

Junior Academy  
Intake and Handbook Agreement

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Present Age: \_\_\_\_\_ Gender: \_\_\_\_\_

**After reading the 2025-2026 Junior Academy Family Handbook, please review and initial the following policies taken from the full handbook below.**

Admission Policies

Subject to the faith-based standards and beliefs stated in the Christian Academy policies and procedures, Christian Academy School System admits students of any race, gender, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, tuition grant program, athletic and other school-administered programs.

Christian Academy was established on the biblical principle that God gives parents the primary responsibility for educating their children. The school enters into a partnership with parents and Christian educators to teach academics in the context of a Christian worldview. Christian Academy's policy is to offer enrollment to students of Christian parents who desire a Bible-based education with academic excellence for their children. The Christian Academy staff partners with families who also teach their children what it means to live a Christian life regarding personal and family relationships. (See Section G.1.3 and G.1.4)

Notwithstanding anything else in this handbook, Christian Academy reserves the right to select students and families on the basis of academic performance, Christian commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with our administration and policies. Therefore, Christian Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student on the basis of, but not necessarily limited to, the inability to support the moral principles of the school and/or the inability to maintain a lifestyle consistent with the Christian Academy statement of faith, mission, values, philosophies and goals, and any related policies and procedures. (See Section G.1.3 and G.1.4)

Initials: \_\_\_\_\_

Hours of Operation

Full Day (Mon - Fri) from 7 a.m. - 4 p.m.

Aftercare is available for full-day students from 4 p.m. - 6 p.m. but must be signed up for and cannot be changed until second semester.

Initials: \_\_\_\_\_

Authorization of Child's Release

Only those people whose names appear on the registration form or authorization of pick-up form may be allowed to remove your child from the school. All individuals **must be 18 or older** in order to sign a child out of the school. You must have your child's ID card with you at pick up. We ask for a photo ID until the faces become familiar or in the case of a new individual picking up your child. **If there is a problem regarding custody, we must have a court statement regarding the custody agreement.**

Initials: \_\_\_\_\_

### Health Examination

A health examination including immunizations is required for each child and must be provided prior to August 6, 2025. The health examination must be dated within the past twelve months.

**Initials:** \_\_\_\_\_

### Discipline Policy

At Junior Academy, we believe that good discipline consists of positive training in the right direction. Our staff must have the right to correct a child's behavior when and if necessary in order to maintain a pleasant atmosphere and teach appropriate behavior. By providing an environment where participation in activities is both fun and rewarding, good behavior becomes a natural part of the experience. We use positive reinforcement and praise to encourage appropriate behavior. "Praise in public and correct in private" is followed at Junior Academy.

If a child displays inappropriate behavior on a regular basis, the parents will be consulted for help and support. If a child needs to be picked up due to a discipline concern, he/she will need to be picked up within an hour of parent/guardian notification. Continued offenses (physically harming him/herself, another child or teacher, safety concerns, and/or destruction of school property) may lead to suspension or removal from the program. If at any time we are unable to meet a student's behavioral, social, developmental or emotional needs, we reserve the right to refer a family to other outside agencies. The staff will never use physical punishment, ridicule, profane, threatening, or abusive language, or deny food or drink as punishment.

**Initials:** \_\_\_\_\_

### Biting Policy

When a child bites, he/she is immediately removed from the situation and placed in the school office. As a consequence, the child will remain in the school office for a minimum of 1 minute per year of the child's age. Parents will be notified of the incident and asked to sign an incident report, which will be kept on file in the school office.

When a major offense (bites that break the skin or repeated biting) occurs, the child will be sent home. A third biting incident will require a parent conference to discuss further action. Continued offenses may lead to suspension or removal from the program.

When a child has been bitten, the wound will be cleaned with soap and water and any other necessary first aid will be applied. Parents will be notified of the incident and asked to sign an incident report, which will be kept on file in the school office.

**Initials:** \_\_\_\_\_

### Policy About Reporting Suspected Child Abuse:

Christian Academy is required by law to report any suspected child abuse or neglect to Child Protective Services.

**Initials:** \_\_\_\_\_

### Health Policy:

Children who are ill will not be allowed to attend the program. If your child becomes ill while at school, you will be contacted to pick up your child. If you cannot be reached, someone from your emergency contacts will be contacted. Your child may not return to school until he/she is symptom-free for 24 hours.

**Initials:** \_\_\_\_\_

## 2025-2026 School Policy Commitment

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_

Teacher \_\_\_\_\_ Age \_\_\_\_\_

### Commitment to School Policies 2025-2026

1. I have read the Family Handbook. (Available in FACTS Family Portal under "Resource Documents".)
2. I have read and/or discussed with my student all areas of the handbook that relate to their behavior and expectations while a student at a Christian Academy school.
3. My student and I agree to abide by the school policies and procedures.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_