



Southwest Christian Academy
2019
Admission Procedures

SCA Mission Statement: To partner with families to prepare all students spiritually, intellectually, emotionally, physically and socially so they are equipped to glorify God by doing His will.

Notice of Nondiscriminatory Policy: Southwest Christian Academy does not discriminate on the basis of race, color, sex, and national or ethnic origin in administration of its educational policies, admission policies and athletic or other school administered programs, except where necessitated by specific tenants held by the institution and its controlling body.

Requirements for New Students:

- *Satisfactory completion of all application forms and fees. (no exceptions)
 - *Copy of most recent report card/transcript. Students, grade 1st-12th, must have a B average if transferring from public school, most recent two years standardized test scores (**Grades 1st-12th only**), including any additional special testing information, psychological, special education testing and IEPs, if applicable. Copy of birth certificate and shot records if out of state.
 - If your child is in custody of one parent please indicate. A copy of all legal documents must be kept in the student's file, including divorce or adoption decrees.
 - Proper age for admittance to preschool class by August 1, 2019. K5 students must be 5 years old on or before August 1, 2019.
 - A recommendation from the last school/child care attended including behavior and payment history. (*Students suspended or expelled from other facilities are not eligible for admission.*)
 - Signature on the "SCA Handbook Verification Form" and **parent cooperation and support**.
 - I understand that as a parent it is my responsibility to support the school, its administration, and its teachers in decisions that they make regarding students. I also understand that parents must go through the proper channels in conferencing with teachers or administration and when doing so, must behave in an appropriate manner. Any misbehavior on the part of a parent in dealing with the teacher or administration could result in immediate dismissal of the student(s) from SCA. Non-support by parents is also grounds for dismissal of a student.
 - A reference from a teacher, parent, or student presently enrolled at SCA is recommended or
 - A satisfactory personal interview with the administrator for all parents and students is required.
- All of the items marked above with an asterisk (*) are required prior to interview. (Grades K-12 only)
- All students must obey SCA's dress code in all areas as described in the student handbook.
 - **For Preschool students: Bottles and pacifiers are not allowed in the preschool. Children must be toilet trained before being accepted into the 3 year old program.

Signature Required

Date

2019 Southwest Christian Academy Family Profile Questionnaire

To insure accurate information, we request that you complete a separate form for each student enrolled.

A satisfactory interview with the director or principal is required of all new students PK5 – 12th Grade.

(Children will be advanced to the 3 year old program only after complete toilet training.)

Today's Date: _____

Start Date _____

Grade Applying for: _____

Southwest Christian Academy reserves the right to retract an offer of admission to any student previously accepted if the student's final transcripts, evaluations or academic testing reveal performance or behavior that does not meet the school's standard for admission, or if any information on the original application is found to be false.

Student Information

First, Middle & Last Name _____

Date of Birth _____ Social Security Number _____

Email (Student) _____ Student Cell Phone _____
(if available)

Complete Address _____

(address, city, state & zip code)

Gender M F

Ethnicity _____

Parent #1 Information

Relationship to student _____ Custodial Parent: Yes No

Mr. Mrs. Ms.

First & Last Name _____

Date of Birth _____ Marital Status _____ SS# _____

Cell Phone _____ (These numbers must be given, and are kept confidential)

*E-mail _____

(This is our primary form of communication.)

Complete Address _____

(address, city, state & zip code)

Occupation _____ Total weekly work hour's _____

Employer _____ Phone Number _____

Parent #2 Information

Relationship to student _____ Custodial Parent: Yes No

Mr. Mrs. Ms.

First & Last Name _____

Date of Birth _____ Marital Status _____ SS# _____

Cell Phone _____ (These numbers must be given, and are kept confidential)

*E-mail _____

(This is our primary form of communication.)

Complete Address _____

(address, city, state & zip code)

Occupation _____ Total weekly work hour's _____

Employer _____ Phone Number _____

Religion _____ Church _____

Pastor's Name _____ Phone Number _____

Parents are: Married Separated Divorced Unmarried Father Deceased Mother Deceased

With whom does this student live? _____

Guardianship Arrangements: _____

If your student is in the custody of only one parent, please indicate. A copy of all legal documents must be kept in the student's file.

Persons authorized to pick up student or care for student in case of emergency if parents cannot be reached. Please put your emergency contacts in the order that you would like them to be called.

#1 Emergency Contact Information

First and Last Name _____ Relationship _____
Cell Phone _____ Work Number _____

#2 Emergency Contact Information

First and Last Name _____ Relationship _____
Cell Phone _____ Work Number _____

#3 Emergency Contact Information

First and Last Name _____ Relationship _____
Cell Phone _____ Work Number _____

Step Parent(s)

First & Last Name _____

Date of Birth _____ Marital Status _____ SS# _____

Cell Phone _____ (These numbers must be given, and are kept confidential)

*E-mail _____

(This is our primary form of communication.)

Complete Address _____

(address, city, state & zip code)

Occupation _____ Total weekly work hour's _____

Employer _____ Phone Number _____

Names of brothers or sisters:

Name: _____ Age: _____

Name: _____ Age: _____

References

Pastor/church: _____ Phone: _____

Personal reference: Name: _____ Phone: _____

Other reference: Name: _____ Phone: _____

Present family, student, teacher, or employee of Southwest Christian Academy: _____

Last School attended: _____ Phone: _____

Last Principal/Director: _____ Last Teacher: _____

Is this student currently eligible to re-enroll in the school from which they are transferring? Yes No

If transferring from a private school or child care facility, is this student's account delinquent? Yes No

Last child care or school attended will be called regarding payment history and behavior.

How many years has your child attended the above school? _____

Has your child skipped a grade, or repeated a grade? If so, which one? Yes No _____

Has your child ever been involved in drugs or alcohol? If so, explain. Yes No _____

Has your child ever been suspended, expelled or had any serious discipline problems? Yes No

If they have had any serious discipline problems, please explain: _____

How did you hear of Southwest Christian Academy? _____

2019 Health Questionnaire
***This form must be completed each year.**

Student's Name: _____ Birthdate: _____ Grade: _____

To be filled out by the parent:

Because the primary aim of your pediatrician or family physician is to prepare your child for school activities, it is to your child's advantage that you complete this form.

Immunizations:

Please attach a current shot record. State law requires that no student can be admitted without an up-to-date shot record.

Shot Record **On File** _____ **Received** _____

Medical Information:

List any allergies (food, insect stings, medication, etc.): _____

List any vision, hearing, or speech difficulties: _____

Does your child have/wear glasses _____ contacts _____ or hearing aids _____?

List any illnesses, health, or physical limitations _____

Does your child take medication for Attention Deficit Disorder (ADD) or Attention Deficit/Hyperactivity Disorder (ADHD) or any other medical conditions? () No () Yes, (explain) _____

List any routine medication(s) and the reason(s) for the prescription(s) _____

What are the side effects of the medication(s)? _____

Please list any other health related information you feel that the school needs to know about your child:

Health Insurance: _____

Policy Number: _____

Group Number: _____

Medical Agreement

I hereby authorize SCA to call an emergency ambulance in case of an accident or acute illness, and to arrange for necessary emergency medical and surgical care, in case I am not immediately available. Any qualified physician called by SCA may treat and do whatever is necessary for the health and wellbeing of my child. It is understood that a conscientious effort will be made to notify me (parent) before such action will be taken. I also agree to accept responsibility for the cost of above mentioned medical services and absolve SCA from liability to me or my child because of any injury involved with school activities.

Physician's Name: _____ Phone: _____

Address: _____
(State requirement - address is necessary)

Preferred Hospital: _____ Phone: _____

Address: _____
(State requirement - address is necessary)

Mother's Signature: _____

Cell Phone: _____ Work Phone: _____

Father's Signature: _____

Cell Phone: _____ Work Phone: _____

Neighbor or relative that we may call: _____ Phone: _____

This form must have two signatures.

Date: _____

Southwest Christian Academy
2019 Discipline Regulation

Student's Name: _____ Birthdate: _____ Grade: _____

As a parent of my child/children enrolled at Southwest Christian Academy, I hereby agree to accept all regulations of the school. I agree to authorize this school to employ such discipline as it deems wise and expedient for my child. Parents will be notified about misbehavior; you will receive emails from the principal when an office visit is required. If necessary, a parent will be called to help with discipline.

SCA No Tolerance Policy

I understand SCA's "No Tolerance" policy regarding profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, or disrespect to the personnel of the school. Threats of any kind toward students, faculty, or others will not be tolerated. Possession or use of drugs or alcohol, on or off campus, or the possession of any weapon is grounds for immediate expulsion. **This policy includes summer vacation, Christmas and Spring Break and all holidays.** It is understood that attendance is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. (The student handbook gives more specific information about conduct requirements.)

The school may request the withdrawal of any student at any time who in the opinion of the school, does not fit into the spirit of the school regardless of whether or not he/she conforms to the specific rules and regulations of the school or the parents are not supportive of the school and its staff. **I further understand that all pre-paid fees are non-refundable.**

Child Care Licensing requires that the following information is documented in each child's file. This does not give permission but says you have been informed of the law for all licensed child care facilities.

CHILD MALTREATMENT POLICY:

All staff members of SCA are mandatory reporters and required by law to report any suspected child maltreatment to the Department of Human Services hotline.

LICENSING STANDARD 200.2:

"...children are subject to be interviewed by DHS licensing staff, by child maltreatment investigators, or by law enforcement for investigative purposes and/or determining compliance with licensing requirements."

This is not new; it is just that we have to inform parents that this could happen if an issue came up pertaining to the above requirements. Do not be concerned. The only time you may not be informed first would be if there was an allegation about the home. Again, we are required to inform you of this.

You are not giving consent, just being informed of the law.

*I give written permission for the use of suntan lotions/sunscreens for my child in appropriate weather. This is in accordance with Minimum Licensing Requirements: DCCECE/Child Care Licensing Unit: 1101.16 -(For preschool / elementary child care only)

*I give permission for my child to be photographed and school pictures to be published by school personnel, as it pertains to school and school events. This includes yearbook publications, SCA Facebook, streaming video, presentations, website, etc.

We are required by DHS to share with preschoolers' parents the information that will help your child be prepared for Kindergarten. Please go to the following website to see the Kindergarten Readiness Indicator Checklist for Parents.

<https://humanservices.arkansas.gov/images/uploads/dccece/KRIC%20PARENT.pdf>

*I have read the terms stated and agree to the "No Tolerance" policies of SCA and agree to abide by the rules that are outlined in the student handbook.

Parent _____ Student _____

Signature of Parent _____ Date: _____



Southwest Christian Academy

www.swchristian.com/swca

Request for Records
(K5-12th Grade Only)

Dear Counselor or Registrar,

The following student has enrolled in our school.

Student: _____

Date of Birth: _____

Grade: _____

School last attended: _____

Please forward the following records (where applicable).

Academic		Testing Scores & others		Personal & Health Information	
	Last 6 weeks or 9 weeks grades		Standardized test scores		Birth Certificate
	First semester grades		IEP		Immunization records
	Transcript		Test or psychological records		Social security number
	Withdraw grades		Discipline records		
	Key to your grading scale		Attendance records		

I hereby authorize the release of the requested records for my child listed above.

Date: _____

Parent/Guardian Full Name _____

Parent/Guardian Signature _____

Sincerely,

 Alex Davidson
 Administrative Office