



**2019/2020**  
**Summit Baptist Christian Academy**  
**Application for Admission**  
**4310 Moon Station Lane NW**  
**Acworth GA 30101**  
**770.702.8054 OFFICE / 770.975.9113 FAX**  
**angela.york@summitchurch.org**

Office Use Only

Date Received \_\_\_\_\_

Amount Paid \_\_\_\_\_

Check # \_\_\_\_\_

Tuition Rate \_\_\_\_\_

*Please select your class preference by indicating 1st, 2nd & 3rd choice. Classes are 9am-noon.  
 \*Lunch Bunch to be included in Tuition 9am – 1pm.*

- Wee Ones** (12-17 months)      \_\_\_ Monday/Wednesday
- Toddlers** (18-23 months)      \_\_\_ Mon/Wed      \_\_\_ Tues/TH
- 2 year old** class      \_\_\_ Mon/Wed      \_\_\_ Tues/TH      \_\_\_ Mon/Tues/TH      \_\_\_ Mon-TH      \_\_\_ \*Add LB
- 3 year old** class      \_\_\_ Mon/Tues/TH      \_\_\_ Mon-TH      \_\_\_ M-Fri      \_\_\_ \*Add LB
- 4 year old** class      \_\_\_ Mon-TH      \_\_\_ M-Fri      \_\_\_ \*Add LB
- Kindergarten**      \_\_\_ Mon-Fri 9am-1pm

- ✓ Children must be the age of the class registered for on or before September 1st.
- ✓ Children enrolled in 3 and 4 year classes must be completely potty trained.
- ✓ Each new student will be admitted under probation for 30 school days.
- ✓ Older 4's (turn 5 by October 31st) may be accepted in Kindergarten with referral and assessment but will still need to repeat Kindergarten the following year.

**Childs Information**

Child's Legal Name \_\_\_\_\_ Name used at home \_\_\_\_\_

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

Subdivision \_\_\_\_\_ Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Present age \_\_\_\_\_ Male / Female

Comments regarding child's class placement \_\_\_\_\_

**Family Information**

Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell # \_\_\_\_\_

Occupation \_\_\_\_\_ Email \_\_\_\_\_ Business # \_\_\_\_\_

Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell # \_\_\_\_\_

Occupation \_\_\_\_\_ Email \_\_\_\_\_ Business # \_\_\_\_\_

Applicant lives with: (circle one) both parents mother father other \_\_\_\_\_

Names & ages of siblings also attending SBCA \_\_\_\_\_

Names & ages of other children in the home \_\_\_\_\_

Previous Program attended \_\_\_\_\_

Reason for leaving previous program \_\_\_\_\_

Whom may we thank for referring you to our program? \_\_\_\_\_

Do you have a church home? Yes No Name of Church \_\_\_\_\_

## Emergency Contact

Person authorized to act for parent in an emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Medical Information

Food allergies \_\_\_\_\_ Symptoms \_\_\_\_\_

What actions should be taken? \_\_\_\_\_

Medication allergies \_\_\_\_\_ Symptoms \_\_\_\_\_

What actions should be taken? \_\_\_\_\_

Medical Conditions / Special Needs \_\_\_\_\_

Pediatrician \_\_\_\_\_ Phone \_\_\_\_\_

In the event of a medical emergency involving my child, I understand that SBCA will make every effort to contact me. If the school cannot reach me, I give my permission for the school to seek medical attention for my child. Any medical fees incurred will be my responsibility. I agree to hold harmless SBCA for their actions on my behalf.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## Photographs

I give SBCA permission to use photographs or video of my child in SBCA slideshows, websites or publications relating to the school. **YES** or **NO** (please circle)

## 2019 – 2020 Financial Policies

### Admission fees

Admission fees are paid annually and are non-refundable. SBCA will not accept admission for the following year from students that are behind in their tuition payments or have any unpaid charges.

### Documentation

Child's Birth Certificate/Passport and current Georgia 3231 Immunization record must be presented to register.

### Tuition

Tuition is a yearly rate. For your convenience, you may pay over 9 installments beginning August 1st. Tuition payments will be due August, September, October, November, December, January, February, March and April. Tuition may be paid in full at any time. There is a separate registration fee that must be paid cash or check at Registration.

### Late Charges

Tuition is due the 1st of the month. A \$10 late charge may be added if paid after the 10th. Accounts that are more than 30 days past due are subject to further fees and losing your child's placement. Charges for late pick up and Lunch Bunch appear in the Student Handbook.

### Withdrawals

If a child must be withdrawn from SBCA, a parent must give written notice to Director and clear account. A 30 day paid notice is required from families who are withdrawing their child/children. The next payment will be expected if a 30 day notice is not provided. Any pre-paid tuition will be refunded within 60 days. I have read and agree to all these policies:

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_