

GENERAL SCHOOL INFORMATION

OUR VISION

To see our students become devoted followers of Christ and fulfill God's purpose in their lives.

OUR MISSION

To partner with parents in providing a nurturing, Christ-centered education developing the whole child in the areas of character, values, academic excellence, and physical soundness.

SCHOOL HOURS

To achieve maximum results with the school curricula, consistent attendance is essential. **Class begins promptly at 8:30 for all elementary and middle school students.** Students at Highland Christian Academy are expected to attend each of their scheduled classes regularly. Regular attendance in all classes is one of the greatest contributing factors to success in school. Absences should be avoided whenever possible. **Medical and dental appointments and vacations should be scheduled during non-school times.**

BEFORE AND AFTER SCHOOL EXTENDED CARE

Our Extended Care Solution provides a daily enriching childcare program and academics for your student in one discounted financial package. For families who would like before or after school care on an incidental basis, it is available at a rate of \$5.80 an hour; charged in ¼ hour increments. See the rate sheet at the end of this packet for more information.

FULL SUMMER PROGRAMMING OPTIONS

HCA is a year round solution for academics and enriching childcare. Childcare will be available between 6:30 AM – 6:00 PM throughout the Summer break. See the rate sheet at the end of this packet for more information.

SCHOOL HOLIDAY PROGRAMMING

Prior to all school holidays and vacations you will be given the opportunity to enroll your child in our School Holiday program. See the rate sheet at the end of this packet for more information.

CURRICULUM

Our classes are primarily self-contained, and we use the A Beka curriculum as the foundation of our academic focus. Other carefully selected curricula provide supplemental enrichment.

The A Beka curriculum is skills based and is generally considered an accelerated program. The consistency of the phonics and basic skills presentation in this curriculum allows us to adapt this accelerated program to the wide range of ability levels and educational needs in our student body. The overwhelming success of our program must be attributed to our faculty—wonderful professionals who have a mature relationship with Jesus Christ and a deep desire to impact children's lives eternally.

Our fine arts and extra-curricular programs/activities include chapel, physical education, music, computer lab, Spanish and art for all grades; an out-sourced band program for grades 4-8; co-ed competitive athletics for grades 5-8; ACSI academic competitions for all grades, particularly in the areas of spelling, math, speech, and creative writing; field trips; and service/missions projects. Fourth graders take a trip to Springfield, Illinois, to view the state historical sites, and the middle school participates in an educational trip or missions trip.

DRESS CODE

Students attending HCA are expected to be **neat** and clean, and reflect conservative, modest trends. No clothing should be worn which is torn, ragged, or has holes in it. **Counter-cultural dress is never acceptable.** (If you are in doubt as to the suitability of a garment or accessory, please don't wear it.)

CHAPEL/ASSEMBLIES

Weekly chapel services will be held for all teachers, school-age students, and any parents who are able to attend. Occasionally a special assembly or emphasis will be held. All services and speakers are to be approved by the administration at least one week prior to the scheduled program. Teachers and students may be asked to participate in ministry opportunities.

PHILOSOPHY

The purpose of Christian School education is the instruction of children in a God-centered view of the world. Underlying this goal is the conviction that God reveals all truth, of which He is the source, sustenance and goal of all creation and that real education rests upon the revelation of His truth in Holy Scripture. Thus, Christian education is first Godward, then manward; first an understanding of God's revelation and the embodiment of His truth, Jesus Christ, then an understanding of all that is in the world through the eyes of God.

As the reality and power of God permeates all true learning, so this perspective affects all aspects of the school, its staff and its setting. We therefore hold that:

1. Children are gifts of God to parents, who have ultimate responsibility for educating them in God's truth, and therefore education must be an effort between school and parents if it is to take place outside as well as inside the classroom. We are most successful when common values are shared and reinforced (Deut. 6:4-6; Prov. 3:3-4)
2. The model of Christian conduct is Jesus Christ and the molding of a Christian character must be directed toward the total person: spirit, body, mind, will, conscience and emotions (Mark 12:31).
3. In pursuance of the nurture of the complete student, clearly defined standards of conduct, dress and performance must be articulated and maintained (I Tim. 4:12; Col. 4:5).
4. Discipline is essential for the child. Administered in a loving, just and consistent way, it creates the proper atmosphere for learning and assists each child to develop self-control (Prov. 13:24; 22:15; 29:15, 17; Heb. 12:6-7).
5. The school is not a place for the reformation of children with behavior problems but a place for children ready and eager to learn (Heb. 12:11).
6. All subjects will be taught in such a way as to prepare a child to grow into a responsible adult citizen of the world and God's kingdom: a skill in and love of reading, a respect for and mastery of mathematics, effective and clear expression in oral and written communication, an understanding of science and its Creator, a wholesome appreciation of the fine arts and literature, and an understanding of government, cultural and social issues and their relationship to God (Prov. 1:2-9; Prov. 3:13-22).
7. The school respects the individual student as a unique creation of God (Ps. 139:13-16).
8. A positive self-image, characterized by self-respect and humility, results from successful personal achievement and a clear perception of God's love for each individual (Rom. 5:8; I John 3:1-3).
9. The school will promote in its students a firm and loving respect for the home, God's basic unit of society; the nation, wherein we have freedom of thought, worship and association; and the church, which is the body of Christ (Heb. 13:7; Rom. 13).

10. The goal of Christian education is a redeemed and joyful child, possessing a high ethic of conduct, God-centered in thought and actions, committed to eternal values and grounded in a powerful faith and respect for his or her neighbor (Luke 2:38; Col. 3:15-17).

STATEMENT OF FAITH

We believe. . .

The Bible is the inspired and only infallible and authoritative Word of God (II Tim.3:15-17; I Thess 2:13; II Pet. 1:21).

There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Isa. 43:10-11; Deut. 6:4; Matt. 28:19, Luke 3:22).

In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years (Matt. 1:23; Luke 1:31, 35; Heb. 7:26; Acts 2:22, 10:38; I Cor. 15:3; II Cor. 5:21; Matt. 28:6; Luke 24:39; I Cor. 6:14, 15:4; Acts 1:9, 11; 2:33).

In the blessed hope, which is the rapture of the Church, at Christ's coming (Rom 8:23; I Cor. 15:51-52; I Thess. 4:16-17; Titus 2:13).

The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (Luke 24:47; John 3:3, 16; Rom. 10:13-15; Eph. 2:8; Titus 2:22, 3:5-7).

Regeneration by the Holy Spirit is absolutely essential for personal salvation (Rom 8:16).

The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (Isa. 53:4-5; Matt. 8:16-17; James 5:14-16).

The baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it (Acts 1:8, 2:4, 38; 8:12-17; 10:44-46; 11:14-16; 15:7-9).

In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Rom. 6:1-11, 13; 8:1, 2, 13; 12:1,2; Gal. 2:20; Phil. 2:12,13, I Thess. 5:23; Heb. 12: 14, 13:12; I Pet. 1:5, 16).

In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (Matt. 25:46; Mark 9:43; I Pet. 3:13; Rev. 19-22).

ADMISSION/RE-ENROLLMENT PROCEDURES AND REQUIREMENTS

1. Enrollment for each new school year continues until classes reach predetermined levels. Current Highland Christian Academy students and their siblings are given first priority.
2. It is the strong recommendation of the school that at least one parent/guardian be a professing Christian, and that both the parent(s) and student desire to live consistent, Christian lives.
3. An interview or orientation session for new families will be scheduled through the school office. Discussion will center on the structure of the school, the educational philosophy, spiritual program, grading methods, etc., and will usually involve a tour of the facilities.

4. Admission considerations will include formal and informal assessment, the family interview, student records from previous schools attended, and any other pertinent information requested. Kindergarten students **MUST** be five before September 1st. Testing/screening arrangements will be scheduled through the school office. Results will be available within a few days.
5. The following documents **must** be presented by the parent or guardian for the enactment of student enrollment/registration (all documents requiring signatures must be signed):
 - Completed HCA Enrollment Form
 - Copy of birth certificate
 - Immunization records and TB test results (every child shall be current in immunizations according to Illinois guidelines)
 - Physical examinations are required by state law for all students in public, private, or parochial schools within one year prior to entrance into kindergarten, sixth grade, and ninth grade.
 - Dental Exam records are required by state law for kindergarten, second grade and sixth grade.
 - Eye examinations are required by state law for all students in public, private, or parochial schools within one year prior to entrance into kindergarten.
7. The nonrefundable registration/re-enrollment fee is due upon submission of the Quick Registration Form. Within the curricula fee is an assessment for the usage of reading textbooks. The reading textbooks remain the property of Highland Christian Academy.
8. The school administration will determine final acceptance of any student to Highland Christian Academy. The school's administration reserves the right to refuse admission to any student who is deemed to be incompatible with the program.

STATEMENT OF NON-DISCRIMINATION

Highland Christian Academy admits students of any race, color, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or 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.

HCA FINANCIAL STATEMENT

In consideration of services performed by Highland Christian Academy, the parent or guardian agrees to the following conditions concerning tuition and fees:

The following fees are non-refundable: registration/application fee and curriculum fee. All elementary students will be charged full Curriculum fees even if they do not complete the school year.

Tuition will be paid in a timely fashion according to the plan selected.

Any tuition and childcare payments **unpaid after the 5th of each month** will result in a **\$25.00 late fee** which will be assessed to your account.

If a student is withdrawn from the school, the student's account will be reviewed to determine current account status. Current status will be declared when all non-refundable, yearly fees and any tuition due for the last full month of enrollment are paid. Official transcripts will be transferred when all financial obligations have been met.

If a student is expelled or is asked to withdraw from the school by the school administration, all non-refundable, yearly fees and any tuition due through the last month of enrollment must be paid in full. Official transcripts will be transferred when all financial obligations have been met.

A student may NOT begin attending classes in a new school year until all past due fees and tuition have been paid.

If an account becomes one-month delinquent the following will apply:

- a. The school administration will contact the parent(s)/guardian(s) to discuss the delinquent account.
- b. The parent(s)/guardian(s) shall immediately submit a written plan to the school board for bringing the account to current status.
- c. If satisfactory arrangements are not made to bring the account to current status, the following will apply:
 - (1) The student will be subject to dismissal from school.
 - (2) All official records will be held in the school office until financial obligations have been met.
 - (3) If the account is delinquent at the end of a semester, the student will lose his place on the class roster and will not be allowed to take final exams.

If a student damages or destroys school property, parents/guardians will assume financial responsibility for repairs or replacement.

**** Please make sure you have read the above statement and initial the Enrollment Form to confirm your agreement with this Financial Statement.***

HCA PARENTAL/LEGAL GUARDIAN AGREEMENT

I agree to support the standards of the school in every area of its philosophy and policies including academic, behavioral, spiritual, dress, moral, disciplinary, and to maintain the basic principles of Biblical morality in my home.

I agree to assume the responsibility for my child's education by supervising homework, being an encourager, and keeping in regular contact with my child's teacher.

I agree to resolve any conflict issues with school personnel according to the Matthew 18:15-16 principle.

In the event my child becomes ill or is injured while under school supervision, I give my consent for the school authorities to take the following steps:

1. Contact a parent of the child and follow his instructions.
2. Contact the child's physician and follow his instructions, in the event neither parent can be reached.
3. Use their own discretion in contacting a properly licensed physician and follow his instructions if the child's physician cannot be reached.

If, in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint and empower the school administration, to furnish on my behalf such written or oral authorization as may be so required. Further, I release the school administration, Highland Christian Academy, and Highland Fellowship Church from any liability which might arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as possible after the need arises.

I understand that some students appear in school promotional pictures and videos. I give my permission for my child to participate if selected.

I understand that I am responsible for the terms agreed upon in the Financial Agreement and verify that I have no outstanding debt to any other school. If legal action is required to collect tuition, I understand that I will be responsible to pay attorney fees.

I give my permission for my child to take part in all school activities, including the use of playground equipment and participation in trips away from the school premises. I agree to relieve the school and any of its employees from any liability in connection with these activities.

I understand that if I initiate any legal proceedings against Highland Christian Academy or any of its personnel, and I lose that court case, I am responsible and liable for any legal expenses incurred by Highland Christian Academy and/or Highland Fellowship Church.

I agree to support the school to the best of my ability through prayer, time and financial gifts, in addition to attendance and participation in the various school activities.

**** Please make sure you have read the above statement and initial the Enrollment Form to confirm your agreement with this Parental/Legal Guardian Agreement.***

Preschool Daily Routine

8:45 – 9:05 - Arrive and have time for free play and centers

9:05 – 9:15 - Clean up and gather for group time

9:15 – 9:25 - Opening time: prayer, calendar, weather, pledges, etc.

9:25 – 9:45 - Teaching time (Specific concepts designated for that week)

9:45 – 10:00 - Snack time and bathroom break

10:00 – 10:15 - Bible time: story, songs, and a new memory verse each month

10:15 – 10:45 - Gym or playground time (exclusively for preschoolers)

10:45 – 11:25 - Center time/special art/"Show 'n Tell"/science/cooking, etc.

11:25 – 11:45 - Closing time: stories, songs and fingerplay, etc.

(All times shown are approximate. A similar routine is followed for afternoon classes)

Highland Christian Academy's preschool program is based on sound developmental and educational principles. Student learning involves a combination of hands-on activities, games, manipulatives, gross and fine motor skills, reading readiness, and writing. Children are introduced to the alphabet (both upper and lowercase letters) for visual recognition and phonemic awareness. Math concepts include numeric recognition and quantitative values. (Preschool 4's will concentrate on numbers 1 – 20, and preschool 3's will focus on numbers 1 – 10.) A sampling of the many thematic units experienced and enjoyed includes Health and Nutrition, Community Helpers, Music and Instruments, Seasons, and Nursery Rhymes.

Children are instructed in the primary elements of classroom structure and self-control. They practice listening skills, taking turns, and following directions. Assertive discipline is the foundational behavioral system implemented by the school. Successful behavioral choices are reinforced positively, and time-out is used when a negative consequence is earned. No corporal discipline is administered.

Parents are kept informed through a monthly newsletter, a calendar, and additional correspondence regarding upcoming field trips and special days. Special guests are invited to interact with our Preschool 3's, and the Preschool 4's take approximately five field trips each year. Parent involvement is highly encouraged through voluntary provision of snacks for the child's class, chaperoning field trips, and assistance during special days. All preschoolers participate in an unforgettable experience called "Theme Days" which is celebrated each January.

All learning activities are planned with the goal of making your child's first school experience a positive one. The class structure provides a sense of security, while the educational variety stimulates learning.

Highland Christian Academy

2010-2011 Fees and Tuition Rates

REGISTRATION FEE

Preschool Student	\$100.00
K – 8 TH Grade Student	\$150.00

CURRICULUM FEE

Preschool	\$100.00
Kindergarten	\$250.00
Grades 1-8	\$350.00

PRESCHOOL TUITION

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>
Age 3 – (Tues and Thurs – 8:45 – 11:45AM)	\$1,650.00	\$1,250.00	\$1,050.00	\$850.00
Age 3 – (Full Time – 8:30 AM – 3:00 PM)	\$5,000.00	\$4,000.00	\$3,500.00	\$3,000.00
Age 4 – (Mon, Wed, & Fri – 8:45 – 11:45AM)	\$2,200.00	\$1,800.00	\$1,600.00	\$1,400.00
Age 4 – (Full Time – 8:30 AM – 3:00 PM)	\$5,000.00	\$4,000.00	\$3,500.00	\$3,000.00

K - 8TH GRADE TUITION

	<u>1ST Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>
Kindergarten (8:30AM – 11:30AM - Mon– Fri)	\$3,200.00	\$2,800.00	\$2,600.00	\$2,400.00
Kindergarten (Full Time – 8:30 AM – 3:00 PM)	\$5,200.00	\$4,200.00	\$3,700.00	\$3,200.00
Grades 1 st – 6 th (8:30 AM – 3:00 PM)	\$5,600.00	\$4,600.00	\$4,100.00	\$3,600.00
Grades 7 th – 8 th (8:30 AM – 3:00 PM)	\$5,700.00	\$4,700.00	\$4,200.00	\$3,700.00

EXTENDED HOURLY CARE

All students that attend Highland Christian Academy are eligible for hourly enriching childcare at the rate of \$5.80 per hour before and after each school day. Rates are charged by the quarter hour. Students who sign up for the Extended Care Solution are exempt from this charge **on all days that school is in session.**

PAYMENT OPTIONS

We offer a variety of payment options including 2, 9, 10 and 12 month payment programs for tuition

YEAR ROUND SOLUTIONS

HCA is a year round solution for your student, offering programming on school holidays and during the summer break. Information on our year round programming and pricing are available on the other side.

REFERRAL INCENTIVE

We are offering an incentive for referring students to HCA. For each student you refer that enrolls and attends for (at least) one semester, you will receive \$250 off of your tuition bill. In addition, the referred student will receive a \$250 credit after attending (at least) one semester.

EMPLOYER FUND MATCHING

We will match up to 12.5% of each student's tuition if your employer would like to contribute to your child's education. With this program you can receive up to 25% off of your student's tuition (12.5% employer, 12.5% HCA matching funds). Contact the school office for more information on any of these programs.

****Please see the next page for our Extended Care Solution that covers full tuition and enriching childcare at a discounted rate***

EXTENDED CARE SOLUTION 6:30 AM - 6:00 PM

Our Extended Care Solution provides a daily enriching childcare program and academics for your student in one discounted financial package. Students are provided for from the hours of 6:30 AM to 6:00 PM **on all regular scheduled school days**. Childcare is also available on school holidays at rates shown below. Registration and Curriculum fees also apply for our Extended Care Solution and are provided below.

REGISTRATION FEE

Preschool Student \$100.00
K – 8TH Grade Student \$150.00

CURRICULUM FEE

Preschool \$100.00
Kindergarten \$250.00
Grades 1-8 \$350.00

EXTENDED CARE SOLUTION RATES

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>
Preschool (Age 3 & 4)	\$7,200.00	\$6,200.00	\$5,700.00	\$5,200.00
Kindergarten – 8 th	\$7,400.00	\$6,400.00	\$5,900.00	\$5,400.00

SCHOOL HOLIDAY PROGRAM

Prior to all school holidays and vacations you will be given the opportunity to enroll your child in our School Holiday Program. A multi child discount does apply for families with more than one child. A full schedule of the Holiday Programming is available on the HCA School calendar. Advance enrollment is required.

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child & Beyond</u>
<i>Full Day (6:30 AM – 6 PM)</i>	\$35	\$30	\$25
<i>Half Day (6:30 AM – 12 PM or 12 PM – 6 PM)</i>	\$20 (no multi-child discount available)		
<i>Hourly Rate (5 hour minimum)</i>	\$5 per hour (no multi-child discount available)		

SUMMER PROGRAM

HCA is a Year Round Solution for academics and enriching childcare. Childcare will be available between 6:30 AM – 6:00 PM throughout the Summer break. A full schedule is available on the Summer Program Registration Form. A Summer Program registration form is provided in this packet; advance enrollment is required.

2010 Rates

Registration Fee (per Family) - \$100 (non-refundable and required) Plus \$50 Per Child Activity Fee – Kindergarten & Up

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
Weekly Rate (Full Day)	\$150	\$130	\$110
HCA Full Summer (June 1-August 24)	\$1,550	\$1,340	\$1,140
Daily Rate	\$35 (no multi-child discount available)		

Half Day Childcare Rates (Choose from 6:30 AM – 12 PM or 12 PM – 6 PM)

HCA Full Summer Half Day \$900 (no multi-child discount available)
Half Day \$20 (no multi-child discount available)

Flexible Hourly Rate (5 hour minimum) \$5 per hour (no multi-child discount available)