

# PINEWOOD CHRISTIAN ACADEMY

198 Knight Boxx Road ♦ Middleburg, FL 32068 ♦ Phone: 904-272-6408 ♦ Fax: 904-644-0566 ♦ www.pcaknights.org

## ENROLLMENT APPLICATION *(PLEASE PRINT)*

### STUDENT INFORMATION

Today's Date: \_\_\_\_\_

Circle Grade Entering:    3K (3-day)    3K (5-day)    VPK    PreK4    K    1    2    3    4    5    6    7    8

Student's Legal Name \_\_\_\_\_ Goes By \_\_\_\_\_  
(First) (Middle) (Last)

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

Primary-Email Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Birthday \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Age \_\_\_\_      Check one:     Male     Female

### FAMILY INFORMATION

Student lives with:  Both Parents     Father     Stepfather     Mother     Stepmother     Grandparent(s)     Legal Guardian

Marital Status:     Married     Separated     Divorced     Single     Widow/Widower

If separated or divorced, who has legal custody? \_\_\_\_\_  
*(Legal documentation may be required to support custodial conditions)*

Person(s) responsible for school bills? \_\_\_\_\_

Who should be the primary recipient of correspondence and notices? \_\_\_\_\_  
*(Extra copies of correspondence and notices may be sent when requested.)*

#### FATHER

Father's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Church Attending \_\_\_\_\_

Member       Regular attendee

#### MOTHER

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Church Attending \_\_\_\_\_

Member       Regular attendee

Stepmother's Name \_\_\_\_\_

Stepfather's Name \_\_\_\_\_

### SIBLINGS

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

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

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

## EDUCATION INFORMATION

List all schools attended (including Pre-Kindergarten, if applicable):

School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Grades Attended: \_\_\_\_\_

Has your child ever been retained in any grade?  No  Yes If yes, please state reason(s): \_\_\_\_\_

Has your child ever been suspended or expelled?  No  Yes If yes, please state reason(s): \_\_\_\_\_

Does your child have an individualize education plan and/or psychoeducational testing report?  No  Yes

*If yes, please submit a copy with this application. Please note that Pinewood Christian Academy cannot accommodate all special needs.*

Please describe any accommodations (physical, mental, emotional) your child may need in an educational environment: \_\_\_\_\_

How did you learn about Pinewood Christian Academy? \_\_\_\_\_

In making this application, I understand and agree:

- to submit to the policies described in the PCA Parent-Student Handbook
- to make all tuition payments when due
- that any false statements within this application may result in revocation of acceptance
- that the \$100 application fee is non-refundable
- that the enrollment fee\* is due in full by June 1

***As a covenantal Christian school, at least one parent/guardian in the family must be a professing Christian, trusting in Jesus Christ alone for eternal life, and a member or regular attender of a local protestant, gospel-teaching church. The signature of a pastor serves as an endorsement of this requirement.***

Professing Parent(s)/Guardian(s) Signature(s): \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

## ENROLLMENT PROCEDURE

- Fill out each student's Enrollment Application and pay each student's non-refundable application fee of \$100.
- Arrange for student placement testing if appropriate and transfer of records from previous school.
- Arrange for parent interview PCA will notify you in writing with the decision regarding acceptance.
- Upon acceptance to Pinewood Christian Academy the following will be required:
  - Birth Certificate from Bureau of Vital Statistics
  - School Entry Health Exam (DH3040) – both sides must be completed
  - Certificate of Immunization Form (DH680)
  - \*Enrollment Fee for each student: \$600 (grades K-3) and/or \$650 (grades 4-8)
  - Submission of award letter from *Step Up for Students* or *AAA*
  - Signed tuition payment agreement, enrollment with FACTS Tuition Management Services,  
**OR** tuition paid in full