

Concordia Academy

Application and Information

Registration “To-do” List

- Complete Application (pages 1 - 4) PLEASE PRINT OR TYPE. Registration fees are non-refundable unless the student is not accepted for enrollment.

Annual Registration Fee

Pre School - \$250

Kindergarten - \$500

Early Bird Special - register by March 1, 2012 - Pre School - \$200; Kindergarten - \$450

- To reserve space in your child’s classroom, submit the following to the Concordia Academy office:
 - 1. Your completed **Application** (pages 1 - 4)
 - 2. Appropriate **Annual Registration Fee**
 - 3. Copy of **Birth Certificate** (for Kindergarten only)
 - 5. A copy of the student’s complete **Immunization Record**, or signed Affidavit form located at www.dfps.state.tx.us

- To be admitted the first day of classes:
 - 1. If you are not already enrolled in FACTS, register for FACTS by clicking on the link located on the Enrollment tab of the Concordia website (www.concordiafw.org). Print a copy of your FACTS enrollment confirmation and submit it to the Concordia Academy office (15701 Cleveland Gibbs Road, Roanoke, TX 76262) by May 1, 2012.
 - 2. Make first tuition payment using FACTS by July 20, 2012.

- You will be notified by the Administration concerning admission.



NOTICE OF NON-DISCRIMINATORY POLICY

Concordia Academy does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of our educational policies, employment practices, admission policies, scholarship and loan programs, and other school administered programs.

LIABILITY NOTICE

Documentation of liability insurance that complies with Human Resources Code, Section 42.0491, is available in the office of the Church/School Administrator.

Concordia Academy

Scholars • Servants • Saints



PLACEMENT GUIDE

When choosing a class for your child, we want the best fit! Please use the following indicators as a guide to choose your child's class on Page 1 of the application. Your child may not meet each indicator, but he or she should demonstrate indicators in several areas. If you have questions, please call or meet with the Head of School, Dr. Burton to discuss placement.

CLASS OPTIONS

Foundations class prepares students for structure, routine, and social play. The class introduces students to dramatic play, music, visual arts, literacy, and mathematics. Indicators of readiness for the Foundations class include:

- 2 years old and young 3 years old (by September 1 of current year)
- **Language / Literacy**: follow simple requests; uses some words; may recognize a few letters in his or her name; shows interests in books; beginning scribbles
- **Cognition and General Development**: matches similar objects; imitates actions; recognizes people, objects, and animals in pictures; recognizes familiar objects
- **Approaches to Learning**: sustains some interest in working on a task, but cannot ignore distractions; enjoys exploration and investigation

Fundamentals class is centered on core knowledge instruction. The class continues to foster social play, dramatic play, music, and visual arts. Instruction in literacy, mathematics, and handwriting is structured, systematic, and individualized. Indicators of readiness for the Fundamentals class include:

- 3 years old (by September 1 of current year)
- Fully potty trained by the first day of school; if student has not mastered potty training, then student will be placed in the Foundations class.
- **Language / Literacy**: follows two-step directions; understood by most people; can speak in 4-6 word sentences; recognizes letters in his or her name and possibly a few other letters; begins writing letter-like forms or mock letters
- **Cognition and General Development**: recalls familiar objects and can sequence experiences; classify in two or more groups; begins dramatic play
- **Approaches to Learning**: sustains interest in working on a task and beginning to ignore most distractions; pursues a variety of tasks and an eagerness to learn; transitioning from parallel play to associative play

(More on back)

Pre-Kindergarten classroom is designed to ready students for the rigors and expectations of Kindergarten. Indicators of readiness for the Pre-Kindergarten class include:

- 4 years old (by September 1 of current year)
- Fully potty trained
- **Language / Literacy**: begins to recognize rhyming words; shows awareness that some words begin the same way; recognizes as many as 10 letters; produces the correct sounds for several letters
- **Cognition and General Development**: uses more details in experiences; begins to apply experiences to new situations; begins to interact with other children during dramatic play
- **Approaches to Learning**: sustains work on interesting tasks while ignoring most distractions; begins to use a variety of resources to find answers to questions

Kindergarten classroom is a structured, yet individualized learning environment. Students focus on specific skills and objectives in literacy, mathematics, science, social studies, handwriting, and the arts. Indicators of readiness for the Kindergarten class include:

- **Language / Literacy**: follows multi-step directions; engages in more complex conversation; produces the correct sounds for 10-20 letters; recognizes 10-20 upper and lowercase letters; begins to match words to the spoken word; partially or fully accurate written name
- **Cognition and General Development**: can apply prior experiences to new experiences; groups objects in multiple ways; dramatic play begins representing ideas, roles, and scenarios
- **Approaches to Learning**: Sustains attention to tasks or projects over time or return to activities after interruption; plans some goals until reached



Concordia Academy

15701 Cleveland Gibbs Road

Roanoke, Texas 76262



Scholars • Servants • Saints

Phone: (817) 491-2015

FAX: (817) 491-2022

Email: info@concordiafw.org

Website: www.concordiafw.org

(Please print throughout the application in black ink.)

FOR OFFICE USE ONLY

Starting date _____

Date registered _____

\$ _____ Check # _____

\$ _____ Cash Receipt # _____

Student Information Applicant for admission to: Foundations Fundamentals PreK Kindergarten

First Name: _____ Middle: _____ Last: _____

Preferred Name: _____

Date of Birth: _____ Male Female

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: (include Area Code): _____

Current school name: _____ Grades attended: _____

SIBLINGS:

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

FAMILY CHURCH MEMBERSHIP INFORMATION

Name of Church: _____

Denomination: _____

- We are not members of a church.
- Our family holds membership in several churches
(please explain): _____

Is student baptized?
 Yes No

Baptism date: _____

ETHNIC ORIGIN:

- African-American
- Asian-American
- Caucasian
- East Indian
- Middle Easterner
- Native American
- Hispanic/Latino
- Pacific Islander
- Other

Is a language other than English spoken at home?

- Yes No
- If yes, Occasionally Often

If yes, what language? _____

STUDENT LIVES WITH:

(please check ALL that apply)

- Father
- Mother
- Stepfather
- Stepmother
- Guardian
- Other

Please check ALL that apply:

- Father is deceased
- Mother is deceased
- Parents are separated
- Parents are divorced
- Father has custody
- Mother has custody
- Guardian has custody
- Parents have joint custody
- Father is remarried
- Mother is remarried

Please provide a copy of any court-ordered custody documents, when necessary.

Parent Signature: _____

Student Name: _____

Going into grade: _____

School year: _____

Family #1 (primary residence)

Home address: _____

City: _____ State: _____ Zip: _____ Home phone: _____

Father Stepfather Other _____ Mother Stepmother Other _____

Title: _____ First Name: _____ MI _____ Title: _____ First Name: _____ MI _____

Last Name: _____ Last Name: _____

Employer: _____ Employer: _____

Position: _____ Position: _____

Work phone: _____ Work phone: _____

Cell phone: _____ Cell phone: _____

E-mail: _____ E-mail: _____

May pick up child without special note Yes No May pick up child without special note Yes No

Responsible for: school related decisions
 school communications
 financial bills Responsible for: school related decisions
 school communications
 financial bills

Family #2 (secondary residence, if applicable)

Home address: _____

City: _____ State: _____ Zip: _____ Home phone: _____

Father Stepfather Other _____ Mother Stepmother Other _____

Title: _____ First Name: _____ MI _____ Title: _____ First Name: _____ MI _____

Last Name: _____ Last Name: _____

Employer: _____ Employer: _____

Position: _____ Position: _____

Work phone: _____ Work phone: _____

Cell phone: _____ Cell phone: _____

E-mail: _____ E-mail: _____

May pick up child without special note Yes No May pick up child without special note Yes No

Responsible for: school related decisions
 school communications
 financial bills Responsible for: school related decisions
 school communications
 financial bills

Family #2 will receive duplicate mailings

Emergency contacts if Family #1 contacts cannot be reached:

Person to call next: _____ Phone: _____ May pick up without note

Person to call next: _____ Phone: _____ May pick up without note

Parent Signature: _____

Parent survey - I like to

SM = stepmother

SF = stepfather

M = mother

F = father

GM = guardian mother

GF = guardian father

- | | |
|--------------------------|-----------------------------------|
| _____ lead groups | _____ talk with other people |
| _____ ask people to help | _____ drive a bus (have CDL) |
| _____ organize events | _____ work on the computer |
| _____ teach | _____ file |
| _____ substitute teach | _____ fix and build |
| _____ help teachers | _____ sew |
| _____ do yard work | _____ be with students |
| _____ paint | _____ serve food |
| _____ cook | _____ assist in the school office |
| _____ ask for gifts | _____ other (list below) |

I want to help with:

- | | |
|-----------------------------|--------------------|
| _____ Room Mother/Father | Other (list below) |
| _____ Field Trips | _____ |
| _____ Parent/Teacher League | _____ |
| _____ Music | _____ |
| _____ Art | _____ |
| | _____ |
| | _____ |

Releases

PUBLICATION RELEASE

Photographs and videos are taken on different occasions such as performances, holiday, outings and special events. We use these pictures and videos in our school for teaching, arts & crafts, albums and various other activities. We will not use your child's image in publications distributed outside of the school unless you provide "unrestricted usage" authorization.

- Limited usage:** I agree to my child's image used within the Concordia Academy setting only (not in the larger community)
- Unrestricted usage:** I give unrestricted permission for my child's image to be used in print, video and digital media. I agree that these images may be used by Concordia Academy for a variety of purposes, including advertising, and that these images may be used without further notifying me.

FIELD TRIP RELEASE

My child may be transported away from the school for scheduled field trips. Yes No

WATER ACTIVITIES RELEASE

My child may participate in water activities. Yes No

EMERGENCY MEDICAL RELEASE

In case of emergency, please take my child to: (Emergency care provider - Due to licensing regulations, please do not enter "nearest" We must have the actual name of the hospital or provider you prefer)

Name: _____ Phone: _____

Address: _____

How did you hear about Concordia?

- | | | |
|--|---|---|
| <input type="checkbox"/> from my current school | <input type="checkbox"/> from a friend/relative | <input type="checkbox"/> from my church |
| <input type="checkbox"/> from a sibling | <input type="checkbox"/> from the website | <input type="checkbox"/> from ad/letter we received in the mail |
| <input type="checkbox"/> from a newspaper/magazine ad (which one?) _____ | <input type="checkbox"/> from Facebook | |
| <input type="checkbox"/> other _____ | | |

Parent Signature: _____

HEALTH

ADMISSION REQUIREMENT: One of the following must be presented within one (1) week of your child's admission to Concordia Academy. Please check your indicated option.

- PHYSICIAN'S STATEMENT: Statement showing the physician has examined the child within the past year and found him/her to be physically able to take part in the Concordia Academy program. (Form B-1)
- A form or written statement from a clinic or health service.

If you do not have any of the above, please check one of the following:

- PARENT'S STATEMENT: My child has been examined within the past twelve (12) months by a licensed physician and is able to participate in the Concordia Academy program.

Name and address of Physician

- My child has an appointment for a physical examination, form to be submitted after appointment

Name and address of Physician

Date of Appointment

VISION & HEARING SCREENING: All children 4 years old by September 1 of the current year are required to submit a copy of a current vision and hearing screening. These screenings are normally conducted in conjunction with the child's annual well exam or you may opt to have the screening performed elsewhere. All screening results are to be turned into the school office by October 1 of the current year.

Child's Physician: _____

Address: _____ Phone: _____

General health of student: Poor Fair Good Excellent Allergies: _____

Physical disabilities or limitations: (*glasses, scoliosis, hearing, etc.*)

Dismissal from Physical Education No Yes ("Yes" requires note from doctor)

Is the student taking medication regularly? No Yes (If "yes", please explain)

Has the student ever had any psychological counseling? No Yes (If "yes", please explain the nature of the counseling on a separate sheet of paper, which **will not** become a part of the student's permanent record.)

Has the student ever been dismissed or withdrawn from any school for any reason? No Yes (If "yes", please explain, including name and address of school)

Does the student have any developmental problems? No Yes (If "yes", in what areas?)

Does the student have any clinically diagnosed learning disabilities? No Yes (If "yes", please explain)

Has additional special testing or tutoring been necessary at any point in school? No Yes (If "yes", what grade and in what areas?)

Is your child potty trained? Yes No What does your child say when they need to use the restroom? _____

Check any your child needs help doing: Dressing Eating Washing hands Tying Shoes

Please use the space below for any other pertinent information about the applicant or family situation that would assist us in meeting our shared commitment to your child.

Parent Signature: _____ **Date:** _____

Concordia Academy

Program Selections/Contractual Agreement



Student's Name: _____

Check days to attend: ***(PreK Tues/Thurs class is already full - There are still openings in the 5-Day PreK)***

School	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	
Before School	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> N/A
Enrichment	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> N/A
After School	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> N/A

Contractual Agreement *(must be signed by ALL individuals listed above who are responsible for school related decisions AND/OR financial bills)*

We the undersigned:

- I. Agree to fulfill all financial obligations
 - A. Tuition and fees will be paid timely. Students with tuition in arrears may be withheld from class until payments are current.
 - B. In the event of withdrawal or dismissal, all tuition and fees paid to date are non-refundable and tuition will be charged through the end of the month.
- II. Agree to abide by Concordia Academy's guidelines as outlined in the student handbook, which may be downloaded from the website.

Signature Date

Signature Date

Signature Date

Signature Date



2012-2013 Tuition and Fees

Registration Fees (due upon registration)			
Preschool		Kindergarten	
Before March 1	\$200	Before March 1	\$450
After March 1	\$250	After March 1	\$500

Tuition			
Class	2 Days	3 Days	5 Days
Fundamentals	\$2500	\$3500	\$5250
Pre-Kindergarten	\$2400	\$3500	\$5250
Kindergarten	\$3000	\$4200	\$6000

Foundations Program Tuition			
1 Day / Half	2 Days / Half	1 Day / Full	2 Days / Full
\$900	\$1750	\$1500	\$2500

Extension Program Tuition			
Program	2 Days	3 Days	5 Days
Before School	\$450	\$675	\$900
Enrichment	\$700	\$1050	\$1750
After School (includes Enrichment)	\$1100	\$1600	\$2500
After School (Kindergarten only)	\$450	\$675	\$900

Tuition payments may be paid in 10 monthly installments, starting July 5, 2012 and ending April 5, 2013. Payments made in full by July 20, 2012 receive a 5% discount on school tuition. Tuition and registration fees are non-refundable.

Tuition does not include lunches, snacks, uniforms, events, enrichment programs, or other miscellaneous items. Tuition and registration fees include school supplies and curriculum.

Students enrolled in all extension programs (i.e. before school, enrichment, and after school programs) will receive a 5% discount on the extension program tuition.

Siblings receive a 5% discount. The highest school tuition rate is applied first. The second child, third child, etc. will receive 5% on remaining school tuition rates. Multi-child discounts are cumulative. Extension programs do not receive multi-child discounts.

Families may request financial aid through FACTS Tuition Management. Applications are available online at www.factstuitionaid.com. All financial aid documents must be submitted no later than May 1, 2012 for the 2012-2013 school year.



2012-2013 Daily Schedule

Pre School and Day School Hours	
Foundations (Half Day)	9:00 am — 12:30 pm
Foundations (Full Day)	9:00 am — 2:00 pm
Fundamentals and Pre-Kindergarten	9:00 am — 2:00 pm
Kindergarten	8:30 am — 3:30pm

Extension Program Hours	
Before School	7:30 am — school start
Enrichment	2:30 pm — 3:30 pm
After School	3:30 pm — 5:30 pm

Pre School and Day School Class Options	
Foundations	Tuesday / Thursday
Fundamentals	Monday through Friday Monday / Wednesday / Friday Monday / Wednesday or Tuesday / Thursday
Pre-Kindergarten	Monday through Friday Monday / Wednesday / Friday Monday / Wednesday or Tuesday / Thursday
Kindergarten	Monday through Friday Monday / Wednesday / Friday