



Cottage Hill Christian Academy

GRADES K2 -12 NEW FAMILY ENROLLMENT INFORMATION 2012-2013

Jim McMillan
Head of School

Church Campus (Grades K2-8)
4255 Cottage Hill Road
Mobile, AL 36609
Phone: 251-660-2427
Fax: 251-660-0558

West Campus (Grades 9-12)
7355 Creekwood Drive
Mobile, AL 36695
Phone: 251-634-2513
Fax: 251-634-2566

General Information & Registration Forms
Mrs. Marie Sorel
Registrar

General Information & Registration Forms
Mrs. Paulette Harris
Registrar

Scheduling & Testing
Mrs. Robin Martin
Academic Dean

Scheduling & Testing
Mrs. Janice Shore
Guidance Director

Marketing & Tours
K2 - 12
Mrs. Melissa Dickinson
Marketing & Enrollment Director



Cottage Hill Christian Academy

New Student Admissions Procedure

2012-2013

Open House:

Our Open House dates are Tuesday, December 13 from 3:30 to 6:00 and Sunday, January 22 from 2:00 to 4:00. If you miss the event and would like a tour, contact Melissa Dickinson at 660-2427 or 634-2513. We look forward to seeing you!!

Procedure:

- Parents should complete and submit an Application for Admission along with the \$150.00 admission deposit.
- An appointment will be made for administration of the appropriate Entrance Exam. A \$25.00 testing fee is due at time of testing.
- After your student has been tested an appointment will be set with:
 - a. The Academic Dean/Guidance Director to review the applicant's test results with the applicant's parents or guardians.

AND

- b. The Director of Marketing & Enrollment to share CHCA's stated purpose, philosophy and religious beliefs of the school. The parents or guardians will be informed of the policies of the school. Parents or guardians will be informed of the tuition costs and payment plans available.
- You will meet with the Registrar to enter your student(s) into the I-Now system and receive any paperwork or documents needed to complete your admission to CHCA.
 - ✚ The \$300.00 Admission balance is due by March 15, 2012. If not paid by that date, it will be added to your student's tuition. The total admissions fee is \$475.

Required at Time of Testing:

- A copy of the student's transcript and/or report cards for the current and previous school year.
- A copy of the student's most current standardized test scores.
- A copy of all test results for learning disabilities to help assist student achievement, if applicable.
- An up-to-date Alabama Immunization Form.
- A photo copy of the social security card.
- A photo copy of the certified birth certificate.
- A photo copy of health insurance card.
- A copy of custody papers, if applicable.

CHCA does not admit students with serious academic, conduct, emotional, learning, or physical difficulties that may interfere with student participation in the regular academic program for which CHCA is not equipped or staffed, unless parents are willing to bear the expense of all additional staff and services.

CHCA will not admit students whose parents or guardian are not willing to abide by the purpose, philosophy, objectives and policies of Cottage Hill Christian Academy.



Dear Prospective Family,

I am excited that you are considering Cottage Hill Christian Academy. Cottage Hill will challenge your student academically, spiritually and provide a full range of extra-curricular options including a strong emphasis on fine arts and state championship athletics.

Cottage Hill was founded for the purpose of developing young people who desire to receive an excellent education in harmony with their personal faith in Jesus Christ. Since 1961, it has been a joy and privilege to provide a quality academic education within a loving, caring Christian environment.

Cottage Hill is truly blessed with a rich heritage, a professional highly-qualified Christian faculty, an advanced curriculum at every level, student test scores well above the national norms and great facilities. Best of all, students continue to reap blessings from a spiritual environment that trains them to become servant leaders in the world for the cause of Christ.

Our school exists to assist you in training up your child and we are excited to join you in this excellent mission of Christian education. We are committed to meeting the challenges of providing a quality education inspired by Christian principles taught in God's Word, the Bible. The focus of each of our faculty members is to guide your student to a personal relationship with Jesus and to teach them a Christian worldview to direct their life and actions.

We thank you for your interest in Cottage Hill Christian Academy. Please prayerfully consider what our school has to offer and how we can come along side you in your desire for an excellent education for your student.

May the Lord truly bless you!

In His Work,

A handwritten signature in blue ink that reads "Jim McMillan".

Jim McMillan
Head of School

Please visit our website: www.CHCAcademy.com for more information about Cottage Hill. We appreciate your interest in CHCA and want to serve you in any way we can.



**Cottage Hill Christian Academy
2012 – 2013
NEW STUDENT
Enrollment Application Information**

Cottage Hill Christian Academy – West Campus
7355 Creekwood Dr., Mobile, AL 36695
Telephone: 634-2513 Fax 634-2566
School hours: 7:20 – 2:30

Website: www.chcacademy.com

Cottage Hill Christian Academy – Church Campus
4255 Cottage Hill Rd., Mobile, AL 36609
Telephone: 660-2427 Fax 660-0558
School hours: 7:30 – 3:00

Please Check 2012 –2013 Grade:

Cottage Hill Christian Academy

_____ K-2	_____ 3 rd	_____ 9 th
_____ K-3	_____ 4 th	_____ 10 th
_____ K-4	_____ 5 th	_____ 11 th
_____ K-5	_____ 6 th	_____ 12 th
_____ 1 st	_____ 7 th	
_____ 2 nd	_____ 8 th	

FOR OFFICE USE ONLY:

- | | |
|--|--------------------|
| _____ 1. Application | Date Rec'd: _____ |
| _____ 2. Admission Fee Deposit(\$150) | Amount: \$ _____ |
| _____ 3. Testing Fee (\$25) | Check#/Cash: _____ |
| _____ 4. Admission Fee Balance (\$300) | |
| _____ 5. Current Immunization Form | |
| _____ 6. Copy of Birth Certificate | |
| _____ 7. Copy of Social Security Card | |
| _____ 8. Proof of Health Ins. | |
| _____ 9. Copy of Custody Papers (if applicable) | |
| _____ 10. Parental Commitment Form | |
| _____ 11. Family Information Form | |
| _____ 12. Admissions Interview | |
| _____ 13. Academic Records | |
| _____ Report Cards (current and past two years) | |
| _____ Conduct Grade | |
| _____ Entrance Test | |
| _____ Achievement Test Scores From Previous School | |

In order for a student to be enrolled, all of the above documents and money must be received by school office.

New students, K-2 through 12th grade pay a test/admission fee of \$475.00.

\$150.00 is due when your application is submitted. \$25.00 test fee is due at time of testing and the \$300.00 balance is due before March 15th.

Admission fees are annual fees and nonrefundable.

New Student Information

First Name _____ Middle _____ Last _____ Name Called _____

Address _____ City _____ State _____ Zip _____

Phone _____ Date of Birth _____ Race _____ Gender: Male/Female Child# _____ out of _____ Children.

Social Security Number _____ Other Siblings and Grade(s) at CHCA _____

Note: Previous school(s) attended:

School _____ Date Attended _____ Grade Completed _____

Address (including zip) _____

School _____ Date Attended _____ Grade Completed _____

Address (including zip) _____

Parent, please understand that we will request all academic and discipline records from previous schools.

Cottage Hill Christian Academy exists primarily to assist parents in fulfilling their divine responsibility to train thoroughly each child to obey God in every area of life. When placing your student(s) in a classroom careful thought and consideration is given to provide the best learning environment to fulfill the maximum education for each individual student. In doing this, we kindly ask that you not request teachers for your student(s).

*It is the purpose of Cottage Hill Christian Academy to help the student(s) to grow as Jesus grew,
"in wisdom and in stature and in favor with God and Man." Luke 2:52*

Father or Guardian

First Name _____ Last Name _____ Home Phone # _____
Address _____ City _____ State _____ Zip Code _____
Place of Employment _____ Position _____ Work Phone# _____
Relationship to Student _____ Lives with Student (Y / N) Marital Status (S / M / D / W) Receives School Mailings (Y / N)
Cell Phone # _____ Email Address: _____

Mother or Guardian

First Name _____ Last Name _____ Home Phone # _____
Address _____ City _____ State _____ Zip Code _____
Place of Employment _____ Position _____ Work Phone# _____
Relationship to Student _____ Lives with Student (Y / N) Marital Status (S / M / D / W) Receives School Mailings (Y / N)
Cell Phone # _____ Email Address: _____

Other Guardians

First Name _____ Last Name _____ Home Phone # _____
Address _____ City _____ State _____ Zip Code _____
Place of Employment _____ Position _____ Work Phone # _____
Relationship to Student _____ Lives with Student (Y / N) Marital Status (S / M / D / W) Receives School Mailings (Y / N)
Cell Phone # _____ Email Address _____

Other Information

Name of Parents/Guardian with legal custody _____
Name of Church Family Attends _____ Pastor _____
Attends Sunday School (please check) Yes No If yes, name of Sunday School Class _____

To further enhance student's success, the following information will be helpful in determining the appropriateness of the CHCA curriculum.

Has your child ever been retained? Yes _____ No _____
Has this student had any disciplinary difficulties? Yes _____ No _____
Has this student had any academic problems? Yes _____ No _____
Does your child have any physical handicaps? Yes _____ No _____
Has your child been diagnosed for learning disabilities? Yes _____ No _____
Has your child been diagnosed for Attention Deficit Disorder? Yes _____ No _____
Is your child currently on any type of medication? Yes _____ No _____
If you answered "yes" to any question above, please explain _____

List any pertinent information we might need to know _____
List any allergies _____

Emergency Information (In case of emergency please contact other than parent)

Name _____ Relationship _____ Phone _____
Physician _____ Phone _____ Chart # _____
Hospital _____ Insurance Carrier _____ Policy # _____

Cottage Hill Christian Academy Parental Consent

Field Trip Release Form

My child has permission to attend field trips approved by Cottage Hill Christian Academy. This release will be considered in effect until such time as this student is withdrawn from Cottage Hill Christian Academy. I hereby release Cottage Hill Christian Academy, Cottage Hill Baptist Church and staff, my child's teacher, and any driver of automobile or buses from liability which might result from an accident to my child.

Verification of Information Statement

In filling out this application, I state that I have answered all questions accurately and honestly, to the best of my ability and knowledge. I have not withheld any information that might be helpful in educating my child. I understand that my child's records, academic and discipline, will be requested from previous schools.

Media/Directory Consent

I grant my permission to Cottage Hill Christian Academy and/or Cottage Hill Baptist Church to photograph or video tape me/my child(ren) and to copyright, use and/or publish the photographs/videos and audiotapes in any school publications and public relations materials including the website and directory information in the school system directory.

Father's Signature

Date

Mother's Signature

Date

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Cottage Hill Christian Academy admits students of any race, color national and ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, or other school-administered programs.

Cottage Hill Christian Academy
Parental Commitment Form

Student(s) _____

2012-'13 Grade(s) _____

In this commitment between Cottage Hill Christian Academy and _____

Parent's Name

I/We understand and agree that for the duration of time or student is involved at CHCA:

1. It is a privilege to attend Cottage Hill Christian Academy; therefore, we will uphold the school through our prayers and positive attitude, and only share any concerns with the teachers, administrators or staff who can solve these concerns.
2. To wholeheartedly support the spiritual teaching of the school, which is based on the Word of God and The Baptist Faith and Message.
3. To show honor to the Holy Trinity and to the Bible, as God's Word.
4. To uphold the school's standards of conduct and discipline. We will cooperate with the disciplinary program of the school and cooperatively work with the teachers and administration.
5. That our child(ren) will show respect to the teachers, administration and staff of Cottage Hill Christian Academy and will be obedient to the school's rules and policies.
6. We understand that we will be financially responsible for injury to any person, or damage to the property of others, caused by our child(ren).
7. To uphold the school's standards of academic excellence by providing a place of study for our child(ren) at home, by supervising homework as needed, and encouraging the timely and accurate completion of all assignments.
8. To provide, at time of admission, any information that will assist the school faculty and staff to effectively meet the educational needs of our child(ren), such as reporting any prescribed medication my child(ren) may need and reporting results from our child(ren)'s educational testing and tutoring.
9. To support the school through our involvement in the Parent-Teacher Fellowship, by participating in fund-raising projects, and when possible, attending meetings of the PTF.
10. We also understand and agree that we will honor our financial obligations to Cottage Hill Christian Academy. Upon withdrawal all balances will need to be paid in full.

Father's Signature

Mother's Signature

Date

Date

The following questions are to be completed by the student (grades 6-12 only):

1. What are some of your favorite things to do outside the classroom?
2. What is your favorite and least favorite subject area? Why?
3. What extra-curricular activities interest you as a student?
4. How do you feel about attending Cottage Hill Christian Academy? (attitude, fears, excitement, etc.)
5. What one thing could you improve to make you a better student?
6. Who was your favorite teacher and why?

For Office Use Only

Notes and Comments:

COTTAGE HILL CHRISTIAN ACADEMY 2012 – 2013 PAYMENT SCHEDULE

Admission:

Every student, K-2 - 12th grade, pays a **\$450.00 non-refundable admission fee**. A deposit of \$150.00 is due when application is submitted (*new students will need to include a \$25.00 testing fee*) with the remaining \$300.00 balance to be paid by March 15, 2012. After March 15, 2012 the \$300.00 balance will be added to your tuition.

Tuition

There are three options for making tuition payments. Amounts for the oldest child and second and additional children are given in the tables below. Monthly payments are due on the first day of the month and a \$50.00 late fee is charged if tuition is not received by the 10th of the month.

Option #1 One annual payment of tuition is due by Monday, July 2, 2012.

* Note: 2% discount is given only when the full annual tuition is received on or before Monday, July 2, 2012.

Option #2 Semi-annual payments - the first payment is due by July 2, 2012, and the second half is due by January 3, 2013

Option #3 Eleven monthly payments - due July 2, 2012 through May 1, 2013

Oldest Student

Option	K2-5th	6 th -8 th	9 th -12 th
Annual	\$4510.00 2% discount(\$90.00) = \$4420.00	\$4550.00 2% discount (\$91.00) = \$4459.00	\$6195.00 2% discount (\$124.00) = \$6071.00
Semi- Annual	\$2255.00 each pymt. = \$4510.00	\$2275.00 each pymt. = \$4550.00	\$3097.50 each pymt. = \$6195.00
11 Months	\$410.00 x 11 months	\$414.00 x 11 months	\$563.00 x 11 months

Second/Additional

Annual	\$4330.00 Total Annual Saved (\$180.00)	\$4370.00 Total Annual Saved (\$180.00)	\$5950.00 Total Annual Saved (\$245.00)
Semi- Annual	\$2165.00 each pymt. = 4330.00	\$2185.00 each pymt. = 4370.00	\$2975.00 each pymt. = \$5950.00
11 Months	\$394.00 x 11 months	\$397.00 x 11 months	\$541.00 x 11 months

❖ **Maximum Family Tuition: \$15,000.00.** This maximum does not include admission fees or any additional fees.

- **K-2 & K-3 two day program is \$300.00 per month.**
- **K-2 & K-3 three day program is \$400.00 per month.**