked to repeat any grade? _____ If yes, which grade? _____

Why do you want this student to attend HCA? _____

State any chronic health, emotional, or physical problem the student has: _____

Does the student have any learning disabilities? _____ If so, are they being or have they been treated?
_____ Explain and attach appropriate documentation. _____

Notice of Nondiscrimination Policy As To Students: Heritage Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students of HCA. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarships, and athletic or other school administered programs.

Parental Information/Permission

1. I authorize you to make whatever inquiries you deem necessary to process this application.
2. In signing this form, I give permission for my child to participate in and travel to and from all school sponsored activities. I absolve the school of liability in the case that my child is injured at school or during any school activity.
3. In case of emergency, I want my child taken to _____ hospital. The school has permission to obtain emergency medical treatment if we (the parents) cannot be reached.
4. Physician's name _____ Phone _____
5. I hereby give my permission for my child to have the following medication:
 Tylenol _____ Other _____
Please do not give _____ due to allergic reaction.
6. Person to contact in case of emergency and parents cannot be reached:
 Name _____ Phone _____ Relationship _____
 Name _____ Phone _____ Relationship _____
7. I agree with the efforts of HCA to teach the Bible and the Christian faith and will encourage my child in this and all phases of the curriculum.
8. I understand and agree that academic testing will take place upon admission to ensure my child is in the appropriate grade level.
9. I give Heritage Christian Academy permission to use academic and/or behavioral discipline.

**“Train up a child in the way he should go: and when he is old, he will not depart from it.”
Proverbs 22:6**

I was referred to Heritage Christian Academy by _____ .

I first heard about Heritage Christian Academy through _____ .

Heritage Christian Academy believes that discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order is maintained. Therefore, we have a commitment to the school families to maintain its standards and requirements for all students. Because attendance at HCA is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the school as set forth in the Handbook, and the school may request withdrawal of any student at any time who, in the opinion of the school administration, does not fit into the spirit of the school ministry. Our love for you and your child is God-given. However, our love for Jesus Christ and the school students and families as a group takes precedence.

The absence, withdrawal, or dismissal of any student does not relieve the payment of the following tuition amounts:

| | | | |
|-------------|---------------|-------|-------------------------------|
| Withdrawals | before Oct. 1 | ----- | 25% of yearly tuition is due |
| | before Dec. 1 | ----- | 50% of yearly tuition is due |
| | before Feb. 1 | ----- | 75% of yearly tuition is due |
| | after Feb. 1 | ----- | 100% of yearly tuition is due |

Date: _____ Student's signature _____

Father's signature _____

Mother's signature _____

Grades 6-12 only -- One personal reference _____ Phone _____
(Required before admission will be considered.)

Office use only: Reg. _____ Books _____ Monthly Tuition _____ (10 months) TOCS Fee _____ Ins. _____
 Health Record _____ Birth Certificate _____ Report Card _____ Entr. Test _____ Interview _____ (gr. 6-12)

Visit us online at www.heritagechristianpatriots.org.

