



## ENROLLMENT PACKET

Registration will begin Wednesday, March 2, 2011

# Calvary Baptist Academy

*Founded in 1970 by Calvary Baptist Church*

Rick Edmonds, *Senior Pastor*

Ken Kruithof, *Superintendent*

Rhonda Honea, *Principal*

**K-5 - Grade 12**

[CalvaryAcademyShreveport.org](http://CalvaryAcademyShreveport.org)

9333 Linwood Avenue    Shreveport, LA 71106    (318) 687-4923

Calvary Baptist Academy is an equal opportunity educational agency employer and does not discriminate or deny services on the basis of race, color, national origin, sex, handicap, and/or age.

# CALVARY BAPTIST ACADEMY

## General Enrollment Information

In an effort to make you knowledgeable regarding registration, and other important matters, please read and comply with the following instructions:

1. All students are registered conditionally, pending satisfactory completion of all requirements.
2. We must have a copy of each student's **BIRTH CERTIFICATE, HEALTH RECORD, and SCHOOL RECORDS FROM PREVIOUS SCHOOL(s)** at the time of registration. This is a State law. (If this is already in our files, it will not be necessary to turn it in again.)
3. Be sure to read all documents. Both father and mother are required to sign the forms before coming in to register. There are two (2) places to sign:
  - a. STATEMENT OF COOPERATION
  - b. FINANCIAL CONTRACT
4. High School students that have a valid driver's license must register their car through the Superintendent's office and will be assigned a parking place. The fee will be \$5.00 to be paid at registration.
5. No 9th graders may drive to school.
6. K-5 students must be five years of age on or before September 30. (This is also the requirement of the Caddo Parish School Board.)
7. Grade level entrance tests will be given to all new students to help insure proper grade level.
8. The registration fee and book fee **MUST BE PAID** at the time the student is registered. **THE FEES PAID AT THE TIME OF REGISTRATION ARE NOT REFUNDABLE. ALL OTHER FEES ARE DUE JULY 1st.**
9. Classes are subject to close without notice.
10. Students will be registered in the order that registration fees are paid. When a class becomes full, a waiting list will be started for the next class. It is important to register early.
11. A registered student will not receive a class schedule or classroom assignment if a balance remains on the previous year's account.
12. If your family does not have a handbook, please ask for one.
13. Tuition is due on the 1st of each month, August through May. It is considered late after the 10th of the month, **WITH A LATE FEE OF \$50.00 CHARGED.**
14. Student uniforms are mandatory. They **MUST** be purchased at SPORTS WORLD to insure uniformity. Questions concerning school uniforms should be addressed to the school office. All jackets, sweatshirts, etc. must be approved by administration.

# CALVARY BAPTIST ACADEMY

## 2011 – 2012 Preliminary Fees

### Kindergarten Fees

Registration Fee .....	\$100 each	
Book Use Fee <i>includes student planner</i> .....	\$135	
Graduation Fee .....	\$25	\$235 due at registration
Administration Fee .....	\$50	
Facility Fee .....	\$75	\$265 due July 1
Yearbook .....	\$45	
Classroom Fees .....	\$50	
Technology Fee .....	\$20	

### Elementary Fees, Grades 1 - 6

**Registration Fee .....	For first child \$100	\$310 due at registration
Book Use Fee <i>includes student planner</i> .....	\$210	
Administration Fee .....	\$50	\$285 due July 1
Facility Fee .....	\$75	<i>Grades 1-2</i>
Yearbook .....	\$45	
Classroom Fees (Grades 1-2) <i>includes school supplies</i> .....	\$85	\$235 due July 1
Classroom Fees (Grades 3-6) .....	\$35	<i>Grades 3-6</i>
Technology Fee .....	\$30	

### Middle School Fees, Grades 7 - 8

**Registration Fee .....	For first child \$100	
Book Use Fee <i>includes student planner</i> .....	\$245	\$345 due at registration
Administration Fee .....	\$50	
Facility Fee .....	\$75	\$250 due July 1
Yearbook .....	\$45	
Classroom Fees .....	\$40	
Technology Fee .....	\$40	

### High School Fees, Grades 9 - 12

**Registration Fee .....	For first child \$100	
Book Use Fee <i>includes student planner</i> .....	\$270	\$370 due at registration
Administration Fee .....	\$50	
Facility Fee .....	\$75	\$270 due July 1
Yearbook .....	\$45	<i>not including parking fee</i>
Classroom Fees .....	\$50	<i>or graduation fee</i>
Parking Fee <i>for students driving to school</i> .....	\$5	
Graduation Fee (graduating seniors) <i>includes cap and gown</i> .....	\$100	
Technology Fee .....	\$50	

\*\*The Registration Fee is \$100 for one child. For each additional child in the same family, the Registration Fee is reduced to \$50.

\*\*\*Additional Fees may be required for students participating in athletics, clubs, or any other extra-curricular activities.

# CALVARY BAPTIST ACADEMY

## 2011 – 2012 Tuition Schedule

**Kindergarten**  
(1/2 day)  
\$2,900/annually

**Elementary**  
(Grades 1-6 and Full  
day K5)  
\$4,300/annually

**Middle School**  
(Grades 7-8)  
\$4,750/annually

**High School**  
(Grades 9-12)  
\$5,250/annually

**Multiple child discounts:** 10% tuition discount will apply for 2 children in the same family, provided that both children are full day students. A 15% discount will be given to families with 3 or more children enrolled, providing that all children are full day students. No multiple child discounts will be given for 1/2 day kindergarten students.

**Church members:** Members of Calvary Baptist Church will receive a \$150 tuition credit per family per year.

**Early payment discounts (does not apply to a 1/2 day kindergarten):** When tuition is paid in full on or before June 30th, a credit of \$150 per student will be given.

Kindergarten	+	Elementary	+	Middle	+	High School	=	TOTAL
\$2,900/child		\$4,300/child		\$4,750/child		\$5,250/child		
				<b>Less multiple child discount</b> (10% for 2, 15% for 3 or more)			-	
				<b>Less church member discount</b> (\$150/family)			-	
				<b>Less early pay credit</b> <i>Full-day students only</i> (\$150 if paid by June 30)			-	
				<b>Total Annual Tuition*</b>				

\*10 equal monthly payments through automatic withdrawal. Credit card users will be charged an additional \$10 monthly usage fee. Tuition is due on the first of the month in advance. Accounts not paid by the 10th of the month will be charged a late fee of \$50, regardless of the situation. Tuition for the month of May must be paid by May 10th in order for the student(s) to remain in class.

# CALVARY BAPTIST ACADEMY

## Application for Enrollment

Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Pupil's Name \_\_\_\_\_  
*LAST FIRST MIDDLE NAME USED*

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth \_\_\_\_\_  
*CITY STATE*

Note: If you have any special arrangement concerning custody, finance, reporting of grades or any other pertinent information that the school needs, please list this on a separate sheet and attach it to this application. If the student lives with someone other than parents, please supply name, address, employer, and phone numbers of the person responsible for the student.

Grade to enter \_\_\_\_\_ Is child living with both parents? \_\_\_\_\_ If not, with whom? \_\_\_\_\_

If Kindergarten  1/2 day  full day Student's Social Security # \_\_\_\_\_ Race \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Sex \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
*LAST FIRST MIDDLE*

Email Address \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
*LAST FIRST MIDDLE*

Email Address \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Step-Parent \_\_\_\_\_ Cell Phone \_\_\_\_\_  
*LAST FIRST MIDDLE*

Email Address \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Last School Attended \_\_\_\_\_  
*If not local, give address (if known), city, and state*

Number and age of children in family \_\_\_\_\_

Other children in family attending CBA \_\_\_\_\_

Does the applicant have any mental or physical handicaps? \_\_\_\_\_

Has the applicant ever failed a grade? \_\_\_\_\_ If so, why? \_\_\_\_\_

**IMPORTANT In case of an emergency:**

**Person(s) to contact (other than parent) & local phone number:** \_\_\_\_\_

Family Physician \_\_\_\_\_ Who recommended CBA to you? \_\_\_\_\_

Church attending now \_\_\_\_\_ Member?  Yes  No Attend Regularly?  Yes  No

State why you wish to send your child to CBA: \_\_\_\_\_

# CALVARY BAPTIST ACADEMY

## Statement of Cooperation

In signing this form, we the undersigned, realize and agree to the following stipulations:

1. I give Calvary Baptist Academy permission for my child to take part in all school activities; including bus trips, sports activities, and school-sponsored trips away from the school premises.
2. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures, including corporal punishment.
3. Calvary Baptist Academy assumes no responsibility for injuries sustained in athletic participation, gym or P. E. classes, or other incidents over which we have no control.
4. Should legal action on my child's behalf, for any reason, be taken against Calvary Baptist Academy or any employee or agency thereof, and the school or its agent not be found at fault, I agree to pay any attorney fees, damages or other costs that Calvary Baptist Academy or its agent should incur to defend itself against such action.
5. I agree to the following procedure, in case of serious illness or accidental injury to the student at school, every effort will be made to contact parents. If we are unable to reach parents, the student will be taken to the most convenient emergency room for medical treatment, if this is deemed necessary. Parents will be responsible for any bills incurred.
6. This Statement of Cooperation will be in effect for as long as my children listed (or others to be enrolled) attend Calvary Baptist Academy whether in the nursery, kindergarten, elementary, middle school, or high school.
7. I understand that should my marital status change, it is my responsibility to have a corrected Statement of Cooperation updated, signed, and delivered to Calvary Baptist Academy.
8. The following criteria shall be followed for your child/student to enroll at CBA:
  - a. Application
  - b. Reading on grade level entering
  - c. Have a 2.0 GPA or higher
  - d. Pass LEAP Test if coming from public school
  - e. Pass proficiency test in reading and math
  - f. Have an acceptable discipline record
  - g. Have a 90% or better in attendance
  - h. Have approval of Principal and Superintendent

Parent's signature (Both parents must sign unless there is a sole guardian.)

MOTHER \_\_\_\_\_ Date \_\_\_\_\_

FATHER \_\_\_\_\_ Date \_\_\_\_\_

# CALVARY BAPTIST ACADEMY

## 2011 – 2012 Financial Contract

THIS CONTRACT and agreement made by and between the Calvary Baptist Church of Shreveport, Louisiana, a Religious Corporation, hereafter referred to as THE ACADEMY, and:

\_\_\_\_\_  
Father (Print Name)

\_\_\_\_\_  
Mother (Print Name)

\_\_\_\_\_  
Additional Person Responsible for Tuition  
(Please print name and relationship to student)

THE ACADEMY shall and does agree to operate and/or maintain the Calvary Baptist Academy located at 9333 Linwood Avenue, Shreveport, LA for grades K-5 through 12 for the school year beginning in August 2011 and ending in May 2012.

It is expressly understood that students are accepted only for the ENTIRE SCHOOL YEAR or for the remainder of a school year if enrolled after the school opens. Charges for enrollment are made for a position in the school and not for a period of attendance. PARENTS are held responsible for the full payment of the school year or such part of the school year as remains after late entrance.

No reduction or credit of enrollment fees will be granted if a student is expelled or suspended for cause. No other reason for reduction of fees will be granted unless THE ACADEMY in its sole discretion agrees to terminate the contract.

I have read the tuition and fee schedule and I understand that the fees and tuition, which is a part of the registration process, is non-refundable and non-transferable. I also understand that the remainder of my tuition payments is due August 1st and each month thereafter until paid in full.

I understand that Report Cards may be withheld if the student's account is delinquent by the end of the grading period. I also understand that my child(ren) may be suspended if the account becomes delinquent. The child will not be readmitted until the account is brought up to date.

I understand that a transferring or graduating student whose parent/guardian has an outstanding financial obligation to THE ACADEMY will not receive transcripts or diploma until all financial obligations are paid in full.

PARENTS agree to pay all costs of collections, including reasonable attorney's fees.

I have read and agree to the term of this financial contract.

PARENTS of the child(ren) named below, desire and do enroll said child(ren) in THE ACADEMY in the following manner:

\_\_\_\_\_ (Plan A) Payment for YEARLY tuition (Due by June 30, 2011)

\_\_\_\_\_ (Plan B) Payment for semester tuition (Due by July 31, 2011 & January 4, 2012)

\_\_\_\_\_ (Plan C) Payment for monthly tuition beginning August 1, 2011 through May 1, 2012.  
If choosing to pay monthly, please choose a payment plan on page 2.

Individual Responsible for Payment \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_ Annual Tuition \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_ Annual Tuition \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_ Annual Tuition \_\_\_\_\_

**If choosing to pay monthly, please choose one of these payment options.**

**BANK DRAFT AUTHORIZATION**

\$ \_\_\_\_\_ **MONTHLY**  
*1st of each month August – May*

\$ \_\_\_\_\_ **MONTHLY**  
*10th of each month August – May*

- CBA will deposit your draft on the exact date you select unless that date falls on a holiday or weekend. In these cases, your draft will be deposited on the next business day.
- Insufficient bank drafts will be resubmitted with a \$15.00 insufficient fee added.

**Please attach your voided check here.**

**CREDIT CARD AUTHORIZATION**

\$ \_\_\_\_\_ **MONTHLY** *1st of each month August - May*

Please charge to my:  VISA  MC  AMEX  DISCOVER

Acct# \_\_\_\_\_ CSV Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

**PAYMENT BY CASH OR CHECK**

\$ \_\_\_\_\_ **MONTHLY** Due 1st of each month August - May with a late fee added for payments not received by the 10th. A \$15.00 insufficient check fee added for all returned checks.

\_\_\_\_\_  
Parent's Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Individual Responsible for Tuition Payment if different from parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Date