

# HERITAGE CHRISTIAN SCHOOL

## New Student Application

**One form must be completed per student. Please include a copy of student's birth certificate, immunization records, and report cards and achievement test scores for the past two years.**

### Student Information

Start Date: \_\_\_\_\_ Grade Entering: \_\_\_\_\_ Email Address for Billing: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Student's Birthday: \_\_\_\_\_ Gender: M / F Home Phone: \_\_\_\_\_

Student's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Student lives with: \_\_\_ Mother/Father \_\_\_ Mother/Stepfather \_\_\_ Father/Stepmother \_\_\_ Mother \_\_\_ Father \_\_\_ Other  
**ordered custody issues must be clearly stated in current court papers, please attach a copy.**

**Any court**

Who can we thank for referring you to HCS?

Has student had any problems with discipline, social adjustment, or civil authority? \_\_\_\_\_ If yes, explain:

Does your child have any learning disabilities? If yes, explain:

### Father/Guardian Information

Father's Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Step Parent (if applicable) name, cell phone, EM address:

### Mother/Guardian Information

Mother's Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Step Parent (if applicable) name, cell phone, EM address:

### Past School Information

Last School Attended: \_\_\_\_\_ Grades Attended: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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

Father's / Guardian's Signature

Mother's / Guardian's Signature



## 2018 – 2019 Tuition & Fees Schedules

### Kindergarten – 8<sup>th</sup> Grade

<b>Registration Fee</b>	\$350 for oldest student, \$250 for each sibling—non-refundable, due upon enrollment.
<b>Book/Materials Fee</b>	\$350 per student— <b>non-refundable</b> , due by June 1, 2018 or upon enrollment thereafter.
<b>Annual Tuition</b> K – 6 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade	\$8,524 per student*—see Enrollment Agreement for payment options. \$9,033 per student*—see Enrollment Agreement for payment options.
<b>Gift Card Requirement</b>	\$300 per family—see Gift Card Participation Requirements for guidelines.

### High School- 9<sup>th</sup> - 12<sup>th</sup> Grade

<b>Registration Fee</b>	\$350 for oldest student, \$250 for each sibling—non-refundable, due upon enrollment.
<b>Materials Fee</b>	\$350 per student— <b>non-refundable</b> , due by June 1, 2018 or upon enrollment thereafter.
<b>Annual Tuition</b>	\$9,914 per student*—see Enrollment Agreement for payment options.
<b>Gift Card Requirement</b>	\$300 per family— see Gift Card Participation Requirements for guidelines.

### Heritage Harbor (Before & After School Care) Rates

<b>Before School</b>	\$60 per student, per month—7:00 am–8:30 am
<b>After School</b>	\$150 per student, per month—3:00 pm – 6:00 pm
<b>Before &amp; After School</b>	\$190 per student, per month—7:00 - 8:30 am, 3:00 – 6:00 pm
<b>Occasional Use</b>	\$20 per any part of an hour, per student

\*A 10% sibling discount will be given beginning with 2<sup>nd</sup> oldest sibling's tuition amount.

\*A 5% discount will be given if tuition is paid in full by 7/1/18.

## Mandatory Gift Card Program

The Gift Card Program (sometimes referred to as Scrip Program) is a very important fundraiser for our school. Here's how it works: Certain vendors (grocery stores, gas stations, restaurants, department stores, etc.) agree to give a certain percentage of each gift card purchased from HCS back to HCS (percentages vary and are listed next to the vendor name on the order form). So, you purchase gift cards through HCS at face value and the vendors donate a percentage of that face value to HCS.

All Kindergarten - 11<sup>th</sup> grade families are required to earn \$300 per school year (\$150 July 1-December 31, 2018 and \$150 January 1, 2019 - June 30, 2019). This means you must purchase the amount of gift cards that would **NET** HCS \$300 annually. For example, if you purchase a \$100 Macys gift card, Macys donates 10% (which translates to \$10.00) back to HCS. This \$10 donation will go towards your \$300 requirement.

At the end of each six-month period, you will receive a statement indicating how much you have earned in that period and if it is short the \$150 required that period, then the balance will be billed to your school account and will be due as indicated on your invoice. If you exceed the \$300 annual requirement, for every gift card purchased, HCS will split the percentage donated with you. Using the same Macys example above, of the \$10.00 earned, HCS would receive \$5.00 and your family would receive \$5.00 to be used as a credit on your school account. Families can choose to "opt-out" of purchasing gift cards and instead pay the \$300 fee in one lump sum (please indicate this in the appropriate section of your Enrollment Agreement).

A variety of gift cards are kept "in stock" and available to purchase through the school office Monday through Friday from 8:30 am – 3:30 pm. For any gift cards that we don't have in stock, you can place an order using the order forms found in the school office or on our website. HCS will place orders with the gift card distributor on Mondays at 8:30 am. All orders and accompanying payment received by that time will be available for pick-up in the school office on Friday of that same week.

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Please feel encouraged to contact the school office for more information, questions, or further clarification of this requirement.



## 2018 – 2019 Enrollment Agreement

**Date:**

**Student Information**

K-12 <sup>th</sup> Student(s) Name:	Grade 2018-2019:	Date of Birth:
K-12 <sup>th</sup> Student(s) Name:	Grade 2018-2019:	Date of Birth:
K-12 <sup>th</sup> Student(s) Name:	Grade 2018-2019:	Date of Birth:

**E-Mail Address to be used for Billing:**

**Parent Information**

Mother/Guardian: Resides with Student? Y N Financially Responsible? Y N

Address:

Home Phone: Cell Phone: E-Mail:

Father/Guardian: Resides with Student? Y N Financially Responsible? Y N

Address:

Home Phone: Cell Phone: E-Mail:

**Financial Information**

Heritage Christian School is a non-profit organization and the budget is projected solely on the basis of the tuition, fees and gifts of the parents. As such, I/we agree to the following Financial Terms and Conditions:

1. **Enrollment Fees**—I/We agree to pay the following annual Enrollment Fees for the 2018-2019 school year:

Registration Fee—Due with Enrollment Agreement

K – 8<sup>th</sup> grade \$350/yr. oldest student, \$250/yr. each sibling

High School (9<sup>th</sup> - 12<sup>th</sup>) \$350 per student

Book/Materials Fee—Due June 1, 2018

K – 8<sup>th</sup> grade \$350 per student

High School (9<sup>th</sup> - 12<sup>th</sup>) \$350 per student

Initials

**2. Tuition**

K – 6<sup>th</sup> grade \$8,524

7<sup>th</sup> – 8<sup>th</sup> grade \$9,033

High School (9<sup>th</sup> - 11<sup>th</sup>) \$9,914

\*\*For multiple students, calculate the oldest student's tuition at full price and each additional sibling's tuition at 10% less than the amounts indicated above.

I/We agree to pay the annual tuition of \$ \_\_\_\_\_ in the following manner:

Payment in full (subtract 5% from annual tuition if payment is received by July 1, 2018)

10-month payment plan (September 1, 2018 – June 1, 2019)

\_\_\_\_\_ per month (divide annual tuition amount by 10)

# HERITAGE CHRISTIAN SCHOOL



- We have applied for Financial Assistance (once decision is made a Custom Enrollment Agreement will be sent and must be returned to secure enrollment)

Initials

3. **Required Gift Card Participation**—I/We have read the Gift Card Participation Requirements and understand that we are required to **earn** \$300 annually by purchasing the amount of gift cards that would **net** HCS \$300. I/We understand that we can opt-out of purchasing Gift Cards by checking the box below:

Initials

- I/We would like to opt-out of purchasing Gift Cards and therefore will pay the \$300 required contribution in one lump sum by September 1, 2018.

4. **Heritage Harbor (before and after school care)**—If your student(s) will require before or after school care, please indicate below. I/we agree to pay the following monthly charges beginning September 1, 2018 and each consecutive month thereafter while care is utilized during the 2018-2019 school year:

- |  |                   |   |
|--|-------------------|---|
| <input type="checkbox"/> Before school           | 7:00 AM - 8:30 AM | \$60 per month, per student               |
| <input type="checkbox"/> After school            | 3:00 PM - 6:00 PM | \$150 per month, per student              |
| <input type="checkbox"/> Before and After school |                   | \$190 per month, per student              |
| <input type="checkbox"/> Occasional Use          |                   | \$20 per any part of an hour, per student |

Initials

5. **Absences/School Closures**—I/We understand that tuition is due in full regardless of absences or school closures (please refer to School Calendar).

Initials

6. **Holiday Day Care**—I/We understand that HCS is closed for certain holidays throughout the school year (please refer School Calendar) and that when Holiday Day Care is offered, there will be an additional charge of \$50 per day and pre-registration and pre-payment is required. No drop-ins will be allowed.

Initials

7. **Delinquent Accounts**—I/We understand that payments received after the 5<sup>th</sup> of each month will be considered late and are subject to a \$50 late fee. Any account, which becomes thirty days delinquent from the first of each month, will result in the suspension of services until the account is paid in full. All accounts and obligations to the school must be satisfied before a student can be re-enrolled for the next school year.

Initials

8. **Returned Checks Fees**—I/We understand that if a check is returned to HCS by the bank for any reason, your account will be charged a \$25 returned check fee. If more than three checks are returned during any given school year, you will be required to make payments by cash, cashier's check or credit card only.

Initials

9. **Early Withdrawal**—I/We understand that enrollment to HCS is an annual commitment. In the case where withdrawal before the end of the academic school year is necessary, the following policies will apply:

- You must notify the school office in writing if you plan to withdraw your child(ren). Your child(ren) will be considered enrolled and you will be responsible for tuition until this notice has been turned in.
- You will be responsible for the full month's tuition for any month or any part of a month in which your child(ren) are enrolled in school.
- Any prepaid tuition will be prorated and a refund given provided all other fees and accounts are paid in full.

Initials

**We have read all of the above information and are in full agreement with all terms and conditions.**

Parent/Guardian Signature:

Date:

Parent/Guardian Signature:

Date:

**If more than one parent/guardian is financially responsible for enrolled student(s), both must sign this agreement.**



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## Recurring Credit Card Authorization Form (Optional)

Tuition can be automatically debited from your credit card each month. However, there is a 3% transaction fee for this service. If you opt for this automatic credit card deduction, please complete the following information:

I, \_\_\_\_\_, authorize Heritage Christian School to debit the Visa, Mastercard, or American Express listed below on or around the first of every month in accordance with my tuition payment schedule for \_\_\_\_\_, detailed in my Enrollment Agreement:  
(Child's Name)

Monthly Tuition	\$
Monthly Extended Care Fees	\$
3% Credit Card Transaction Fee	\$
*Total Monthly Debit	\$

\*If there are drop-in Extended Care fees added to your account during any month, these will be debited to your credit card as well.

Name on Card:

Billing Address:

Card Number:

Expiration Date:

CCV (3-digit) code:

Additional Charges I would like automatically debited from my credit card:

Registration Fee	\$	Date to debit	upon enrollment
Book/Materials Fee	\$	Date to debit	due by June 1, 2018 or upon enrollment
Gift Card Opt Out	\$	Date to debit	due by September 1, 2018 or upon enrollment

Signature:

Date:

## Statement of Faith

### *“Generations of Christian Education”*

#### *Psalm 89:1*

HCS BELIEVES:

There is One Eternal, Almighty and Perfect God in Three Persons; The Father, Son, and Holy Spirit. John 1:1-18, 4:24, 14:11-12

The Bible is The Inspired, The Only Infallible, and Authoritative Word of God.  
Hebrews 4:12, 2 Timothy 3:4-16, 2 Peter 1:20-21, Isaiah 40:8

In the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His Atoning death on the cross through His shed blood, in His bodily resurrection on the third day, in His ascension to the right hand of the Father, in His return to earth to raise the dead, judge the world, and establish His Glorious Kingdom. Luke 1:26-28, 23:69, 44-49, 24:8, John 1:1-4, 14, 3:16, I Corinthians 15:3-8, Act 1:10-11, Revelation 22:7, 21:1-4

Salvation and the forgiveness of sins are based on God’s redeeming Grace and through the shed Blood of Jesus on the Cross. John 3:16, Ephesians 1:7

Mankind was created in God’s image and exists to Glorify God. Genesis 1:26, 27, Isaiah 43: 7

The Holy Spirit lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truths, and guides the Christian on a daily basis. Romans 8: 26, 27, Galatians 5:16-25

In the spiritual unity of believers in our Lord Jesus Christ. Romans 8:9, 1 Corinthians 12:12, 13, Galatians 3:26-28

The Bible teaches that baptism (immersion) is essential to Christian living. Acts 2:38, Romans 6:1-7, Galatians 3:26, 27

The saved will spend eternity with the Lord and the lost will receive eternal condemnation. Revelation 20:11-15 and 22:3-5

Your signature below grants Heritage Christian School permission to teach your child these Biblical Truths.

Student’s Name (s)

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date





## **Family Commitment**

“Generations of Christian Education”  
Psalm 89:1

Please read the following statement carefully and sign below to indicate your agreement to the following.

I hereby commit that I will pay all my financial obligations to Heritage Christian School before the specified deadlines.

I give permission for my child(ren) to participate in all school activities, including sports and school sponsored trips away from the school campus.

With or without notice, should I withdraw my child(ren) I forfeit any tuition, materials or family assessments that have been paid up to the time of withdrawal.

I understand that the school reserves the right to use disciplinary measures that are deemed necessary, even expulsion, if my child(ren) fails to comply with the established regulations and policies and/or whose financial obligation remains unpaid after the deadline for payment.

I understand that my child(ren), as new students to Heritage Christian School will automatically be placed on a minimum 45-day probationary period.

I commit to uphold and support all the spiritual, academic, behavioral and financial standards and policies set forth by the Board of Trustees of Heritage Christian School. I have read the statement above and agree to them.

Student's Name (s)

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Parent's Signature

Date

## Parental Permission and Medical Consent with Liability Release

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

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

The undersigned(s) being the lawful parent(s) and/or guardian of the above child (the "Child"), hereby consents to the participation by the Child in any school sponsored activity conducted by Heritage Christian School and to the participation of the Child in all events relating to the activity.

The undersigned hereby further authorize(s) any of the staff, employees, agents and representatives of Heritage Christian School to provide for, approve and authorize any health care at any hospital, emergency room, doctor's office or other institution; employ any physicians, dentists, nurses, or other person whose services may be needed for such health care; review and if necessary disclose the contents of any medical records; execute any consent form required by medical, dental or other health authorities incident to the provision of medical, surgical or dental care to the child. Health care shall include but not be limited to the administration of anesthesia, X-ray examination, performance of operations, diagnostic and other procedures.

If there is no medical emergency, the guardian will first use reasonable efforts to contact the parent(s) and/or guardian(s) before administering or authorizing any treatment.

Notwithstanding other provisions in this Consent Form, Heritage Christian School shall not have the authority to withhold or withdraw life-sustaining procedures for the Child.

The undersigned assume(s) all risk of injury or harm to the Child associated with participation in the Activity and agree(s) to releases, indemnify, defend and forever discharge Heritage Christian School and its staff, employees and agents (collectively the "Organizer") of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action (collectively the Claims") in respect of death, injury, loss or damage to the Child, howsoever caused, arising or to arise by reason of or during the Child's participation in the Activity.

This Consent Form may be revoked at any time with written notice to Heritage Christian School.

Student's Name (s)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



## RELEASE AND AUTHORIZATION TO USE STUDENT IMAGE

During the 2018/2018 school year, Heritage Christian School may produce, participate in, or cause to be produced video, motion picture, audio recording, Web page, digital imaging, or photograph productions, broadcasts, and/or publications which may involve the use of students' images, names, likenesses, and/or voices. Such productions will be used for non-commercial education, exhibition, promotional, advertising, instructional, publicity, or other purposes by Heritage Christian School and will not be sold to other school systems or education professionals. Such productions may be copied, copyrighted, edited, and distributed by the school in the manner described above.

I understand that my image (if over age 18) or my child's image, name, likeness, or voice may be used, photographed, taped, or recorded in the manner described above. I hereby grant Heritage Christian School and anyone authorized by the school the right to use, reuse, and reproduce the video, motion picture, audio recording, Web page, digital imaging, or photograph productions, broadcasts, and/or publications as described above, without any compensation to me and/or my child. I agree that all such videos, motion pictures, audio recordings, Web pages, digital images, or photographs shall be the property, solely and completely of Heritage Christian School. Heritage may copyright such work (s)/product (s) in its own name. I hereby waive any right to inspect or approve the finished work(s)/product(s) or the uses to which they may be applied. I hereby forever release and discharge Heritage Christian School from any and all claims, actions, and demands arising out of or in connection with the use of said video, motion picture, audio recording, Web page, digital image, or photograph, including, without limitation, any and all claims for invasion of the privacy and libel. This release shall also apply to the assigns, licensees, and legal representatives of Heritage Christian School, the party/parties for whom Heritage Christian School took the video, motion picture, audio recording, Web page, digital image or photograph, and the party/parties for whom Heritage Christian School took the video, motion picture, audio recording, Web page, digital image, or photograph.

I have read the foregoing and fully and completely understand the contents hereof. I understand that I may rescind my authorization for use of my image or my child's/student's image at any time in writing.

Activity/Event where image will be used: Classroom activities throughout the year for school webpage and classroom Shutterfly accounts.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ (Student)

\_\_\_\_\_  
(Print name of student)

Signed: \_\_\_\_\_ (Parent/Guardian)

\_\_\_\_\_  
(Print name of parent/guardian) – Required for students under the age of 21



## Student Record Release

For children transferring from another Elementary School,  
Junior High/Middle School, or High School

Date \_\_\_\_\_

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Dear Releasing Counselor:

Please release my child(ren)'s academic and health records to the following school:

**Heritage Christian School  
22081 Hidalgo  
Mission Viejo, CA 92691**

Students' Names, Age and Grade Level at withdrawal time:

Name(s) of students withdrawing	Age	Grade Level
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

\_\_\_\_\_  
Signature of Requesting Parent

\_\_\_\_\_  
Date

# *Bella* Embroider & Print

32118 Paseo Adelanto #3A  
San Juan Capistrano, CA 92675  
949-226-1957

- Uniforms** All HCS students are required to wear approved school uniforms, which can be purchased at Bella Embroider & Print. HCS uniform requirements for each grade level can be viewed at the store or online.
- Store Hours**
- |                   |                        |
|-------------------|------------------------|
| Monday - Friday   | 10:00 a.m. – 5:00 p.m. |
| Saturday – Sunday | Closed                 |
- Shop Online** <https://squareup.com/store/bella-embroider-and-print/>
- Order by Phone** You may order by phone for delivery to your home or office. Please be ready with your Visa or Mastercard, along with the size and quantity of items you wish to order. Shipping Charges will apply.
- Return Policy** Unworn garments may be returned within 90 days of purchase for a full refund. Unworn garments over 90 days from purchase date can be returned for Exchange only. No refunds or exchanges for washed, worn, altered, personalized or special garments.
- Directions** From I-5 S, take exit 81 for Camino Capistrano, turn right onto Camino Capistrano, Destination will be on the left