

# South Charleston Christian Academy

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149 – 7<sup>th</sup> Avenue in downtown South Charleston, WV 25303

304-720-6156 ph. 304-720-6158 fax

Web: [scca.biz](http://scca.biz) Email: [info@scca.biz](mailto:info@scca.biz)

## Welcome

Welcome to the South Charleston Christian Academy. In late 2005, a small group of extremely like minded and faithful individuals launched out to organize and establish the Capitol City Baptist Church. The church with the corporate church vision of finding, or building, a facility that would sufficiently house our church needs as well as allow us the ability to establish a new Christian School and child care ministry.

The reality of that vision began during the spring of 2008. We purchased the old Darlington Methodist Church property in downtown South Charleston and quickly began as much renovation and repair as was physically and financially possible. That vision is now functioning every day as the South Charleston Christian Academy. The buildings have been brought into full compliance with all city, county and state level agencies with regards to the health, fire, safety and security codes. Those enrolled in our programs can be assured of our cooperation and compliance with these agencies. The Academy is properly and legally registered as an “Exemption K” school and is in compliance with the West Virginia State Department of Education and Kanawha County Schools.

South Charleston Christian Academy is the continuation of a tradition offering the most affordable and profoundly “Christian” child training and influences whether you are looking for pre-school, or the legally mandated grades of Kindergarten through High School.

The following pages should answer most of your questions. After reviewing the packet, please feel free to call and/or schedule an appointment to see if our dream can match your dream of rearing your children with a heavy dose of real life Christianity included in their day – Everyday!

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## Objectives

*Our school will be a positive choice for parents who wish to give their children the advantage of smaller classrooms, more individualized attention, and the ability to learn in a Christian environment. We maintain several primary goals for our students. We strive for mastery in these 4 areas.*

### **#1 Interaction with others**

Goal #1 states that all students need to come along in life with the ability to be the best they can be at social interaction. We take an active role in teaching cooperation, confidence, kindness, sharing, and fairness. Along with the academic studies, we believe students need to be taught how to act and to interact with other children and other adults. So we implement and help to develop “habit training” as a first priority. Habit training is, by repetition, day after day, the reinforcement of the philosophy that we are not an island to ourselves, but that we are part of a group, and that to be treated fairly we must treat others fairly. So we develop routines that guide our actions, manners and behaviors.

**Any student who takes actions deemed to be “Bullying” in nature shall be disciplined, up to and including termination as determined by the school administration, without further warning. We guarantee a safe, pleasant, drug free and bully free environment. Along with the above statement, SCCA maintains a zero tolerance policy when it comes to Cyber-Bullying. Any derogatory remark or statement made on social media or electronic communication and subsequently viewed by the administration here as sexual, obscene, harassing, hateful, discriminatory or threatening or any comment negative in its content toward others shall disqualify a student to continue in attendance.**

### **#2 Mastering the ideology of Respect**

Goal #2 brings the teaching of respect for the person and property of self and others. We will be using phrases like “yes sir” and “yes ma’am” so frequently that the children will develop a healthy sense of respect for others. Selfishness and “me first” sit opposite of respect. We teach respect for all in authority and others in general. Parents & grandparents, pastors & policemen, siblings and sidekicks, family & friends are all to be treated with respect. We teach respect for the property and property rights of others. If it’s not yours – you need permission. No - we do not destroy what belongs to others, not the salt shaker in the restaurant and not the cell phone left behind on the table.

### **#3 Acceptable Behaviors**

Goal #3 means we will do our best to reward the concept of “found your mittens – why you good little kittens, now you shall have some pie”! Part of our everyday routine will also include “WHAT – Lost your mittens – you naughty kitten, now you shall have no pie”. Proper behavior is learned and therefore must be taught. We will learn how to sit when it’s time to sit, play when it’s time to play, study when it is time to study and listen when it’s time to listen. We will do everything within our ability to help your child achieve mastery at maintaining their own behavior. We intend to help your child mature by treating them professionally – and seeking the same in return. We’ll send a report card

home that lists behavior scores along with academics to let you know how that's coming along. We believe that if we do our job well at school, you are going to experience remarkable results at home.

*Even a child is known by his doings, whether his work be pure, and whether it be right.*

*Proverbs 20:11*

#### **#4 Academics**

Goal #4 is learning the academics. We know that most families are looking for a school that offers proper academics in the high school years. We acknowledge this goal. We are able at the Academy to provide a general skills education. We will be heavy in language, arithmetic, and social studies. We will do the best we can with the Sciences, though we have no lab for experiments. We also have the ability to be the base for students to attend the County operated vocational tech centers which offer a variety of vocational training to 11th and 12th grades. We cannot offer transportation to these facilities and we have no control of their atmospheres.

Academy children learn using the Abeka Curriculums, which are time tested and proven systems of learning in Christian Schools. We may at times use other course materials.

The Christian aspect of our day includes prayer time, bible time, and our weekly chapel day. We do Bible memorization and have the general influence of saying, "God made it that way" or perhaps, "Look how wonderful the Lord has made all of this". We remain unapologetic and unwavering in our attempt to promote the religion of Jesus Christ and His Apostles in the daily grind of our academy – that's why we exist. Our entire curriculum is based upon the old King James Version of the Bible, and so is the only acceptable version for our students.

Our students take the Tenth Edition Stanford Achievement Test in the spring of each year. Test results are submitted to the West Virginia State Department of Education and individual results will be mailed home to the parents at the end of each school year.

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## General Information

School begins on Tuesday, September 4, 2018. You will receive a complete school calendar in the 1<sup>st</sup> week of school. The age of your child on September 1, 2018, decides his or her placement. The State of West Virginia makes that decision by law. You must provide proof that each child has successfully completed the prior years of education.

The cafeteria/youth chapel is open for early drop off at 7:30 a.m. Children of all ages will be supervised and must remain in the cafeteria/youth chapel until 8:00 a.m. There is no additional cost for early drop-off. After 8 o'clock every morning students are to report directly to their classroom; 8:30 is instructional class time. All students must be seated prior to 8:30 a.m. Late arrivals are not permitted other than reasonable exceptions.

SCCA Elementary classes are in session from 8:30 a.m. to 2:30 p.m. on Monday through Thursday. SCCA Middle/High School classes are in session from 8:30 a.m. until 3:00 p.m. on Monday through Thursday. Fridays are early dismissal at 1:00 p.m. The entire school is dismissed at 1:00 p.m. We do this both as a benefit to our staff and to induce more home time for your family. After-school care runs from 1:00 p.m. until 5:30 p.m. on Fridays. Students are to be picked up daily in the school cafeteria or they will be signed into the aftercare program. After School Care is available until 5:30 p.m. All students MUST be picked up from after school care by 5:30 p.m. Children are hungry after school. Please pack a snack and drink for your student if they will be staying after school.

Preschool students must be completely potty-trained. We understand the need for a little help, and we understand occasional accidents. However, habitual accidents will result in termination of enrollment. Preschool is for children at ages 3 and 4 with separated classes and curriculum respectively. The academic portion of the classes is Monday through Wednesday and Thursday and Friday daycare is for our enrolled preschoolers who need daycare. Younger students should have a change of clothing at school in case of accidents, spills, etc.

We do not serve breakfast, but we do serve lunch. Lunch information is in a separate document. Students may pack lunch. We do have a bank of microwave ovens. Students can purchase snacks, chips, mac n' cheese and candy. We will try to help with known food allergies, but our students still bring shrimp, peanut butter and other such modern day alarm causing items. Please make sure your child and their teacher know about any specific threats. Preschool has snack time in the afternoon. Please pack a snack and drink for your preschool student.

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## SCCA Financial Policy

The Academy requires an annual registration fee of **\$165.00**.

This fee should be submitted along with your initial application for enrollment. Applications not accompanied by registration fee will be tabled as “inactive” applications. Reserved seating in our classes are secured by these paid registration fees. We will reserve seating on a 1st paid – 1st reserved basis. Registration fees are non-refundable.

The annual book fee is **\$140.00 per student; \$85.00 per preschool student; \$35.00 per student standardized testing fee** and there could be additional fees. This pays for the Abeka Book textbooks that your child will use throughout the entire year. Books must be paid for prior to issuance. We suggest sending partial payments over the summer to have this fee paid prior to the start of the new school year. Students cannot be permitted to attend class until book fee is paid. These books are essential to participation in class. Copies of the textbooks will be available for your review during the school open house.

Tuition is set at **\$335 per month / 10 payments per year**. That fee begins on August 1, 2018 and completes on May 1, 2019. There are discounts available for multiple students living in the same household and supported by the same parents.

Late payments cannot be carried by the academy. Payments are due on the 1st and late after the 10th of every month. Late payments will be assessed a \$25 fee per occurrence.

After the 15th of each month (regardless of how the day of the month falls) an unpaid account will automatically forfeit the right of the student to attend. If your payment is not in on or before the 15th of the month, your child must stay home. If enrollment is suspended, a \$45 reinstatement fee will then be added to your amount due.

Accounts running 30 days past due will forfeit seating reservations. Accounts that reach 45 days past due shall permanently lose any applied discounts upon re-enrollment.

We do have the ability to accept your Credit or Debit Cards.

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## SCCA Standard

For students entering grades 6 through 12, we require a personal interview with parents and prospective student(s). The intent of the interview is to help make the determination if our school is a good “fit” for your family. This section addresses acceptable dress and behavior while attending our school.

SCCA Administration reserves the right to deny a prospective student interview or retain any male students with piercings or tattoos. Those are small indicators of vastly different direction than what our school is promoting. SCCA reserves the right to deny a prospective student interview or retain any male students with long hair. Hair will be neat and off the ears and neck at all times.

SCCA Administration reserves the right to deny a prospective student interview or retain any female students with abnormal piercings. SCCA Administration reserves the right to deny a prospective student interview or retain any female student with tattoos. Those are small indicators of vastly different direction than what our school is promoting. We accept normal ear piercing. Our school has final authority on what is considered acceptable and not.

SCCA Administration reserves the right to deny a prospective student interview or retain any student who is known to drink alcohol or use drugs.

SCCA Administration reserves the right to deny a prospective student interview or retain any student who is known to participate in premarital sexual activity.

SCCA Administration reserves the right to deny a prospective student interview or retain any student who has been convicted of or pleaded guilty to any criminal act or offense.

SCCA Administration reserves the right to deny a prospective student interview or retain any student who is living in a state of rebellion with authority, parental, academic or civil.

We will interview students who have been suspended or expelled from another school on a very limited, case by case basis. It is not the goal of our school to have troublemakers in the student body.

We will interview students who are lacking academic or attendance credits on a very limited, case by case basis.

SCCA Administration has the final authority on what is considered acceptable and not.

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## Dress and Appearance Standard

Dress codes are institutional preferences, which the school sets and chooses for itself. Dress codes can frequently be a point of contention and frustration. Two different Christian schools that are equally committed to the Scriptures may have different dress guidelines for their faculty and students, just as churches, families or companies maintain varying perspectives.

At South Charleston Christian Academy, it is our belief that the physical appearance of the student is an essential element in developing the student's sense of wellbeing. A neat, attractive appearance among students helps to identify and distinguish any institution. Educational research shows a correlation between student dress and demeanor. We use the dress code to help our mission.

The uniform itself allows for personal selection of preferred colors and types of garments within the boundaries set by Administration. Students are expected to arrive at school in dress code and stay in dress code throughout the day.

Neatness and Respect are primary in our focus. SCCA has established these basic goals and guidelines for appearance and dress. We have separated them here boys from girls.

Final authority to decide appropriateness of an outfit worn on school property rests with the administration. Parents are encouraged to teach their children to live happily and within the rules deemed necessary and/or appropriate.

We want to prevent the dress code from becoming a major issue at SCCA. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional.

Students are expected to comply with the code, and parents are expected to monitor compliance with their children.

- Students' uniforms shall be clean and neat. Repairs shall be made as necessary, and if needed, new uniforms should be purchased during the school year.
- Clothes should fit appropriately at all times, and neither is **too** tight or **too** loose; the fit of all clothes should give a neat, well-groomed appearance. **Skin-tight, jeggings, leggings, yoga, joggers, baggy, oversized, or overly loose-fitting pants are not allowed.**
- Should a student arrive at school without assigned uniform, the parents will be called to bring appropriate clothing.

We suggest you have a look at Charleston Department Store, The Children's Place (great website uniform shop) and Land's End. Wal-Mart also has a web based uniform store.

## Male Students

Preschool students may abide by dress code or otherwise at the pleasure of their parents.

All clothing shall be of the uniform standard established August 2014.

ALL shirts shall be purchased and ordered through our school office and shall bear the school logo.

These shirts shall be buttoned up to achieve a neat appearance.

Male students shall wear a belt with shirts tucked in.

Our young men wear long pants (no shorts). We will not permit “baggy” or “sagging” or “jogging” style of pants. Pants are worn at the waist.

Pants may be purchased where you please so long as they are “Uniform Shop” type materials in the color of khaki (tan) or Navy Blue. Pants must fit well and be worn with a belt sitting at the waist. Cargo pants are fine. No pants can be form fitting.

Students at 4<sup>th</sup> grade and below may wear uniform shorts.

5<sup>th</sup> grade and above shall not wear shorts.

Hats & ball caps will not be worn inside the building.

Coats & jackets will not be worn in class.

Our young men wear NO jewelry whatsoever - No rings, no earrings, no necklaces, no piercing devices & no tattoos.

Boys will have a clean shave. No facial hair.

Boys' hairstyles should not be distracting. No extreme styles. Hair must be kept neat.

The administration reserves the right to deem any hairstyle as a violation due to style or color. Spiked, decorated or dyed hairstyles are not permissible. Hair may be highlighted or colored with a natural hair color only. Hair must be neatly combed and out of the eyes. When combed straight down, it may not extend below the top edge of a shirt collar, the middle of the ear, or the bridge of the nose. The measurement of hair will be determined when the hair is combed straight down--not by the hair style. Sideburns may not extend beyond the middle bottom of the ear. Designs shaved into hair or spiked hair is not permitted.

Shoes: any style of shoe is acceptable excluding flip-flops and/or sandals.

Shoes with wheels are not acceptable.

### Chapel Day

Friday is chapel day. The administration reserves the right to call for chapel dress which will be dress pants, full button down dress shirt with complimentary belt and necktie, dress shoes, (no sneakers) with complimentary socks. Full length “Dockers” type pants or school uniform shop pants are permitted.

### Casual Day

We also reserve the right to call for “casual dress days” which will be denim, t-shirts, etc.

## **Female Students**

Preschool students may abide by dress code or otherwise at the pleasure of their parents.

All clothing shall be of the uniform standard established August 2014.

ALL shirts shall be purchased and ordered through our school office and shall bear the school logo. These shirts shall be buttoned up enough so as to achieve modesty.

Pants and/or skirts may be purchased where you please so long as they are "Uniform Shop" type materials in the color of khaki (tan) or Navy Blue. Students at 4<sup>th</sup> grade and below may wear knee-length uniform shorts. 5<sup>th</sup> grade and above shall not wear shorts and skirts must be knee length or close. Modesty is our goal.

Clothing bottoms, whether pants, dresses or skirts, should be knee-length.

Pants considered "too tight" or "form fitting" are not permitted.

Shorts are NOT permitted.

Capris pants that extend two inches below the knee are fine so long as they meet above uniform spec.

Girls may wear modest jewelry. Earrings should be limited to no more than 2 in each ear on any given day. No any other piercings or tattoos will be acceptable.

Shoes: any style of shoe is acceptable including flip-flops or sandals. Shoes with wheels are not acceptable.

Hairstyles should not be distracting. No extreme styles or colors. Hair must be kept neat. The administration reserves the right to deem any hairstyle as a violation due to style or color. Hair colors must be "natural".

### **Chapel Day**

Friday is chapel day. The administration reserves the right to call for chapel dress which will be dress-up dresses or skirt & blouse combinations. Dresses and skirts should be knee length at a glance. No denim and no casual style. Blouses shall be buttoned up enough so as to achieve modesty. These shall be dress up occasions. Dress footwear included. For chapel dress, we have discontinued "dress pants" and will require dresses and/or skirts.

### **Casual Day**

We also reserve the right to call for "casual dress days" which will be denim, t-shirts, etc.

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## Lifestyle Statement

South Charleston Christian Academy (hereinafter SCCA) is an extremely Christian, educational institution that seeks to provide a basic and wholesome education in a distinctly Christian atmosphere and environment.

One of the goals of SCCA is to work with parents and guardians to train children and teens to be “Christian” in their morals and deportment. SCCA believes that the King James Version Bible is alone the inspired, Word of God. We believe truth by which Christians are to live and moral absolutes are found in that Bible.

SCCA expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs.

In relying on the teachings of Scripture, SCCA believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, and ALL human sexuality outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this Bible.

SCCA IS NOT an extension of or affiliated with the liberal State school system, and are separate and distinct on purpose – with a purpose.

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## SCCA Internet Policy Effective 08/01/2014

Students are not permitted to have any private, undisclosed, or blocked internet accounts, or usage whether email, social networking, or other, which are not freely disclosed and/or “friended” by school administrators and/or SCCA staff.

Students shall, immediately upon request of staff, assist in the location and display of any and all internet sites wherein they (the student) are named or implicated.

Students shall not post nor allow to be posted any objectionable material, words, phrases, symbols, pictures or statements considered by the SCCA administration to be vile, vulgar, mean spirited, antagonistic, threatening, sexual, perverted, provocative, profane, harassing, or socially unacceptable. This policy includes bathroom and/or gutter speak; profanity, initials, abbreviations and “texting language” which indicates bad language, personal negativity etc. shall NOT be a part of any internet usage.

Students shall not post nor allow to be posted any form of human sexuality. Absolutely no Personal Physical Contact of a Romantic Nature shall be pictured on or on behalf of any student. That means no hugging, no kissing, no bedroom pictures or illustrations, no nudity nor shall partial nudity be permitted.

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## Prohibited List Information

### Electronics:

Students will not bring headphones, iPods, ear buds, cd's, radios, etc.

No "listening devices" of any kind, type or style. Not in the class, not in the hall, not on the property and not on any school trips.

In general, we are here for school and school is what we will be doing.

Cell phones will be silenced and dropped in a basket on the teachers' desk as soon as the student enters the class, and retrieved when the teacher says the class has finished or at the bell. Cell phones will not be used as internet devices, music devices or calculator.

We understand the parents' desire for the child to be able to communicate in emergencies, but cell phones have had their last day interrupting the school day here.

Failure to cooperate will bring immediate confiscation. Parents will be permitted to retrieve the device with a \$50 cash fine.

### Other:

We do not bring weapons, pocket knives or anything else considered dangerous, unsafe or unreasonable.

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## Parent Statement of Cooperation

We understand it is a privilege to attend South Charleston Christian Academy as opposed to our right.

We understand South Charleston Christian Academy (hereinafter known as SCCA or The Academy) is wholly owned and operated by Capitol City Baptist Church (hereinafter known as CCBC or The Church) and that the decision of Capitol City Baptist Church to invest the oversight of the academy to its pastor (or designated administrator in absence of pastor) has been clearly stated and understood by us and our child(ren).

We shall support and uphold the principles, practices, and educational policies of the school in every way. We understand that official acceptance is based on the discretion of the school principal, admission test scores if applicable, transcript review, personal interview results and availability of enrollment space.

We hereby invest authority in the school to teach, train and discipline our child as necessary. We further agree that we will cooperate with school and its appointed staff.

We give permission for our child to take part in all school activities. We absolve the school and its delegates from liability to us or our child in the event of any injury to our child at school or during any school activity.

We agree not to sue or threaten the church or school with litigation. We will resolve all our school-related problems through channels provided by Capitol City Baptist Church, its pastor and school officials.

We agree to uphold and support the academic efforts of the academy by providing a place at home for our child to study, giving our child encouragement and support in the completion of homework and other assignments. In addition, we will respond to a contact from the school as quickly as possible.

We recognize that for our child to make good progress in his work, it is essential that he have confidence in his teacher. Therefore, we will do all in our power to see that our child respects and obeys the school staff and school rules. We further agree that if our child should become involved in any difficulty, we will never discuss the matter with any parent or other person, but with a prayerful Christian spirit, will register necessary concerns with the proper school personnel and will assist in every way possible to resolve the differences. We understand that failure to support the administration and/or teachers of SCCA may result in our child's dismissal from the school.

We understand that the school reserves the right to expel any student who does not cooperate (or whose parents do not cooperate) with the total educational process. We also understand that the standards of SCCA do not tolerate profanity, immorality, disrespect to school personnel, or other conduct that dishonors God or His Word.

We understand that students may be subject to discipline or dismissal, if, during school hours or the off school hours, they engage in conduct that violates Biblical principles, dishonors God, or casts a poor reflection on the name and reputation of SCCA.

We understand that if for any reason the administration of SCCA determines that we are not in compliance with the letter or spirit of this agreement, we may be asked to withdraw our child(ren) from SCCA, and will comply immediately without recourse.

We understand that it is our obligation to ensure that our child arrives at school on time each day. We further understand that it is our responsibility to see that regular attendance is maintained and that absences in excess of 12 days in a semester will result in failure for the semester.

We understand that we have contractually agreed and hereby pledge to pay our financial obligations to the school regularly and on time. We understand that our family's tuition payments are due on or before the first day of each month and that any account not paid on or before the tenth day of the month will be assessed a \$25.00 late fee (per month). Further, we understand that any child whose account is 30 days overdue could be subject to dismissal from the school and that no report cards or school records will be released until all financial responsibility to the school is paid in full. We also understand that assessments will be made if our child is responsible for damage to any school property.

We understand that when a student is withdrawn or expelled, the current month's charges are due and payable and will not be refunded. Refunds (if applicable) will be completed within 30 days of the last day of enrollment.

We consent to our child being photographed during the school year and that SCCA and/or CCBC shall have the right, but not the obligation, to use my child's photograph, likeness, (including caricature), biographical information, and any reproduction or simulation thereof, for any publicity, advertising, training aids, or websites at any time and for any other purpose or materials the ministry deems necessary.

**\*\* You have the right to refuse photography by crossing out and initialing the paragraph \*\***

As a religious entity, SCCA is legally permitted to make enrollment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of SCCA to enroll students who subscribe without reservation to SCCA and/or CCBC's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions.

SCCA does not discriminate in enrollment on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law.

Enrollment in SCCA brings with it your complete cooperation with our guidelines included in the packet, and listed below...

- SCCA Objectives**
- SCCA General Information**
- SCCA Financial Policy**
- SCCA Standard**
- SCCA Dress and Appearance Standard**
- SCCA Lifestyle Statement**
- SCCA Internet Policy**
- SCCA Prohibited List Information**

**All students at the age of twelve and above must sign this statement along with every adult parent or guardian in the home.** Very plainly, refusal to give complete cooperation and participation with this statement is cause for immediate and permanent separation from our school. As a student at SCCA, I understand and agree to the following:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Student's Name	Student's Signature	Date

By signing below, we acknowledge the statements made herein and state as fact that I (we) are the legal parent, guardian or custodian of students listed above on this page:

_____	_____
Signature of Parent or Legal Guardian	Date of Signature

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## **Application**

(Filling out application is not a guarantee of acceptance or seating.)

Date of Application: \_\_\_\_\_

Grade student will be entering: \_\_\_\_\_

Name of School Last attended: \_\_\_\_\_ City/State \_\_\_\_\_

Student Complete Birth Name: \_\_\_\_\_ Male / Female

Student "known as" Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Age on Sept 1, 2018 \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Name of Mother: \_\_\_\_\_

Phone: (304) Mom at home \_\_\_\_\_ Moms Cell: \_\_\_\_\_ Moms Work: \_\_\_\_\_

Moms Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Name of Father: \_\_\_\_\_

Phone: (304) Dad at Home \_\_\_\_\_ Dad's Cell: \_\_\_\_\_ Dad's Work: \_\_\_\_\_

Dads Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Name of Home Attending Church \_\_\_\_\_

Please include your registration fee of \$165 and submit completed registration forms to the school office as addressed above. This application is not a guarantee of acceptance. You will be notified of your acceptance and registration upon approval. Registration fees are non-refundable.

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## Emergency Contact Sheet

Let's be safer than we will be sorry. Accidents and illnesses happen every day. We must be able to find you or someone else whom you designate to be a primary responder for your family. In any real or perceived emergency, we call 911 first. We will then attempt contact in the order you provide on this form.

Student Complete Birth Name: \_\_\_\_\_ Male / Female

Student "known as" Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Age on Sept 1, 2018 \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

### **Contact This Person First (Mother is usually primary contact.)**

Call 1<sup>st</sup> Name and Relation to child: \_\_\_\_\_

Call 1<sup>st</sup> phone numbers "in priority order" (304) \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_

Call 1<sup>st</sup> Email Contact: \_\_\_\_\_ @ \_\_\_\_\_

### **If not successful, Contact This Person Second**

2<sup>nd</sup> Attempt Call: Name and Relation to child: \_\_\_\_\_

2<sup>nd</sup> Attempt phone numbers: (304) \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_

2<sup>nd</sup> Attempt Email: \_\_\_\_\_ @ \_\_\_\_\_

### **If not successful, Contact This Person Third**

3<sup>rd</sup> Attempt Call: Name and Relation to Child: \_\_\_\_\_

3<sup>rd</sup> Attempt phone numbers: (304) \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_

3<sup>rd</sup> Attempt Email: \_\_\_\_\_ @ \_\_\_\_\_

**(Continued on reverse side)**

# Emergency Information Sheet Continued from side 1

Student Complete Birth Name: \_\_\_\_\_ Male / Female

Student "known as" Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Age on Sept 1, 2018 \_\_\_\_\_

List any and all others whom we may contact should the 3 primary contacts be unavailable.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Emergency and First Responders NEED to Know:

Medical Allergies: \_\_\_\_\_

Food Allergies: \_\_\_\_\_

Other Allergies: (bee sting, shellfish, etc.) \_\_\_\_\_

Does this child take any medications? Give name, dose, frequency and indication:

\_\_\_\_\_

Does the child have any known medical conditions: (Asthma, Epilepsy, seizures, etc.)

\_\_\_\_\_

What Dr. or Pediatrician or Medical Facility does the child see? Please Give Name and Phone Number.

\_\_\_\_\_

Please describe any condition or information that would be helpful in a medical emergency:


The individuals listed on this emergency contact form have my permission to pick up my child from school.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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# South Charleston Christian Academy

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149 – 7<sup>th</sup> Avenue in downtown South Charleston, WV 25303

304-720-6156 ph. 304-720-6158 fax

Web: [scca.biz](http://scca.biz) Email: [info@scca.biz](mailto:info@scca.biz)

## Checklist

Student Complete Birth Name: \_\_\_\_\_ Male / Female

Student “known as” Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

- Completed Application
- Registration Fee \$165.00
- Textbook Fee \$140.00 (due before the 1<sup>st</sup> day of school)
- Shot Records (complete and up to date)
- Birth Certificate (must have raised seal but can be returned to you)
- Emergency Contact Information Sheet
- 1<sup>st</sup> Tuition Payment due August 1<sup>st</sup> 2018
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Birth Certificate and shot records need not be re-submitted if already on file with us. Shot records need updated as frequently as you have new information.

## West Virginia Immunization Requirements for New School Enterers

State law and rules<sup>1</sup> require that all children entering school in West Virginia for the first time in grades K-12 must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella and hepatitis B unless properly medically exempted<sup>2</sup>. The table below outlines immunization requirements as most commonly met.<sup>3</sup> The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age should be considered valid.

Vaccine	Requirement	Provisional Enrollment	Additional Information
DTaP/DTP Td/Tdap	Before admission, four doses required. One dose must be after the 4 <sup>th</sup> birthday.	After one dose, student may be allowed up to 8 months to complete the series.	<ul style="list-style-type: none"> <li>Three doses only for children completing primary series at age 7 years and older.</li> <li>Children exempted from the pertussis component of DTaP vaccine should receive DT vaccine instead, or if past 7<sup>th</sup> birthday, Td / Tdap vaccine, as applicable.</li> </ul>
Polio (IPV)	Before admission, three doses required. One dose must be after the 4 <sup>th</sup> birthday.	After one dose, student may be allowed up to 90 days to complete the series.	<ul style="list-style-type: none"> <li>If polio immunization series included both OPV and IPV, then a total of 4 doses are required.</li> </ul>
Measles, Mumps & Rubella (MMR)	Before admission, two doses required. First dose must be after the 1 <sup>st</sup> birthday.	After one dose, student may be allowed up to 30 days to complete the series.	<ul style="list-style-type: none"> <li>Doses should be a minimum of 28 days apart.</li> </ul>
Varicella	Before admission, two doses required. First dose must be after the 1 <sup>st</sup> birthday.	After one dose, children less than 13 years of age may be allowed up to 90 days to obtain 2 <sup>nd</sup> dose; children aged 13 years and older may be allowed up to 30 days to obtain the 2 <sup>nd</sup> dose.	<ul style="list-style-type: none"> <li>Children less than 13 years of age must have a minimum interval of 12 weeks between the 1<sup>st</sup> and 2<sup>nd</sup> doses.</li> <li>Children aged 13 years and older may receive the 2<sup>nd</sup> dose 28 days after the first dose.</li> <li>Immunity may also be demonstrated through the legal guardian's written or verbal attestation of varicella (chickenpox) disease.</li> </ul>
Hepatitis B	Before admission, three doses required. Last dose must be after the age of 6 months.	After one dose, student may be allowed up to 4 months to complete the series.	<ul style="list-style-type: none"> <li>Final dose is not valid if administered before 24 weeks / 6 months of age.</li> </ul>

<sup>1</sup> See WV Code §16-3-4 and 64CSR95 for further information.

<sup>2</sup> Medical exemptions must be requested by a physician who has treated or examined the child and be reviewed and approved by the local health officer in the county in which the child attends school. Requests for exemptions must be based on current standards of immunization practice and include the following information: the vaccine(s) being exempted, the specific medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be reevaluated. West Virginia State Law does not allow for non-medical exemptions to immunization requirements.

<sup>3</sup> Occasionally, based on product used or the age at which a child is being immunized, deviations from these requirements may be acceptable. Any deviation must be consistent with applicable, age appropriate immunization schedules found at <http://www.cdc.gov> and searching under "Immunization Schedules".

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Notice to All Parents, Teachers, Employees, Staff and Volunteers of South Charleston Christian Academy, addressed at 149 7<sup>th</sup> Avenue, South Charleston, West Virginia 25303.

This informational letter comes to you at the direction of the United States Environmental Protection Agency (EPA). The agency requires all schools to inspect their buildings, and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulation further requires that all parents, teachers and employees of schools where asbestos containing building materials is found, be notified. This requirement will be a part of an inspection and management plan that is on file in our school office.

The South Charleston Christian Academy has hired Pinnacle Environmental to conduct this inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the rules and regulations of the United States Environmental Protection Agency. As of August 2014, no friable materials were detected in South Charleston Christian Academy Facility. The non-friable asbestos containing building materials will be maintained as it is and will be re-inspected visually every six months for any physical damage until it is eventually removed.