



# New Horizon Christian Academy

A Ministry of New Horizon Fellowship Church of God  
1518 Washington Avenue  
Evansville, IN 47714

Dear Parent or Guardian:

We are pleased that you wish to continue your child's education at New Horizon Christian Academy (NHCA). We are excited about the educational opportunities we will be able to offer the students.

To officially re-enroll your child in NHCA for the 2018 – 2019 school year, please complete the following steps:

1. Submit a completed Pre-Registration form and \$80 registration fee for **each** child.
2. Submit a completed Re-Enrollment packet for **each** child attending NHCA.

Special note: Enrollment will be considered incomplete unless ALL indicated items are completed and returned. We will be enrolling a limited number of students; therefore, it is imperative that you complete the enrollment process in a timely manner in order to secure placement for your child.

The above completed forms may be mailed or returned to the address listed at the top of this letter. If you have any questions, please feel free to call the school at (812) 492-3204.

Sincerely,

Merlene Mann  
Administrator

Please **COMPLETE** and **RETURN**  
**ALL FORMS** to the NHCA  
school office.

## Student Information

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Student's Full Legal Name

Preferred Name

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Name of Adult with Whom Student Lives

Relationship to Student

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Student's Home Address

City

State

Zip

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Date of Birth

Birthplace

US Citizen

Age

Sex

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Grade Entering

For Semester Beginning (Month/Year)

## Family Information

Parents of this student are:

Married

Separated

Divorced

Single Parent

Mother Remarried

Father Remarried

Brother's / Sister's Names

Age

Grade

School Attending

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**Father/Guardian** (please circle)

**Mother/Guardian** (please circle)

Name

Name

If Guardian, Relationship to Student

If Guardian, Relationship to Student

Home Address (if different than student's)

Home Address (if different than student's)

Employer

Employer

Cell Phone

Work Phone

Cell Phone

Work Phone

Email Address

Email Address

Church Denomination & Congregation Name

Church Denomination & Congregation Name

Stepmother's Name & Contact # (if applicable)

Stepfather's Name & Contact # (if applicable)

## Medical Condition(s) / Allergies

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ YES, my child **HAS** a medical condition.

\_\_\_\_\_ NO, my child does **NOT** have a medical condition.

List medical condition in detail:

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\_\_\_\_\_ YES, my child **HAS** allergies.

\_\_\_\_\_ NO, my child does **NOT** have allergies.

List allergies in detail:

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√ **Please attach any relative information regarding the medical condition and/or allergies.**

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Medical Release Form

The permissions/agreements granted on this page will remain in the listed student's file and will be in effect while the listed student is enrolled at NHCA or rescinded in writing by the parent/guardian.

### Emergency Contact Information

Physician's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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1 <sup>st</sup> Emergency Contact Name (other than parent/guardian)	Relationship to Student	Phone Number
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2 <sup>nd</sup> Emergency Contact Name (other than parent/guardian)	Relationship to Student	Phone Number
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### Emergency Permission Agreement

Should an emergency arise in which my child will need to be transported to a local hospital, I give my consent for the transport to take place. If I am not able to be reached, I give my consent for my child to be medically and/or surgically treated by medical professionals to whatever extent is necessary for the well-being of my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Permission to Administer Over-the-Counter Medication

There are times when a child may need over-the-counter medication. NHCA staff is able to administer the following medications **ONLY** if we have a **signed permission slip** from the parent. Please check-off the medication that you grant us permission to administer to your child and sign the release.

Tylenol (Acetaminophen)     Advil (Ibuprofen)     Benadryl (Diphenhydramine)

Tums     Cough Drops

If it becomes necessary for my child to take an over-the-counter medication during the school day, I give my permission for an authorized staff member to administer any of the above-marked medications to my child. I understand that this permission release will remain in effect while my child is enrolled at NHCA or is rescinded in writing by me, the parent/guardian.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Permission to Administer Prescription Medication

This form must be completed and returned for any routine medication to be administered at NHCA or NHCA events. Original-labeled prescription containers must be submitted to the NHCA office.

**All bottles must be properly labeled by the pharmacy with the following information:**

1. Name
2. Medication Name
3. Dosage
4. Doctor's Name

If at any time there is a change in the medication or dosage, the NHCA office must receive written instructions signed by the parent/guardian and dated as to when the change occurs. This is crucial for appropriate medical care.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ Prescribing Doctor \_\_\_\_\_

Diagnosis \_\_\_\_\_

Medication \_\_\_\_\_

Dose \_\_\_\_\_ Time \_\_\_\_\_

Special Instructions \_\_\_\_\_

I give my permission for my child's teacher or NHCA designee to administer the above medication to my child.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, (Parent's/Guardian's Name) do not hold New Horizon Christian Academy responsible for unintentionally forgetting to administer medication to my child, \_\_\_\_\_ (Child's Name).

I understand that NHCA staff members can forget, and I take this risk by asking my child's teacher and/or a NHCA designee to administer the medication to my child.

If I want to ensure that my child receives the medication, I have the right to come into NHCA and administer this medication to my child personally, or telephone a reminder to the NHCA office.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Family Enrollment Agreement

- If accepted, I/we agree that I/we will read and follow the school rules included in the New Horizon Christian Academy (NHCA) Parent/Student Handbook.
- I/We agree that I/we will take an active role in my/our child’s education, including supporting my/our child’s teachers, assuring that my/our child arrives to school on time, encouraging my/our child to complete all homework and classroom assignments in a timely manner, and allowing my/our child to participate in school activities such as field trips and other school functions.
- I/We agree that should I/we have a concern of any kind regarding NHCA and any associated party, that I/we will go through the proper channels to resolve the matter.
- I/We agree to cooperate with school staff regarding the discipline of my/our child.

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Responsible Party for Bill

I have a clear understanding of all fees due for the 2018– 2019 school year. I agree to pay all pre-registration, tuition, and book fees in a timely manner. I understand that the September – May payments are due on the 1<sup>st</sup> of each scheduled month, and I will be subject to, and billed for a \$25.00 late fee if my payment is not received by the 10<sup>th</sup> of each scheduled month.

Individual Responsible for Bill (please print name)	Signature	Relationship to Student	Date

Street Address	City	State	Zip

Email Address statements are to be sent to \_\_\_\_\_

**For office use only:**    Accepted \_\_\_\_\_    Acceptance Letter Sent \_\_\_\_\_

Date of Tour \_\_\_\_\_    Date of Receipt of Application and Fee \_\_\_\_\_    Check # \_\_\_\_\_

Documents Received \_\_\_\_    Complete Transcripts \_\_\_\_    Immunization Record \_\_\_\_    Birth Certificate \_\_\_\_

Payment Agreement Reviewed with Parents: \_\_\_\_\_    Payment Agreement Signed \_\_\_\_\_

Books Ordered \_\_\_\_\_    Books Received \_\_\_\_\_

## Pick-Up Information

For the safety of your child, notify the school when someone out-of-the-ordinary will be picking up your child. If there is anyone who is absolutely **NOT** allowed to pick up your child, please list their name(s) below. This will be in effect until it is rescinded in writing by you, the parent/guardian.

If parents of the student are divorced or separated and one parent is not allowed to see or pick-up the child, we **MUST** have a certified copy of the Court Order of Final Judgment on file at the school office.

The following individual(s) are **NOT** allowed to pick-up my child(ren):

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Field Trip Release

I give my approval for my child to participate in any field trip that NHCA deems safe and appropriate. I do hereby agree to hold harmless the organizers, supervisors, chaperones, and anyone connected with New Horizon Christian Academy and/or New Horizon Fellowship Church of God including the drivers, boards, administration, staff, and volunteers for any claim arising from an injury or harm to my child. I also understand that a notice will be sent home with information regarding each upcoming field trip.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## NHCA Acceptable Use of the Internet Policy Form

In making decisions regarding student access to the Internet, NHCA considers its own stated educational mission. Electronic information research skills are now important to the preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, and other resources. **NHCA reserves the right to limit Internet access for grade appropriateness and content.**

Students utilizing NHCA-provided Internet access must first have the permission of and must be supervised by NHCA professional staff. Students utilizing NHCA-provided Internet access are responsible for proper online behavior just as they are in the classroom or other areas of the school.

The purpose of NHCA-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students must be in support of and consistent with the educational objectives of NHCA and its Acceptable Use of Technology Agreement.

### **Internet access entails responsibility, and is a privilege, not a right.**

NHCA blocks certain websites for inappropriateness. If a student accidentally connects to websites that display sexually explicit, racist, or potentially-offensive materials or music, the student must immediately disconnect from the site and notify the administrator or teacher. The ability to connect to such sites does not imply students are granted permission to visit the site. If a student's Internet activity reveals a clear intent to visit inappropriate Internet websites, disciplinary action will be taken which may result in the student's dismissal from school.

Students are not permitted to visit chat rooms or blog sites. The ability to access these sites does not imply that permission is granted to visit the site.

All Internet access is to go through the firewall. If a student is found to be deliberately attempting to bypass the firewall or school-installed filter, disciplinary action will be taken by the Administration.

All Internet activity on NHCA computers is subject to monitoring and review by the NHCA staff. Each student and a parent or legal guardian is required to sign this document and return it to the Administration Office before the student's use of NHCA computers.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Student Code of Conduct**

I have read and understand the New Horizon Christian Academy Parent/Student Handbook and agree to willingly follow the rules and the spirit of the rules listed in it.

I understand that the guidelines listed in it apply to the behavior of students both at school and away from school while participating in school functions and activities.

I understand and agree to the consequences listed in the Handbook.

I understand that I have a means of grievance whereby circumstances of a case may be presented to Administration, and I agree to comply with the decision.

I understand that New Horizon Christian Academy is a ministry of New Horizon Fellowship Church of God and, as such, is governed by the authority of the Senior Pastor of New Horizon Fellowship Church of God and the New Horizon Christian Academy School Board. The Senior Pastor also serves as the Superintendent of New Horizon Christian Academy.

I realize that although I will not be expected to become a member of New Horizon Fellowship Church of God, or adhere to its tenets and Declaration of Faith, I will respect the right of New Horizon Christian Academy to run the daily operations with a Christian spiritual emphasis and perspective.

I have read, understand, and agree to comply in full with the guidelines of the New Horizon Christian Academy Parent/Student Handbook.

Student \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**For self and on behalf of minor child**

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**For self and on behalf of minor child**