



# Application Checklist

*All items are needed in order to consider your student for enrollment*

- \_\_\_\_\_ Application for Admission
- \_\_\_\_\_ Copy of Birth Certificate
- \_\_\_\_\_ Current Report Card & High School Transcript
- \_\_\_\_\_ Current Immunization Record
- \_\_\_\_\_ 2 Letters of Reference (One from Pastor)
- \_\_\_\_\_ Signed Cooperation Agreement
- \_\_\_\_\_ Registration Fee



# BAYTOWN CHRISTIAN ACADEMY

**NEW STUDENT**

## ADMISSION & FINANCIAL CONTRACT

PLEASE COMPLETE ALL PAGES OF THIS FORM

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

### STUDENT INFORMATION

Student's Full Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
 (please print name exactly as it should be on all permanent records) Gender \_\_\_\_\_  
 Current Grade \_\_\_\_\_ School Year \_\_\_\_\_ Applying for Grade \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Place of Birth \_\_\_\_\_ Race \_\_\_\_\_ Citizenship \_\_\_\_\_  
 Student Cell Phone # \_\_\_\_\_ Student Email \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

**Student lives with (check all that apply):**

Father       Mother  
 Stepfather       Stepmother  
 Other       Other

**Check ALL that apply:**

Parents live together       Joint Custody  
 Parents are divorced       Parents are separated  
 Father has custody       Mother has custody  
 Father is deceased       Mother is deceased

**Please check:**

Father       Stepfather  
 Grandfather       Guardian

**Please check:**

Mother       Stepmother  
 Grandmother       Guardian

**Please circle:** Mr.    Rev.    Dr.

**Please circle:** Mrs.    Ms.    Dr.

Full Name

Full Name

Preferred Name

Preferred Name

Address

Address

City                      State      Zip

City                      State      Zip

Cell Phone

Cell Phone

Email

Email

Occupation/Title

Occupation/Title

Company

Company

Work Phone

Work Phone

## EMERGENCY CONTACT

OTHER THAN PARENTS

Mr./Mrs./Ms. \_\_\_\_\_ Mr./Mrs./Ms. \_\_\_\_\_

(circle one)

(circle one)

Home/Cell \_\_\_\_\_ Home/Cell \_\_\_\_\_

(circle one)

(Circle one)

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

## SIBLING INFORMATION

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School Attending \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School Attending \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School Attending \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School Attending \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School Attending \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School Attending \_\_\_\_\_

## EDUCATION INFORMATION

List schools previously attended beginning with most recent:

School \_\_\_\_\_ Grade(s) \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade(s) \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade(s) \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade(s) \_\_\_\_\_ Phone \_\_\_\_\_

## ADDITIONAL STUDENT INFORMATION

For the following questions, please explain any "yes" responses on a separate sheet of paper.

- |     |    |                                                                                                                                                                   |
|-----|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | No | To the best of your knowledge, has the student ever been found in possession of and/or used any type of non/prescription/non-medicinal drugs, alcohol or tobacco? |
| Yes | No | Has the student ever been in trouble with the law?                                                                                                                |
| Yes | No | Has the student ever been suspended, expelled or asked to withdraw from any school attended?                                                                      |
| Yes | No | Has the student ever been evaluated or referred for evaluation, for learning disabilities/difficulties?                                                           |
| Yes | No | Is the student currently taking any prescribed medication or following any prescribed or recommended therapy or treatment?                                        |
| Yes | No | Has the student ever either skipped or repeated a grade? If so, what grade? _____                                                                                 |

## CHURCH AFFILIATION

Church Name \_\_\_\_\_ Denomination \_\_\_\_\_  
Pastor's Name \_\_\_\_\_

## REFERRAL

Who or what led you to Baytown Christian Academy? \_\_\_\_\_

*The answers provided in this application are true, accurate and complete as of this signature date.*

Signature of Father/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mother/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### Photo Release

Baytown Christian Academy periodically uses photographs of our students for positive promotional materials in print and on our website.

I APPROVE/DO NOT APPROVE of my child's picture to be used in this manner. \_\_\_\_\_ (initial)  
circle one Failure to circle a choice grants permission for BCA to use photos of your child.

## ADMISSIONS & FINANCIAL CONTRACT

\_\_\_\_(initial) I. I agree to fulfill all financial obligations throughout the school year. I agree that if I miss two (2) consecutive payments during the school year, the child for who I am responsible can or will be automatically withdrawn from Baytown Christian Academy.

\_\_\_\_(initial) II. By signing the Admissions & Financial Contract, the parent/guardian shall be responsible for the entire annual contractual amount whether or not the student attends classes, voluntarily withdraws, or is expelled from school prior to the end of the academic year.

\_\_\_\_(initial) III. I understand that the school specifically reserves the right to hold transcripts, report cards, and not allow final exams to be administered for students until all tuition and fees are current.

\_\_\_\_(initial) IV. The Curriculum fee of \$500 is a mandatory fee that every student must pay. Curriculum fees are used to cover the cost of supplemental curriculum materials and textbooks. The fee does not cover the cost of all textbooks at the secondary level. This fee can be paid through monthly FACTS installments or as a one-time payment at registration.

\*\*\* I will be paying my tuition \_\_\_\_ in full \_\_\_\_ by semester \_\_\_\_ FACTS(monthly)

Signature of Financially Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature of Enrolling Guardian \_\_\_\_\_ Date \_\_\_\_\_

### NOTICE OF NONDISCRIMINATORY POLICY

Baytown Christian Academy (BCA) does not discriminate on the basis of gender, race, color, nationality, or ethnic origin in the administration of our educational policies, employment practices, admission policies, athletic programs, and other school-administered programs.

FOR OFFICE USE: registration date \_\_\_\_\_ amount \$ \_\_\_\_\_ cc/cash/check# \_\_\_\_\_





**TUITION AND FEES  
2018 - 2019 SCHOOL YEAR**



<b>Early Bird Registration Fee – Returning Students</b> (February 1-28, 2018) . . . . .	<b>\$210</b>
<b>Open Registration Fee – New &amp; Returning Students</b> (beginning March 5, 2018) . . . . .	<b>\$420</b>
<b>Curriculum Fee Pre-K-5th</b> (all students regardless of registration date includes Art Fee) . . . . .	<b>\$515</b>
<b>Curriculum Fee 6<sup>th</sup>-12<sup>th</sup></b> (additional fee for Art students will be required) . . . . .	<b>\$500</b>
<b>International Fee</b> (all students enrolled in the International Program) . . . . .	<b>\$4,000</b>
NOTE: International Fee replaces Curriculum Fee for International students.	
<b>International SEVIS I-20 Fee</b> . . . . .	<b>\$25</b>

**Tuition**

Pre-K3 (must meet age requirement of 3 years old by September 1, 2018) . . . . .	\$5,150
Pre-K4 (must meet age requirement of 4 years old by September 1, 2018) . . . . .	\$5,150
Kindergarten (age 5 – must meet age requirement by September 1, 2018) . . . . .	\$5,350
Grades 1-5 . . . . .	\$6,375
Grades 6-8 . . . . .	\$6,675
Grades 9-12 . . . . .	\$6,975

**Registration Fee**

Every family pays one registration fee per year per student. The registration fee reserves a student’s space at Baytown Christian Academy. A student is considered registered once the student has been accepted and the registration fee paid. The fee enables the school to make financial commitments for the coming year. *These fees are non-refundable.*

**Curriculum Fee**

In addition to the registration fee, every family pays one curriculum fee per year per student. Curriculum fees are used to cover the cost of supplemental curriculum materials and textbooks. The fee does not cover the cost of all textbooks at the secondary level. This fee can be paid through monthly FACTS installments or as a one-time payment at registration. *These fees are non-refundable.*

**Tuition**

Tuition pays the cost of instruction at Baytown Christian Academy. In addition to tuition, families pay certain additional costs throughout the year to cover field trips, uniforms, and sports participation fees, as well as other optional co-curricular activities.

**Family Tuition Discount / Tuition Assistance**

Families with two students receive a 20% discount on the second-oldest student’s tuition. Families with three students receive a 25% discount on the third student’s tuition. Families wishing to enroll more than three students should schedule an appointment to meet with the BCA administration. Families of full time pastors receive a 25% discount. (Must prove full time status) Family tuition discounts do not apply to registration fees or curriculum fees.

A limited amount of tuition assistance is available to returning BCA families. Applications are available in the Finance Office and must be filed with our third-party agent by May 5, 2018. Tuition assistant agreements are determined in July and all awards will be applied to tuition balances at that point. Registration fees must be paid in full before a tuition assistance application is processed.

**Early Bird Registration for Returning Students and incoming siblings (February 1-28, 2018)**

Early Bird Registration and Open Registration are for families who are up-to-date with current tuition payments and have one or more students enrolled at Baytown Christian Academy. Families may re-enroll current students and incoming siblings during these periods at the posted discounted registration rates. Registration fees must be paid in full during the periods outlined above. Failure to complete the registration process during the posted dates will result in a

family paying the open registration fee for new students. *NOTE: Current students are guaranteed their spaces for the next school year only if they are enrolled during Early Bird Registration.*

### **Open Registration for New Students (beginning March 5, 2018)**

Open Registration is for current families who decline to use Early Bird Registration and for all families new to Baytown Christian Academy. Open Registration fees must be paid in full at enrollment.

### **Tuition Payment Options**

Baytown Christian Academy offers its families the following three ways to fulfill their financial commitment:

- **Payment in Full:** To be eligible for a three percent (3%) discount on tuition cost, a family must pay the student's full tuition, registration fee, and curriculum fee by August 1, 2018.
- **Semester:** Tuition may be paid in two equal installments with the first installment due by August 1, 2018 and the second payment on or before January 5, 2019.
- **Monthly:** Monthly payments begin in May, 2018 for returning students and no later than the 20<sup>th</sup> of the current month of enrollment for new students. The tuition balance will be divided evenly throughout the payment year, which ends in April, 2019. Monthly payments must be provided through FACTS, a third-party company. FACTS charges an annual fee of \$45 to set up a payment account.

### **Extended Care**

Childcare is available for students through the fifth grade. Costs are as follows:

Registration Fee	\$65 per family
Morning Care	\$100 per month (6:30 am until start of school) (2 <sup>nd</sup> child receives 50% discount)
Afternoon Care	\$200 per month (end of school until 6:00 pm) (2 <sup>nd</sup> child receives 50% discount)

**Nap Mats K3 & K4:** \$25

**Grammar School Chapel Ties:** \$10

### **Science Club**

3<sup>rd</sup>-5<sup>th</sup> Graders: \$75

### **Extracurricular Fees (activities offered only if participation numbers are reached)**

**NOTE: Checks / Credit Card only for payment of activity fees; no cash payments.**

<b>Activity (minimum participants)</b>	<b>Middle School Fee</b>	<b>High School Fee</b>
Football (12)	\$160	\$250
Volleyball (10)	\$100	\$140
Basketball (8)	\$100	\$140
Soccer (13)	\$100	\$140
Baseball (13)	\$125	\$160
Softball (13)	\$100	\$130
Tennis (8)	\$65	\$100
Track (8)	\$65	\$100
Golf (5 male / 5 female)	\$70	\$70
Cheerleading (5)	\$100	\$100
Jr. High/High School Art	\$20	\$20

### **Refund Policy**

By signing the Admissions & Financial Contract, the parent/guardian shall be responsible for the entire contractual amount whether or not the student attends classes, or if the student voluntarily withdraws or is expelled from school prior to the end of the academic year. The school specifically reserves the right to hold transcripts, report cards, and not allow final exams to be administered for students until all tuition and fees are current.

### **Food Service**

Food service is available daily. Information regarding prices and menu is available in the main office.





# BAYTOWN CHRISTIAN ACADEMY

## COOPERATION AGREEMENTS

In partial fulfillment of its desire to see the goals and vision of Christian education realized both within and without its institutional walls, Baytown Christian Academy sets forth the following as agreements expected from, and made with, students and parents alike. Please read carefully and sign below.

### Student Cooperation Agreement

1. I commit to strive toward virtuous living in all I do, whether in thought, word or deed, both on campus and off.
2. I commit to strive for excellence in all I do as a student, in thought, word, and deed.
3. I commit to cooperate obediently and respectfully to administrative policies of the School, including those of conduct and dress code.

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

(To be signed by all incoming students, grade 3 and higher)

### Parent/Guardian Cooperation Agreement

1. I commit to support the School with my time, talent, and/or treasure to the best of my ability.
2. I commit to expand my knowledge of and commitment to the goals and vision of Christian education as expressed in the curriculum, pedagogy, culture, and philosophy of Baytown Christian Academy.
3. I commit to support and comply with all pertinent administrative policies of the School, including those of academic standards, discipline, dress code, cultural protocol, and conflict-resolution.
4. I commit to respect the final professional judgement of the School regarding my child's grade-level placement and continued enrollment in Baytown Christian Academy.
5. I commit both to remain in regular and open communication with my child's teachers and to ensure that the formal education begun in the classroom continues in the home, whether as study, homework, or work-ethic formation.
6. I commit to take any questions or concerns to the appropriate person, whether it be my child's teacher or an administrator.
7. I commit to bear financial responsibility for any and all damages caused to school property by my child.
8. I have read and understand the Tuition and Fees document (found in the prospective packet).

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

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

# 2018-2019 School Calendar

Baytown Christian Academy

5555 North Main  
 Baytown, TX 77521  
 281-421-4150 Fax 281-4214038

## July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March 2019

S	M	T	W	T	F	S
						1
2						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May 2019

S	M	T	W	T	F	S
			1	2		4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Aug 7	New Teacher In-Service
Aug 8, 9, 10, 13	All Teacher In-Service
Aug 9	Parent Night @ 5:30
Aug 14	1st Day of Instruction
Sept 3	Labor Day Holiday
Sept 21	End of 1st Term JH/HS
Oct 8	Columbus Day Holiday
Oct 18, 19	Early Release Grammar
Oct 19	End of 1st Term Grammar
Nov 2	End of 2nd Term JH/HS
Nov 16	Early Release All
Nov 19-23	Thanksgiving Holidays
Dec 18-20	Early Release JH/HS Mid-Terms
Dec 20	End of 2nd Term Grammar
Dec 20	End of 3rd Term JH/HS
Dec 20	Early Release All
Dec 21-Jan 7	Christmas Holidays
Jan 7	Teacher/Staff Workday
Jan 8	Classes Resume 2nd Semester Begins
Jan 21	Martin Luther King Holiday
Feb 15	End of 4th Term JH/HS
Feb 18	Presidents Day Holiday
Mar 1	Early Release All/Dinner Auction
Mar 8	End of 3rd Term Grammar
Mar 11-15	Spring Break
Mar 18-22	ERB Testing
Apr 5	End of 5th Term JH/HS
Apr 18	Early Release All
Apr 19-22	Easter Holiday
May 3	Early Release Grammar
May 3	Kindergarten Graduation
May 18	Graduation
May 21-23	Early Release JH/HS Final Exams
May 23	Early Release All - Last Day of School

Holiday

Early Release

Teacher In-Service

End of Term JH/HS

Beginning/End Terms Grammar

First and Last Day of School



## ren web

### Parent and Student Login

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure parent portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here is how to access the easy-to-use RenWeb ParentsWeb:

- Go to [www.renweb.com](http://www.renweb.com) with a current web browser like IE, Safari or Firefox.
- Click on “Log In” in the orange box.
  1. Type in “BCA-TX” for your District Code.
  2. Type in your email address that you provided to the school.
- Click “Create New Parent'sWeb Account” if you have never logged into RenWeb before.
- You will be emailed a new password within 3 minutes. (to the email address you typed in, which must be the same email address that you provided to the school)
  3. Type in the password assigned.
- To access grades, homework, etc. click “Student Information”.
- You can access other school information regarding your child on this site, as well as email the teachers directly.

Please call us in the office (281-421-4150) if you have any problems or questions.

We look forward to partnering with you, as you seek to provide your student a Christ centered Classical Education.