



EARLY EDUCATION CENTER ENROLLMENT INFORMATION

Mr. Trent Catchpole, Church Campus Director

Mrs. Janis Hyke, EEC Director

Church Campus (EEC, Grades K2 – 8)

4255 Cottage Hill Road
Mobile, AL 36609
Phone: (251) 660-2427

West Campus (Grades 9 – 12)

7355 Creekwood Drive
Mobile, AL 36695
Phone: (251) 634-2513

www.chcacademy.com



Early Education Center Admissions Procedure

Procedure:

1. Contact Jill Hannan to schedule a campus tour. She can be reached at hannanj@chbss.org
2. Complete and submit an application for admission. Once the completed application and the \$25 application fee are received, your child will be placed on the waiting list.
3. Turn in required paperwork and documents from the list below.

Required Documents:

- Application Form – will be emailed to the applicant for completion. You can scan and email documents to Jill Hannan at hannanj@chbss.org
- Upload a copy of the certified birth certificate
- Upload an up-to-date Alabama Immunization Form
- Upload a photocopy of the social security card
- Upload a photocopy of your health insurance card
- Provide a copy of custody papers, if applicable

Student Fees: *Application and enrollment fees are non-refundable.*

Application Fee	Enrollment Fee	Tuition	
<i>Due when application is submitted</i>	<i>Due at time of admission</i>	Infant Rooms	Toddler Rooms
\$25	\$200	\$150 per week	\$160 per week



Select child's age: 6 weeks – 12 months 12 months – 24 months
Estimated Start Date: _____

Child's Information *Please Print*

Child's Name _____
First Middle Last Preferred Name

Address _____
Mailing Address City State Zip Code

Date of Birth ____/____/____ Race _____ Gender: Male or Female Child # ____ out of ____ Children
Social Security Number _____ - _____ - _____ Other Siblings and Grade(s) at CHCA _____
List any allergies _____

Mother or Guardian *Please Print*

Name _____ Relationship to Student _____
First Last

Address Same as above Please provide if different from address listed above:

Mailing Address City State Zip Code

Home Phone _____ Cell _____ Work _____
Employer _____ Position _____
Email Address _____

Lives with Student (Y / N) **Marital Status (S / M / D / W)** **Allowed to pick up (Y / N)** **Receives Mailings (Y / N)**
Emergency Contact (Y / N) **Responsible for Bill (Y / N)** **CHCA Alumna? (Y / N)** If yes, year graduated _____

Father or Guardian *Please Print*

Name _____ Relationship to Student _____
First Last

Address Same as above Please provide if different from address listed above:

Mailing Address City State Zip Code

Home Phone _____ Cell _____ Work _____
Employer _____ Position _____
Email Address _____

Lives with Student (Y / N) **Marital Status (S / M / D / W)** **Allowed to pick up (Y / N)** **Receives Mailings (Y / N)**

Other Guardian *Please Print*

Name _____ Relationship to Student _____
First Last

Address _____
Mailing Address City State Zip Code

Home Phone _____ Cell _____ Work _____

Employer _____ Position _____

Email Address _____

Lives with Student (Y / N) **Marital Status (S / M / D / W)** **Allowed to pick up (Y / N)** **Receives Mailings (Y / N)**
Emergency Contact (Y / N) **Responsible for Bill (Y / N)** **CHCA Alumnus? (Y / N)** If yes, year graduated _____

Emergency Contact (Other than Parent/Guardian)

Name _____ Relationship to Student _____
First Last

Home Phone _____ Cell _____ Work _____

Other Information

Name of Parents/Guardian with legal custody _____

Name of Church Family Attends _____ Pastor _____

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, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, or other school-administered programs.



Statement of Faith

About the Bible

We believe that the Bible (both the Old and New Testaments) is the inerrant, verbally inspired, and infallible Word of God, and that the Bible is absolute Truth and God's final authority.

About God

We believe that there is one true living God who is revealed to us as the Godhead existing eternally in three persons – God the Father, God the Son, and God the Holy Spirit – and these three are as one God. We believe that God the Father orders all things according to His own purpose for His own glory. We believe that God the Son is Jesus Christ who was conceived by the Holy Spirit, born without sin of the Virgin Mary, to redeem man from sin. We believe Jesus rose from the dead and ascended to the right hand of the Father. We believe He intercedes for us today as High Priest and Advocate. We believe that God the Holy Spirit is sent from God to convict of sin, righteousness, and to be an indwelling guide, teacher, and source of strength for the believer. We believe that all who receive Christ as Savior are born of the Holy Spirit. We believe that man was created in the image of God; that man sinned (rebelled against God) and thereby incurred both a physical death and a spiritual death (eternal separation from God); and that all human beings are born with a sinful nature.

About Salvation

We believe that salvation is through Jesus Christ alone and His atonement and forgiveness on the cross. We believe that all who call upon the name of the Lord as Savior and Redeemer shall be saved and will spend eternity with God.

About the Church

We believe that a New Testament church is an association of baptized believers who come together to exalt the Savior through worship, equip the saints through discipleship, edify the servants through fellowship, and evangelize the sinner through ministry.

About the End Times

We believe in the imminent, pre-millennial, bodily return of the Lord Jesus Christ to take His Church from Earth and to reward them according to their works. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

About the Believer

We believe that every believer is called to a holy life of service and should belong to a Bible-believing local church for fellowship and for the furtherance of the Gospel to every person at home and around the world.

Bible as Our Sole Authority

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness" (2 Timothy 3:16). Since God's Word is the only completely reliable and truthful authority, we accept the Bible as our manual for living. When faced with a decision, our first question is, "What does the Bible say?" We practice Bible reading, Bible study, and Bible memorization. The Bible is the basis for all we believe.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe the term marriage has only one meaning – the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Cottage Hill Christian Academy as the local body of Christ, and to provide a biblical role model to the Cottage Hill community, all who are employed by Cottage Hill Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cottage Hill Christian Academy.

In addition, we believe that all Cottage Hill Christian Academy students should demonstrate a God-honoring lifestyle in conformance with one's biological sex, including dating and dress; and the use of restrooms, locker rooms, and changing facilities conforming with one's biological sex. This also includes abstaining from all intimate sexual conduct outside of the marriage union of one man and one woman.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Statement of Final Authority for Matters of Faith and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cottage Hill Christian Academy's faith, doctrine, practice, policy, and discipline, the senior pastor of Cottage Hill Baptist Church is the final interpretive authority on the Bible's meaning and application.

Code of Conduct

The Cottage Hill experience will build lasting relationships, develop leaders, encourage a love of learning, and engage students in the intellectual and social challenges of our times, guided by a biblical worldview. Students are expected to abide by the standards of conduct as outlined in the Student Handbook.

Cottage Hill Christian Academy reserves the right to discipline or ask a student to withdraw for any reason, but the failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.



Early Education Center Commitment Form

In this commitment between Cottage Hill Christian Academy, _____,
Names of Parents/Guardians

We understand and agree that for the duration of time our child is enrolled in the Early Education Center,

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. In addition, we have read and support the Cottage Hill Christian Academy Statement of Faith.
5. 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).
6. To provide, at time of admission, any and all information that will assist the school faculty and staff to effectively meet the needs of our child(ren), such as reporting any prescribed medication my child(ren) may need.
7. We also understand and agree that we will honor our financial obligations. Upon withdrawal all balances must be paid in full.

Media/Directory Consent

I grant my permission to Cottage Hill Christian Academy and/or Cottage Hill Baptist Church to photograph or video 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 in the school system directory. This release will be considered in effect until such time as this student is withdrawn from Cottage Hill Christian Academy, unless notified in writing.

Father/Guardian Signature

Mother/Guardian Signature

Date

Date



Early Education Center Financial Contract

Application Fee	Enrollment Fee	Tuition	
<i>Due when application is submitted</i>	<i>Due at time of admission</i>	Infant Rooms	Toddler Rooms.
\$25	\$200	\$160 per week	\$150 per week

Withdrawal Policy

To withdraw a child from the EEC, parents must notify the EEC office in writing. Parents will complete a withdrawal form, giving at least two weeks' notice. Weekly tuition payments will continue for the duration of the two-week period, regardless of whether the child attends.

Tuition Payments

Tuition is to be paid on a weekly basis. Responsible parties are obligated to stay current with tuition and will be responsible for payment of any remaining balance upon withdrawal.

Vacation

Each child is allotted one vacation week (Monday through Friday) each school calendar year (August through July). Tuition is not charged for this vacation week. Pre-approval is required through the EEC office.

Late Charges

Tuition payments are due on Monday of each week. Accounts that are thirty days past-due will be assessed a late fee.

Parent Agreement

We have read the information in the Parental Financial Contract and understand our financial responsibility. We understand that the application and enrollment fees are non-refundable. We understand that neither Cottage Hill Christian Academy nor Cottage Hill Baptist Church will make medical payments for injuries caused by accident to our child.

Father/Guardian Signature

Date

Mother/Guardian

Date