

HARMONY CHRISTIAN SCHOOL

*1601 Rice Drive
Lufkin, Texas 75901
(936) 632-1905 • Fax (936) 632-1909*

"Experiencing God Through Education"



www.harmonychristianschool.org

Mission Statement: To guide every student toward academic excellence and spiritual maturity to impact the world for Christ.

January 18, 2011

Dear Parents,

It has been a privilege to serve you and your child(ren) this year on our campus. We count every child and family a blessing from the Lord. Each year at this time we begin our re-registration for the new school year with great hope and anticipation for the children and families that God will bring our way. We have decided this year to change our re-registration dates to the last two weeks of January only. February 1st, we will open our registration to the public.

I have attached the forms for re-registration and ask that you prayerfully consider your decision for the upcoming school year. A new year brings many changes and decisions for each of us, but we do hope that Harmony Christian School will be part of your child's future.

A few things to remember during these last two weeks of January are:

- Early bird re-registration will be only for two weeks: January 18th - January 31, 2011. The re-registration fee is \$100.00 for these two weeks only.
- Beginning February 1st the Registration fee will increase to \$150.00.
- Open Registration to the public begins February 1st. If you have not re-registered by this time your child's spot will be open to the public.

If you do not plan to return next year, please help by filling out the Decline Enrollment form. This helps us so much in planning for next year. It is so important to the growth and management of this ministry and your cooperation will be greatly appreciated.

What ever decision you make for your child's future know that we are thankful for the time that you have given us with your child and the financial investment that you have made to this ministry.

May God bless you and keep you in all your ways,

Tracye Brashear

HARMONY CHRISTIAN SCHOOL
Procedure for Student Re-Enrollment

- ◆ Print and fill out Re-enrollment form. **One for each student.**
- ◆ Print & fill out Financial Contract/Tuition & Fee Schedule Form - one per family.
- ◆ A non-refundable registration fee is due upon Re-enrollment with required forms. It guarantees your child a place in the classroom. The fee is \$100 if you re-enroll January 18 - January 31. The fee will increase to \$150 if you re-enroll after January 31.
- ◆ Parents need to furnish the school **with a copy of an updated immunization record.** Copies must accompany the re-enrollment form if the office does not have them on file.
- ◆ Parents need to attend the Parent Orientation Meeting in the fall.

I agree to make tuition and extended care payments on or before the 10th of each month. I understand a \$15 late fee will be added to my account if the tuition payments or extended care payments are not received on or before the 10th of each month. If for any reason, I decide to withdraw my child from Harmony Christian School or my child is dismissed due to conflict of school policies, I understand that the fees are NON-REFUNDABLE. I also understand and agree that if my child(ren) attends class one day or more of any month that I am accountable for the full month's tuition. All records and books will remain property of the school until accounts are cleared. It is also the policy of HCS to hold all tests and quizzing materials unless the student is transferring to another school that uses the same curriculum, and then they will be forwarded with records.

This form must be filled out and returned with the re-registration form or the student application.

Extended Care Hours are as follows:

3:30pm - 5:30pm - The charge is \$67.00 per child per month.

If your child stays after 5:30pm, there will be a \$1.00 per minute charge added to your regular extended care charge. Your child must be signed up to receive Extended Care Services. If your child is not signed up for this service, and is not picked up during dismissal time (3:10pm - 3:30pm), you will be charged a drop-in fee of \$8 per child per day.

_____ Yes, I will need extended care services every day or a few days a month.

- The monthly charge of \$67 per child per month is due to the office by the 10th of each month.

_____ No, I will not need extended care services.

- You will be charged the drop-in fee of \$8 per child per day if your child is not picked up at dismissal time (3:10pm - 3:30pm), which is due by the 10th of each month.

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HCS RE-REGISTRATION FORM 2011-2012

DATE: _____

Student's Legal Name _____

Is this student a United States Citizen? _____ If no, please explain _____

School District of your current address:

____ Lufkin ISD - School Zone (ex. Slack, Anderson, etc.): _____

____ Hudson ISD ____ Central ISD ____ Huntington ISD ____ Other: _____

Applying for Grade _____ Birthdate ____/____/____ Sex _____

Student resides with: ____ Mother/Father ____ Mother only ____ Guardian/Grandparent
____ Father/Stepmother ____ Mother/Stepfather ____ Father only

Home Address _____

Home Phone _____

Father's/Guardian's Name _____

Place of Employment _____ Work Phone _____ Cell Phone _____

Mother's/Guardian's Name _____

Place of Employment _____ Work Phone _____ Cell Phone _____

Name of Church _____

Names and Grades of other siblings enrolled in HCS _____

MEDICAL CONSENT

In case of an emergency, if the school is unable to contact either parent or emergency contacts, please complete the form below so we are able to provide medical attention to your child as needed. This form will only be used in the event the parents or emergency contacts are unreachable.

I, _____, delegate my authority to consent to the staff of Harmony Christian School for the health care of my minor child, _____, for the '11-'12 school year when I will not be reasonably available to exercise my authority.

However, if my emergency contact is available....

____ I authorize the staff of Harmony Christian School to delegate the authority to any person on the emergency contact list below.

____ I do not authorize the staff of Harmony Christian School to delegate the authority to any person on the emergency contact list below.

Emergency Contact List (Please list name and phone number):

Physician's name and number: _____

Hospital Preference: _____

Parent/Guardian Signature _____

Date _____

Harmony Christian School does not discriminate on the basis of race, color, ethnic background, religion or national origin in its admission or educational policies. HCS does not have facilities for the education of children with severe educational or disciplinary problems.

Children are not considered enrolled without required forms, updated shot records, birth certificate, and fees paid in full

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FINANCIAL CONTRACT 2011-2012

This is a legal document. Read it carefully.



Harmony Christian School (HCS) agrees to enroll the student shown on this contract, and to provide the program of educational and other services as prescribed for those grades. In consideration of the acceptance of this Financial Contract by HCS, I agree to pay the required fees as specified on the Tuition and Fee Schedule.

I understand it is my obligation to pay all fees and prorated tuition according to withdrawal date. This obligation is unconditional. If I withdraw before the academic year is completed, I will pay a \$500 early withdrawal fee.

HCS has joined heirs with Accounts Receivable Management Services (ARMS) which provides collection agency services. Upon all efforts to collect unpaid tuition and fees, ARMS will place the unpaid amount on credit reports which will reflect on credit ratings.

I understand that by signing this contract, I agree to accept the rules and regulations of HCS. I further understand that if tuition becomes more than 30 days delinquent, students may not attend school and/or be able to participate in test taking efforts until accounts are current. Also, report card (grades and student information) access will be denied on RenWeb for parents/guardian viewing, and records will not be transferred to other childcare and/or educational facilities until accounts are paid. Late charges of \$45 per month will be applied after the 20th of each month.

I understand it is my responsibility to maintain current tuition and fee payments and I will not send my child to school if my account is more than 30 days late or payment arrangements have not been secured by school administration.

I will be responsible for payment of any collection fees or attorney fees incurred by Harmony Christian School in its effort to collect on my financial obligation.

(con't from pg. 1 of Financial Contract 2011-2012)

Signed this _____ day of _____, 20__

**My signature below signifies that I have read and understand all aspects of this contract and agreement (Financial Contract) and do recognized my legal responsibilities in regard to this contract.
No student will be admitted or allowed to attend HCS without this signed Financial Contract.**

Signature of Father: _____

Father's Social Security Number: _____

Signature of Mother: _____

Mother's Social Security Number: _____

Student's Name: _____ **Grade** _____

Student's Name: _____ **Grade** _____

Student's Name: _____ **Grade** _____

Student's Name: _____ **Grade** _____

Address if different from current school records:

Signature of School Official: _____

Date: _____

HARMONY CHRISTIAN SCHOOL

Tuition & Fee Schedule

2011-2012

Please initial the option you would like and indicate appropriate grade level by circling.

<u> </u> Annual Tuition Option			Total Tuition Due 7/1 or at
	<u>Base Tuition:</u>	<u>Fees:</u>	<u>Enrollment:</u>
K5	\$3,784.00	\$225.00	\$4,009.00
1st-5th	\$3,784.00	\$325.00	\$4,109.00
6th-8th	\$4,586.00	\$325.00	\$4,911.00

<u> </u> Semester Tuition Option		
	Due 7/1 & 12/1	Total for Year
K5	\$2,004.50	\$4,009.00
1st-5th	\$2,054.50	\$4,109.00
6th-8th	\$2,455.50	\$4,911.00

Monthly Tuition Option: <u> </u> 10 payments		
	10 payments	Total for year
K5	\$400.90	\$4,009.00
1st-5th	\$410.90	\$4,109.00
6th-8th	\$491.10	\$4,911.00

First payment for all options is due on July 1.

*Does not include Registration Fee.

*Payments are calculated by tuition not by daily or monthly attendance.

HCS DECLINE ENROLLMENT FORM 2011-2012:

I hereby decline re-registration for the 2011-2012 school year for the following:

Student_____

Teacher/Current Grade_____

Date_____

Reason for decision to decline re-registration_____

I understand that at this time I am forfeiting the privilege of re-registration for the upcoming school year and that my child's place will not be reserved for me. After January 31, 2011 my child's position will be open to the community.

Harmony Christian School's principal would be glad to call or meet with you if you desire.

_____I would like to meet with the Principal.

Home Phone_____

Work Phone_____

Cell Phone_____

Parent Signature